**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 Business Official along with the Superintendent lead the Budget development process. We work closely with the entire Administration along with other key employees of the district. This allows us to come up with a comprehensive budget that is best aligned with the needs of all students in our district. The budget process begins in November and finalizes after the budget is passed by public vote. The budget is an ongoing process and is constantly changing based on the needs of students while maintaining the views and mission of the Board of Education. The Board of Education plays a vital role as well providing direction, feedback and guidance throughout the process. The Business Official and the Superintendent work closely with the Head of Maintenance, School Lunch Manager, Technology Director and closely with the High School and Elementary Principals. We also meet regularly with the Director of Special Education and we are always monitoring and predicting the needs of our Special Education student body. The district does not use a formula to allocate to individual schools.

**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?**

Nothing unique to speak of, we are one school.

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

None. Thank you