**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 budget development process starts in December and is led by the Superintendent and School Business Administrator with the Board of Education setting expectations for the upcoming fiscal and academic year. In January, department heads and principals begin gathering data. The needs of the students are translated into a budget by each of the contributing administrators and instructional leaders, by virtue of their contributions to budget development to ensure programs, materials and other resources are planned for accordingly. The budget development process begins officially in December of each year, and continues until it is adopted by the Board of Education and then submitted to public for vote. The district does not use a formula to allocate funds to an individual school. The district is reviewed by the administration and Board of Education as a K-12 continuum. If needs arise in a grade level or building they are reviewed and addressed in the budget process.

**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?**

Due to having programmatic needs that are greater at the secondary level, spending tends to be higher than the elementary level. Also the district has one building for the grade span level.

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

N/A