**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 budgeting development process is lead by the Superintendent and Business Official. The Superintendent and Business Official start holding meeting with various department head in November preparing for the budget in the upcoming school year. We only have one building PreK-12 so each department head represents the entire district. To make sure that the student needs are translated into the budget, we look at required academic programming and specific needs of individual students to hire staff and materials to meet those needs. The process starts with the department head meetings in November. The Board is introduced to the budgeting process in January. They discuss the budget each time they meet from January through April, approving the final budget in April for the vote in May.

B. The budget development process involves the Superintendent, the Business Official, the Principals and the department heads. In extremely difficult years, the administrative team also involves members of each stakeholder group (teachers, non-teachers, parents, students and community members). The school board reviews the budget each month and provides input throughout the process. The Board members also keep in contact with the parents and other community members to make sure that they are heard and listened to. We only have one building so the needs of individual buildings doesn't really apply.

C. No, the school does not us a formula because we only have one 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?**

No, having only one building allows us to focus our attention to all students at once with less people vying for funding for various buildings.

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

We don't feel there are any anomalous items needing additional description.

  