**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, Deputy Superintendent, and Business Official lead the budget development process. Student needs are communicated via teachers and support staff to their self-appointed Team Leaders, who then present these to the building Principles. The budget process begins in October with approval of the proposed budget development calendar by the Board of Education and effectively ends in April with finalization of the budget newsletter.

B. The Superintendent, Deputy Superintendent, Business Official, Elementary Principal, MS/HS Principal are the primary district employees involved in the budget development process. Formal budget workshops are conducted with the school board in March and April. As we are comprised of a single K-12 building located on one contiguous campus the Elementary and MS/HS Principles represent the needs of their respective wings and the Transportation Supervisor conveys his needs directly to the Business Official.

C. No formula is used as the budget is developed with the scope of a K-12 school in focus from the beginning.

**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?**

We only have one school in the entire district.

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

N/A

  