**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 budget development process is led by the Superintendent and the Business Administrator. The needs of the students are translated into the budget through a variety of means. These include budgeting adequate financial support for the district's instructional goals as identified by the BOE. Additionally, the building co-principals act as advocates for the needs of the various grade levels they oversee. The budget development process begins in January of each year and runs through the public vote that typically occurs in May.

B. In addition to the Superintendent and the Business Administrator, the building co-principals and the department heads are all involved in the budget development process. The school board is involved throughout the budget process, as there are monthly updates and discussions beginning with the January BOE meeting each school year. Since we are a one-building district, the co-principals each represent the needs of the various grade levels they oversee.

C. The district does not use a formula to allocate funds to individual schools, as the district consists of a single school building with a single school-level BEDS code.

**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?**

N/A.

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

N/A.