**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) The school business official leads the budget development process with much input from other administrators, the school board, and community stakeholders. The process of budget development includes budget history review, fund balance review, enrollment history and projection, staffing projection, budget listening sessions, and meetings with the budget task force. The process begins in September and lasts until March of the following year.

(B) District employees most involved in the budget development process include the superintendent, business official, building principals, director of transportation, director of instructional technology, director of facilities, director of special education, and director of athletics. These individuals all represents areas of the district in which they oversee. The district has one combined building for elementary and secondary education. The school board creates a budget task force to work closely with the business official and provide input as well as oversight.

**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.**

  