**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**(A) Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. (B) Please also describe the role(s) of all relevant stakeholders in such budgetary processes and decision-making. (C) Finally, if schools are allocated a significant portion of their funds—either in part or in full—through a formula, outline the nature/mechanics of the formula and the elements impacting each school’s allocation.**

**Specifically, the Division of Budget and the State Education Department would consider a complete response to this question to include explicit answers to the questions included in the rubric below, including a substantive discussion on the translation of students needs into the district's budget (at least 1 sentence per question, when applicable).**

The budget process is led by the Assistant Superintendent for Business and Operations and the Superintendent of Schools. The budget process is ongoing throughout the year, and in November all building Administrators and Directors begin reviewing their needs for the following year. The building Principals meet within their buildings with Department Chairpersons and Guidance Counselors to determine the needs of the students and the programs and curriculum they plan to use. The Special Education Director assesses the needs of Students with Disabilities and reviews IEPs for needs and programs for the following year. After they have gathered this data they meet with the Assistant Superintendent and Superintendent in December/January to review their staffing and program needs, along with the costs for each. The Facilities, Transportation and Food Service Directors do the same. In January, Board of Education presentations and workshops begin regarding the budget which continue into February and March. The budget programs and staffing needs are reviewed and adjusted continually throughout and, in April, the Board of Education sets the proposed tax levy and budget.

**If applicable, is there anything unique about certain schools which explain why per pupil spending at these locations may be significantly higher/lower than the district average?**

We only have one school for each grade level so there is nothing unique.

**If applicable, describe any items which the district feels are anomalous in nature and require additional description.**

N/A