**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).**

Our budget process begins with the Building Principals, Departmental Directors/Supervisors meeting with their appropriate staff members to determine the needs for the following year, enrollment fluctuations and an analysis what was projected versus actually spent in the prior year.

Since the Building Principals oversee all student activities, needs and wants, it is best if the budget development starts with them versus administrators telling them what they need.

We really never stop the process of budget development. Since the budget has to be created and voted on in May and school doesn't start until September, there are many things that can and do change. We are constantly keeping track of things that came up after budget passage to which we need to adjust. Generally, the budget development truly begins in December, ends in April with a final budget that is presented and then voted upon in May.

The School Board is involved via continual presentations during the course of the development/review of the budget. We currently do not utilize any formula for funds allocations to schools/departments.

**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?**

Our elementary school is higher due to smaller class sizes and therefore more classes - more staff/benefits.

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