**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 Manager in conjunction with the Board of Education leads the budget development process.

The Business Manager and Administrators hold meetings with various grade level teachers and department representatives to gather information needed to enhance curriculum and requisition supplies needed for all classrooms to service all grades and subjects.

The budget development process begins in November and ends with the budget vote in May.

**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?**

The Board of Education, Superintendent, Administrators, Business Manager/Treasurer and department heads are all involved in the budget development process.

The school board provides oversight of all school functions and approval of business functions/transactions.

We have one building, so the Principals oversee the respective grade levels.

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

Funds are allocated based on student enrollment for elementary school and secondary grades, taking into account the needs of students in those respective grades. The formula does not use specific weightings for student needs.