**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).**

A) The Budget development process is lead by the Superintendent and Assistant Superintendent. The budget process begins in November of each year and ends in early April. Needs are assessed by multiple meetings with Administrators and Department heads.

B) Individual buildings are represented by the building Principals. Instructional staff, some support staff, and departments submit budget requests to their respective Supervisors. The requests are then reviewed and discussed with the Administrative team and then presented to the Board of Education.

C) The District does not use a specific formula when building the yearly 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?**

Since the HS building is actually made up of grades 6-12, the expenses here are much higher than the Elementary Building.

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