**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 development process is lead by the Business Administrator and Superintendent of Schools. Building Principals and department heads assess the needs of their buildings and departments and meet with the Business Administrator and Superintendent to share their requests. Budget development is a year-long process with particular emphasis from October through March.

All administration, department chairs, teachers are involved in the budget development process. In addition, the building principals represent their buildings after receiving feedback and requests from department chairs and curriculum specialists. Monthly budget presentations are shared with the Board of Education beginning in January. The Board approves the budget before it is taken to the voters in May.

**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.**