**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 Business Administrator and the Superintendent lead the budget process. We meet with all department heads, members of cabinet and the Board of Education to best determine the needs of the students. We utilize every department in order to meet the students' needs and desires of all stakeholders. The budget development process begins in October.

All district employees are invlved in the process. We ask our district leaders to request feedback from their faculty and staff and bring all thoughts, ideas and plans to our monthly meetings. We only have one building so we are in direct contact every day however we do have specific planned budget meeting s with all department heads as well as each Principal, Head of Maintenance, Director of IT, Cafeteria Manager, Librarian, Head of Transportation, Director of Special Education, Athletic director, and both Principals.

**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?**

We have one one building.

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

None