**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 process is led by the school Superintendent and School Business Official. The needs of the students are expressed and translated into the budget through the building principals who receive that information from their faculty and staff. The budget process typically begins in November and may last anywhere from 4-5 months.

B: The district employees involved are typically the school principals, the head of the buildings and grounds, as well as the district's directors of instructional services and pupil personnel. The role of the school board is to set the priorities for the district and review the budget preparation process. The needs of the individual buildings in our district are represented by the building principals, the head of buildings and grounds, and the superintendent.

**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.**