**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 Superintendent and the Business Official. The Executive Director of Learning and the Special Education Director are closely consulted throughout the process, and they work closely with the Principals, Curriculum Coordinators and Grade Level Leaders to assess the needs of the District Programs. The Business Official works closely with the Support Service team, including the Director of Transportation, Director of Buildings & Grounds, the IT Director and Cafeteria Manager, to ensure the needs of the District are met. On a perpetual basis, student performance data is analyzed, as well as demographic, socio-economic and emotional needs. The budget development process begins in November and culminates with a budget vote in May, and if necessary, a re-vote in June. A budget development calendar that reflects this timeline is created by the Superintendent and Business Official and approved by the Board of Education in October. Throughout the budget cycle the Board is updated on the challenges and progress through presentations and correspondence with the Superintendent. Ultimately, the budget is approved by the Board prior to the budget vote. Since the District only consists of one Elementary School, one Middle School and one High School, allocation of funds does not have to be distributed between multiple schools per grade band, rather allocations of supplies and materials and contractual expenses are based on student counts and the individual goals of the building leaders.

**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.**