**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. Budget Development Process:

The Budget Development Process is led by the Superintendent and Assistant Superintendent. It is guided by the District Strategic Plan which has identified areas of need which are prioritized in development. The Strategic Plan identified areas of student needs through a comprehensive needs assessment that included multiple forms of data. The budget process begins in December and lasts through the end of March (prior to the budget presentation and vote).

B. Collaboration with Stakeholders

The District Administrative Team (School Administrators as well as Department Heads for Transportation, IT and O&M) are part of the budget development process. The School Board approves the budget and recommends it for public vote. Individual building / school site needs are represented by the District Administrative Team.

C. Formulaic Methodology

The district does not use a formula to allocate funds to individual schools.

**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?**

No, we are a two building school district, we do not have multiple schools.

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

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