

## Education Law §3614 School Funding Allocation Report

### Part F - Narrative Description

1. **(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 School Business Administrator works in collaboration with the Superintendent under the guidance of the Board of Education to determine the goals and priorities in developing the District's annual budget. Input is sought from the Building Principal, Committee on Special Education Chairperson, Technology Director, Head of Buildings and Grounds, and the Transportation Department—each of whom determine their departmental needs after consulting with staff. Initial discussions and planning typically begin in October. By late December or early January, departmental requests are received and incorporated into the working budget which continues to be refined as revenue is determined. State Aid projections, typically received in January and April, are particularly critical as this is the single largest source of revenue for the District. A proposed, line by line budget is presented to the Board for review, usually beginning in February, with revisions continuing through March, and is ultimately presented to the community for approval in May.

2. **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?**
3. **If applicable, describe any items which the district feels are anomalous in nature and require additional description.**