**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 is a collaborative effort amongst all stakeholders at the District. The District Treasurer leads the budget development process which begins in December and ends when the budget is adopted by the Board of Education in April. The District Treasurer coordinates budget meetings with all applicable stakeholders, including (but not limited to): Superintendent, K-12 Principal, Transportation Supervisor, Buildings & Grounds Supervisor, Athletic Director, and Food Service Director. Stakeholders prepare a list of budgetary requests and prioritizes them based on the needs of the students, faculty, and infrastructure. Student needs, such as new technology, special education services, and recommended by the appropriate departments. The Superintendent & District Treasurer identify staffing needs based on programmatic requirements, which are discussed with the BOE and School Principal.

The District has one school (Pre-K-12); all budgetary allocations are based upon the work completed in the budget meetings noted above.

The district holds at least three budget workshops with the Board of Education during the budget development season to review the preliminary budget, and expressed questions/concerns/interest as needed. The school board is tasked with reviewing preliminary budgets and deciding the financial impact to the district, as well as ensure it is in compliance with district policies. Past budgets have been developed with a rollover baseline budget first, then adjusted based on requests and funding and discussed as the preliminary budget with the Board of Education.

**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?**

NA

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

NA