**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).**

While the district only has one building, many stakeholders play a role in our budget development process. While the business administrator organizes much of the budget development process, the budget is lead by the board of education and begins with a review of staffing needs, debt service obligations and benefits projections at their December meeting. This process continues into January when the support services budget is presented. Revenues are reviewed in February and the overall instructional budget is presented in March. Prior to the March presentation much time by administrators and teachers reviewing student needs. Student needs are discussed by Professional Learning Community leaders. Our leaders include two teachers representing PK-2, two representing 3-6 and two representing 7-12. Special area teachers are represented and included in the PK-2 and 3-6 grad PLCs to provide student need feedback. As previously mentioned, the district has one building so there is no formula needed to allocate 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?**

not applicable

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

not applicable