**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 Assistant Superintendent for Finance leads the budget development process and it starts in October. The process ends when the Board of Education does a final review and adopts the budget in April of each year before the statewide May budget vote.The Assistant Superintendent works closely with the Instructional Leaders and Human Resources office to review enrollment and appropriate staffing levels. Principals and Department/Program Directors are asked to put together a comprehensive budget including all the needs of their program including additional staff. The budget is reviewed by the Superintendent of Schools along with Human Resources and Instructional leaders to determine if additional staffing requests are approved. In addition, specific schools are given higher staffing for specific needs for special education, english language learners and varying levels of demographic needs. Needs assessments for specific schools are discussed, requested and approved based on instructional input and data review. The district does not use a formula to weigh the needs but will assess yearly the changing needs.

**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.**