**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. Budget Development Process

A.1 At Jasper-Troupsburg CSD, the Superintendent leads the budget development process.

A.2 In December, the district pulls all administrators together to discuss needs of each department. Specifically, these needs are related to instruction, transportation of students, and well rounded education opportunities. In these meetings, administrators present individual teacher needs to ensure student needs are prioritized appropriately.

A.3 The Budget development process starts in December, revisions are made up until the approval of the final budget by the Board of Education in April. From there, the board approved budget is presented to the public, and will be voted on by the public accordingly.

B. Collaboration with Stakeholders

The Superintendent, Elementary Principal, High School Principal, Director of Transportation, Director of Facilities, District Treasurer, Athletics Director and Committee on Special Education play key roles in the budget development process. The Superintendent leads the budget development process and prioritize the needs of each area in the district. The Elementary Principal represents grades kindergarten to 6th grade and advocates for what is most needed at this level of education. The High School Principal represents grades 7th to 12th and presents the needs accordingly. The Athletic Director, Director of Facilities, and Director of Transportation all present the needs of their department to the Superintendent. The District Treasurer organized the needs and requests of the departments and presents them as a whole to the Superintendent.

The Board of Education continuously tracks the budget through the entire development process through frequent budget presentations. Once the final budget is completed, the board will review the budget in detail and approve the budget before it is submitted to the voters.

C. The District allocates funds based off the needs of each department, along with historical data.

**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

  