**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 budget development process is led by the Superintendent and Business Official. Budget development starts in December and continues into the spring. Meetings with the Board Budget Committee start in January. The district is one Pre-K-12 building with separate sections of the building being designated as the Elementary School and the Middle/high School. Resources are allocated by building based on student needs. For example, the district has one ELL teacher. Her time is allocated based on the number of ELL students in each building and the specific student needs.

b. The district involves many district staff in the budget development process. Instructional staff is asked to contact their building principal to let them know of their specific needs for the next school year. Building Principals, Director of Special Education, Director of Technology, Director of Transportation, Instructional Coaches, and Head of Buildings and Grounds all meet individually with the Business Official and Superintendent to let them know what their department needs are for the upcoming year.

**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?**

The district has one elementary school and one middle/high school that are all housed in one building. The buildings are staffed based on student enrollment.

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