**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 Superintendent/Business Administrator leads the budget development process. However, all district employees are involved in the process. Needs are communicated to the building principal through the requisition process and together as an administrative team, we develop lists of student needs and prioritize those needs. The school board is involved in the budget development process throughout the entire school year. We communicate monthly on needs of the district and how we can develop a budget to meet those needs. The budget development process starts in earnest in November and continues throughout the rest of the school year. Since we are one building, we have the luxury of having the needs represented by one building principal.

**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