**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 budget development process is lead by the Superintendent of Schools and the School Business Administrator. Student needs are translated into the budget through the administrative teams review of student data. The development process begins in November and last until the budget and close of the fiscal year. The district administrators and building level administrators are involved in the budget process. The Board of Education is presented with the budget development information and are given the opportunity through budget workshops to provide expectations for the focus within the budget. The building principals and teachers represent the needs of each school. No formula methodology is utilized to allocated funds between the Elementary School and Jr./ Sr. High School.

**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.**

The district is a small school district with one campus. The campus has one elementary school and one Jr./ Sr. High School.