**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).**

The budget development process is led by the superintendent and the business administrator. Budget development begins in the late fall and runs through the production of the Budget newsletter in April. The needs of students are translated into a budget through the allocation of available monies to those areas deemed to be the highest priority. This priority is established through ongoing discussions with the BOE, staff, students, and community members.

The entire district leadership team is involved in the budget development process. This insures that all grade levels and departments have an opportunity to voice their needs for the coming fiscal year. The BOE is kept abreast of the budget development process through monthly presentations, during which they have an opportunity to voice their opinions and make known their concerns.

As we are a single school district, there is no need to allocate funds to individual schools.

**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?**

This question is not applicable, as we are a single school district.

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