**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 School Business Manager leads the process. She meets with the Principal of each school (and any related admin staff), as well as the Special Education Director and Instructional Coordinator, Technology Coordinator, Transportation Supervisor, Facilities Supervisor, Food Service Manager, Head Librarian, and Athletic Director. We do not use a formula to allocate funds. The district used O-based budgeting the last few years and we have based additions/deletions off of this data based on needs. The needs of the students are translated to the principals and to the Special Education Director and Instructional Coordinator via teachers and special education staff. Hands on, they know what is needed at their building to function well. The Facilities Supervisor represents all building/maintenance project issues as well as proper staffing for custodial coverage. His input, along with the principals, will help direct priority needs. The budget process begins in December and generally ends in May with the budget vote.

**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.**

  