**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 begins with the Board of Education relaying their desires of what programs they would like to sustain. The administrators meet with their building staff to find out what programs they would like to continue and discuss any new initiatives. The needs of the students are in the forefront of minds of the Board of Education, administrators and staff. Occasionally the Superintendent offers a survey to community members to see if there are any concerns that should be considered during the budget process. The budget process usually begins in October and ends in April when the Board must approve the budget to go before the voters. (B) Administrators and staff work together to build the budget. In recent years when funding has been adequate, it has been relatively easy to support all teacher requests. Building Administrators represent the needs of individual buildings after collaborating with their staff. (C) The district is very small so it does not currently use a formula to allocate funds.

**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.**