**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 District understands it has the responsibility to meet every child's physical, intellectual, and emotional needs in the district. It is the district’s goal to build a budget that represents its mission numerically. All of our students from kindergarten through sixth grade attend classes in one school building, and all seventh through twelfth-grade students attend a separate building. Due to this school configuration, the district’s budget does not require many allocations as costs are easily identified by the school building. In December, we start the budget process and diligently work with administrators, teachers, supervisors, and the BOE to build the framework for the upcoming school year. We prioritize learning, health and safety, and facility maintenance. We allocate funds to improve the learning environment, maintain/increase academic program options, and offer athletics and extra-curricular programming. The district budgets reflect the projected enrollment and the estimated needs of the students in each building.

December - April: Team meetings with all parties above. The main goal is to communicate needs in each department, discuss programming options, and outline student needs for the next year. As we progress through the budget process, and state aid runs come out, we then break down what was presented and what the district can actually budget. All groups mentioned above have created a strategic long-term spending plan to keep our facilities, instructional materials, and technology updated and deemed in good condition.

The BOE begins budget workshops in January, March, and April to listen to budget presentations, ask questions, and oversee that the budget represents the district's mission.

**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?**

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

  