**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 Superintendent/Business Official leads the budget development process.

The staff department heads and teachers are sent out a form to complete which includes required items for their classroom.

There is also a discussion with the principal about teaching items that maybe requested in order to meet the needs of the students.

The budget process begins around the middle of December and goes through April.

Superintendent/Business Official and Treasurer. We are hoping to form a budget committee in the next few years to help in the budget process in order to form some understanding between the teachers and community on school budgeting

The school board is presented with the budget figures throughout the whole process so questions and thoughts from them can be answered throughout the budgeting season as they provide oversight to the process. There are three open budget workshop meetings.

We are one building and I believe everyone is represented.

C. I don't feel this really applies to our school. We are a K-12 school district

**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?**

N/A we are a single building

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

  