**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).**

Budget Narrative

The Business Manager and Superintendent lead the Budget Process. The budget process begins in November when the administration distributes materials to all employees for their budget request. The request are returned to the building principals and proper administration for review in December. The building principals and administrators represent their own areas for their needs. The administration as a whole review needs and staffing requirements. The Superintendent then determines the needs for the district. With the public present, each section of the budget is presented separately to the Board of Education with the appropriate administrators present to answer any questions or concerns from the Board of Education. There is time allotted at the beginning and end of each meeting for public input. Budget presentations to the Board of Education occur from January through March with 2 or more meetings per month. The Board of Education normally approves the Budget for vote in April. The district does not us a specific formula of allocation to each… but rather based on enrollment and need for that year.

**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?**

Not Applicable

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

Not Applicable

  