**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).**

A1. The budget development process is lead by the business office manager

A2. Meetings between superintendent, teachers and staff members to go over the needs of students in terms of resources, classes, supplies. Determining the curriculum's is the beginning process of what is incorporated into the budget.

A3. The budget development process is an ongoing process and is based on the needs of students are constantly changing. Teacher requisitions are due in January and are then reviewed for approval. From there, the budget will be developed for a first draft review Mid February. Minerva Centrals budget vote will be held 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?**

B1. The employees involved in the budget development process are the business office manager, superintendent, teachers/staff and members of the board of education.

B2. The role of our school board members is to oversee how the funds from our school are being spent. They give recommendations/feedback when discussing the needs of our district.

B3. Minerva central is the only school within the district and our superintendent represents the needs of our one building.

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

N/A