**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 School Business Manager, Superintendent & Board of Education lead the budget development process.

Every teacher submits budget requests along with Principal, Guidance Counselors & Psychologist to ensure the needs of every student is met.

The budget development process begins with the Business Manager in October, BOE, Superintendent, Teachers & Staff begin in December. It is not final until April.

B. The Business Manager, Superintendent, Principal, entire instructional staff & non-instructional staff are involved in the budget process.

The School Board sets the budget parameters and has to give approval for programing & staffing needs.

We only have 1 building (PreK -12). The Head Maintenance Mechanic & Business Manger represent the building & site needs

with input from entire staff in respect to their programs.

C. N/A Only have 1 school/building.

**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?**

Our pupil spending is significantly higher than the district average, because we are a small 1 building PreK-12 school.

But our tax rate is one of the lowest in the state.

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

Being only a small 1 building school district, this entire report really doesn't apply to us. Maybe consider an exemption from this requirement.