**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).**

A. The budget development process is led primarily by the Superintendent and Business/Official/Treasurer. Student needs are translated into the budget via input from the Administrative team, which consists of the building Principles, Director of Education, and the Dean of Students. The budget development process officially begins mid-October when the Budget Calendar is presented to the Board of Education for adoption and lasts thru late April when the proposed budget is adopted by the Board.

B. Employees involved in the the budget development process include those listed above, along with the department heads (O&M, Transportation, Cafeteria, and Athletics). The Board is involved directly via various scheduled budget work sessions that occur in November, February, and March. The district is comprised of a single K-12 building containing an Elementary school and a MS/HS; these schools are represented by their respective Principles.

C. The district does not use a formula to allocate funds.

**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?**

N/A

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

N/A