

## 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 Business Administrator leads the budget development process.

Representatives from across district departments are included in the process. This includes multiple meetings with the Superintendent, Building Administrators, the Director of Curriculum & Instruction and Technology, the Director of Special Programs, heads of the Maintenance and Transportation departments and all business office staff. The needs of students are discussed during these meetings and funds are allocated to meet those needs with instruction being a primary consideration. Building Principals represent their individual building's student needs. The Director of Special Programs provides input regarding the needs of special education students in those buildings and in out-of-district placements.

The budget process begins in late October and is 95% complete by February 1.

Final adjustments are completed by April 1.

Board members are kept informed of the budget status by the Superintendent and Business Administrator from the beginning of the process until they accept the budget by the due date.

The district does not use a specific formula to allocate funding. The staff that were mentioned above discuss their specific students' needs. Issues and concerns are addressed so that the finite budget funds are examined and a joint effort is made to assure we do the best for our district's students and staff.

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.**

