**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 process starts with the superintendent and business official establishing parameters of what the district would like to accomplish fr the following year.

B) A preliminary budget is put together with input from principals and department heads to meet their needs. An initial budget is then presented to the school board for their input and at that time we estimate what state aid we are anticipating and what our tax cap allows. Then as we approach the state deadline for state aid the Board of Education and Superintendent and Business Administrator makes a priority list of potential cuts or additions depending the state aid numbers.

Once final State Aid is announced the board of education then adjusts the budget with the input from Superintendent and Business Administrator.

C) We only have one building per grade level so allocation between buildings is based on what the entire grade levels needs.

**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?**

Our elementary numbers are higher than our secondary school's numbers and that is an effort to maintain smaller class sizes on the primary grades to ensure that students have the adequate tools and instruction to not fall behind in their early instruction. This is important to keeping students on the proper tract to graduate on time.

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

Nothing requires additional description