**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 Business Manager leads the budget development process. The needs of students are translated into the budget through coordination with the School Superintendent and Building administrators during the budget development process. The budget development process begins in October and concludes in May.

B-The School Business Manager, Superintendent, Principals, Director of Transportation, Technology Director, Facilities Director and CSE Chair are involved in the budget development process, with assistance from other staff as needed. The Board's finance committee as well as the full board meet periodically with the Business Manager and Superintendent during the budget development process for input and discussion. The School Board ultimately adopts the recommended budget. Principals represent the needs of individual buildings.

C-No district forumla.

**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?**

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

  