**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 superintendent of Schools with assistance from the School Business Official. Students needs are based on 1. Enrollment projections to determine staffing. 2. The amount of instructional equipment and materials & supplies support for teachers in order to meet the needs of students. Costs of the above needs are projected in the budget. The budget process begins in late November and ends in May.

B. Business Official, Treasurer, Principal, Special Education Director, Head of Facilities, teachers. The School Board reviews the preliminary budgets and recommends changes. The superintendent and principal represents the need of the building.

C. We only have one building, therefore, no formula is used. We however, seek input from each department (e.g. math, English, social studies, technology) to determine its needs.

**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 for us because we only have one building.

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

None.