**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. Superintendent, Business Official, Elementary Principal, MS/HS Principal. Student needs are translated into the budget via requests from teaching and pupil support service staff to their building principal and/or directly to the Superintendent and Business Official. The budget process begins in October with adoption of the budget calendar by the Board and ends in May.

B. The budget development process also includes the Board of Education and the heads of various departments (Transportation, Food Service, Buildings & Grounds). The School Board's primary role is to review and comment on budget proposals as they're developed and presented. No budget will be presented to the voters with their approval. The school is comprised of a single K-12 building and a Bus Garage located on one campus.

C. No formula is used to allocate funding. Budgets are built from the bottom up based upon need as communicated through the channels previously described.

**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

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

N/A