**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 Superintendent and business official are co-leads in the budgeting process. Starting in December, meetings are held with school administration (principals, transportation, building and grounds) to determine district needs based on student population and student needs (ie any new students within district needing specialized transportation or additional programs needed for students). Line-by-line budgets are shared with the Board of Education regularly and updates are shared at public board of education meetings. The BOE typically has the budget approved by the March meetings, in addition, to determining the tax levy needed to support 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?**

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