**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 both the Superintendent and the School Business Official. The needs of students are translated into the budget through recommendations from various stakeholders. School administrators, teachers and staff are all involved in relating student needs. The Director of Curriculum & Instruction makes specific recommendations for programming needs. The budget development process begins around November and lasts through March.

B The district employees involved in the budget development process include the Superintendent, Business Official, school administration, teachers, staff, Directors of Facilities and Transportation. The School Board is involved in discussions of new district initiatives and programming and is given regular updates as we work through the budget process. The needs of individual school buildings are represented by the building principals.

C. No, the district does not use a formula to allocate funds to individual schools. The district has one elementary school and one middle-high school.

**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?**

No.

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

NA

  