**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).**

A. The school budget is built in conjunction by the School superintendent and the school board. The needs of the students are reviewed by teachers, staff, CSE requirements, curriculum requirements and administration. The school and district goals determine the path of building the budget. The budget process begins in November and ends in April. Throughout the process individual components of the budget are completed and reviewed.

B. All district employees are involved in the budget process. The teachers will develop individual budgetary needs based on students, the curriculum and the number of students per class. The administration will build upon the goals of the school and the need for professional development. The district treasurer will ensure that the line items are correct and maintaining the needs for the tax payers; keeping the budget under the tax cap. The school board will review the budget ensuring the students needs and the district goals are meet.

**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.