**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 superintendent and the business administrator lead the budget development cycle. Budget packets are given to each building leader and department leader. They advocate and present their needs based on student needs that are also aligned with our strategic plan. The budget process continues all year. The budget calendar is the true kick-off.

B. Staff at all levels of the organization are involved in the budget development process. Three school board members sit on the Budget Advisory Committee and several meetings take place during the process presented by the entire administration team depending on the meeting agenda. The preliminary budget is shared with the entire board in March with adoption to take place in April and then the community votes on it.

We do not use a specific formula. We address student needs based on their educational program and our student needs.

**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?**

No.

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

None.