**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 Business Administrator leads the budget development process. This process begins with presenting the budget calendar in October to the Board of Education for approval. In November, the business administrator presents the principal of each building and other department leaders such as Facilities, Transportation and Technology with their spending from the previous year and their budgets for the current year.

The building and department budget begins with the previous year’s allocation and then is increased/decreased depending on the number of students. This incremental budget approach sets the base budget for each school. Student needs such as LEP, poverty and the number of students with disabilities are factored into overall allocations throughout the budget development process. Class sizes, federal funding allocations and specific building needs are also considered. Principals submit a narrative justifying any dollar increases based on these categories. Per student quota amounts are established for supplies, materials, computer software, library books, textbooks and copying costs. In December the business administrator, principals and directors meet to review spending and discuss students' needs in their buildings. This meeting often includes the Superintendent and the Chairperson for Special Education. Prior to this meeting, each principal met with the teachers in their building to aid in these discussions.

Equipment requests are considered using a zero-based budgeting approach. Each principal begins

with zero dollars and teachers submit requests for equipment that is needed. Funding decisions are

then prioritized by the central office after reviewing the narrative regarding the requested equipment

from each building. Depending on the type of equipment and needs of specific buildings, variations can occur between buildings from year to 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?**

n/a

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

n/a