**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 lead by the Superintendent and Business Manager.

The administration considers providing appropriate educational opportunities for all students as the basis for every decision that is made, which includes the budgeting process. The budget is reviewed every year to ensure that it meets the changing needs of the students.

Budget development is something that is under consideration all year, but it begins in full in December, and ends with the May vote.

All employees can make recommendations for new/changed programs to be considered during budget development. The principals and department managers will bring these ideas as well as there own to the Superintendent and Business Manager for consideration to be included in the budget.

Any major changes to programs or major purchases are presented to the school board for their review during budget development. Once the budget is finalized, the board approves it to go before the voters.

There is only one building, so there is no need for representing the needs of multiple sites.

**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?**

There is only one school building.

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

N/A