**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 Business Administrator, along with the Superintendent, and all key employees play a role in the budget process. The Business Administrator and the Superintendent meet with each member of the Administrative Team, the Head of Transportation, the Head of Maintenance, Cafeteria Manager, Librarian, Network Administrator, and Athletic Director. The Board of Education is part of the process as well. The Board of Education is updated each month beginning in December and we advise them on what we feel the needs are of the district for the following year. We also try to incorporate any needs that the Board feels should be part of the following years' budget. Budget meetings begin with each Department Head in early November. We discuss what they anticipate their needs to be for the following school year, how their needs were met the current year and how we can improve in all areas based on student needs. The Business Administrator and Superintendent convey that information to the School Board beginning in December. We then begin with a roll over style budget from the previous year however we view each budget line to determine historical spending and projected spending to determine what the district will need moving forward. The needs of the students are first and foremost in the budgeting process. Each need or concern conveyed to the Business Administrator does indeed translate into the budget process. The budget process begins in early November and does not end until the May budget vote.

**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 are somewhat fluid within our budget. We really focus on what is best for our students. This is a changing environment and we do our absolute best to ensure that we are addressing the needs of all students.

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

None that I am aware.