**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 district budget development process is lead by the Board of Education. The needs of students are translated into the budget through a collaborative effort by the board, administration and teacher leaders. The budget development process begins in November of the year prior to the budget year.

The district involves many levels of employees in the budget development process including the board, administration and teachers. The district uses it's strategic planning groups which includes Professional Learning Communities (PLC) leaders at the elementary, middle and high school levels along with support area supervisors in buildings and grounds, transportation and food service. The board provides input and approves a budget development calendar in October of each year and provides direction for board presentations on area or grade level budgets. As a small district, there is only one building. Both the principal and PLC leaders represent building sites. The district does not use a formula to allocate funding since we have only one building for PK-12 instruction.

**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?**

Not applicable. The district has one building

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

Not applicable