**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).**

Our budget process is a co-operative effort among administration, department managers, staff and the board of education. Our business administrator coordinates the budget development process. Student needs are assessed through strategic planning committees which include: Finance, safety, community/student engagement and instruction. The budget development process begins in November each year and continues through late March. The budget development process involves representation from all district employees through the requisition process. The board of education plays an active role and schedules presentations by administration, teachers and department managers from January through March each year. With only one building, both the principal and superintendent represent the school site. All funds are used for the one school site. Therefore, no allocation formula is needed.

**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?**

Not applicable

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

Not applcable