**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 superintendent of schools and the board of education lead the budget development process each year. The formal process of budget development begins in December and concludes with the Board's adoption of the budget figure in April.

The superintendent consults with the building principal and department supervisors to determine if there are specific budgetary needs that need to be considered in the budget development process. Because we are a very small school district, the superintendent also takes opportunities to have conversations directly with instructional staff regarding any student needs that be also need to be considered in the process.

Our primary focus for the instructional budget section is based upon the needs of our students - whether it is adjustments in curriculum, invention programs, updated instructional technology, or updating the physical classroom spaces. We also determine the needs of our special education students with regard to classrooms, staffing allocations, and any needed support materials to address their individual needs in the coming year. As a district with a large population of poverty, we are always taking this factor into consideration.

**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