**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 leads the budget development process with building administrators and the Assistant Superintendents, with input provided by the Board of Education.

The budget process begins in the fall with administrative planning and review. Budget workshop meetings begin in January and run monthly until the eventual adoption by the Board of Education.

Prior to adopting a budget, several meetings are held with each building principal and their department heads and staff to discuss the student and grade level needs. The principals develop their budgets from these conversations and present them separately to the Superintendent and Assistant Superintendent for Business and Personnel. Their budgets are increase from the prior year based upon requests and needs ie; software, textbooks, staffing, equipment and supplies.

**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.**

  