**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 is led by the School Business Executive under the supervision of the Superintendent of Schools. The needs of the students are translated into a budget by analyzing testing scores and trends, both internally and regionally, and determining areas of need within the district. Resources are then allocated where they will be most effective and efficiently used. The budget development process is ongoing, but officially starts around December 1st and budget completion is usually end of March.

District administrative staff and department heads are all included in the budget development process. The board of education is presented a proposed budget with information about programming and resource allocation before approving the budget. Needs of individual buildings are represented by the building principals.

With only two buildings, the district does not use a formula to allocate funds to individual schools.

**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