**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).**

Who leads the budget development process?

The superintendent leads the budget development process for the district.

How are the needs of students translated into a budget?

The focus of the budget development process is on student achievement. However, student achievement is not solely focused on academices, rather, the district looks at the total student. The district first focuses on student social and emotional health. If students do not posess the necessary emotional skills, not academic intervention will produce results. As the district's student's population has shrunk, additional staffing decisions have focused on students support personal such as counselors, social workers, and behavior specialists. Also, trainging has been included in recent budgets to help all staff identify and remediate student social and emotional needs.

When does the budget development process begin and how long does it last?

The budget process begins as soon as State reporting is done for the previous year. As we update the current year budget with actual spending, the next year's budget will reflect current year spending. Department meetings begin in November, with all projected budgets being due by the end of February. The Board of Education begins reviewing budget figures in November, and continues looking at budget sub components through March.

Which district employees are involved in the budget development process?

The following employees are involved in the budget process: faculty, staff, administrations, Head Building Mechangs, Transportation Supervisor, treasurer, Assistant to the Superintendent, and the superintendent.

What is the role of the school board (where applicable)?

The role of the school board is review of the budget subcomponents and approval of the final budget.

**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?**

N/A

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

N/A