**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 budget development process is led by the school business official and the superintendent. The process usually begins in December and last about 3 to 4 months. The superintendent cabinet is involved in the process. In addition to the cabinet, all principals, assistant principals and department heads are involved. Each building and department leader presents budgets based on student allocation and zero based models. Staffing is developed by the business official and personnel administrator. New items are singled out based on need, requests and funding available. Once a budget is compiled, it is distributed. Final state aid and other funding sources could adjust the budget late in the process. The budget is based on the budgeted state aid, tax levy and miscellaneous revenue, each need is evaluated based on the budget. Once a balanced budget is achieved it is presented to the board of education for their approval.

**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?**

The district uses a Princeton model.

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

We have a very high ELL population.