**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. Budget Development Process

The Superintendent/Principal leads the budget development process.

Requests for student needs that are not in the current budget are communicated to the Superintendent/Principal by various stakeholder groups including but not limited to:

• Committee on Special Education;

• parents/guardians;

• teachers;

• school psychologist;

• Director of Special Education.

The budget development process begins in the late fall and concludes with the adoption of the budget by the Board of Education on or before the statutory deadline.

B. Collaboration with Stakeholders

The proposed budget is developed in collaboration with relevant stakeholders including but not limited to:

• Committee on Special Education;

• Teachers;

• parents/guardians;

• school psychologist;

• Director of Special Education;

• facilities administrator;

• Board of Education.

This is done to provide for the diverse needs of our students while being mindful of the impact on our taxpayers.

The Superintendent discusses the plan for budget development with the Board of Education and updates the Board of Education during the budget process.

The District consists of one building so no allocation is necessary.

**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?**

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