**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).**

Our budget process consists of all the faculty and staff filling out requests for the following year. This beginnings in January. These requests are given by the teachers who know what the students need. These requests are then gone over by the Superintendent, Principal, Director of Pupil Services, Curriculum Coordinator and the Business Administrator. The Principal, Director of Pupil Services and Curriculum Coordinator also know the needs of the students. The budget development process ends when the budget is approved by the voters.

The district involves all individuals in the budget process. There are Teachers, Head Bus Driver, Director of Facilities, Principal, Director of Pupil Services, Curriculum Coordinator, Business Administrator and Superintendent that are involved. At each board meeting during the budget process the Business Administrator presents sections of the budget to the board. She/He explains where each amount came from. This is done until April when the board has to approve the budget. Since we only have one building the Principal, Director of Pupil Services and the Curriculum Coordinator are the individuals who make sure the needs are met for the building.

**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?**

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