**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 Business Manager and Superintendent. With only two buildings, we are able to translate the needs of our students. We are able to hear from our community on their needs. The budget development process begins in the beginning of the year and lasts up until the budget vote in May. The district employees involved in the budget development process are Business Manager, Superintendent, building principals, Director of Student Services, Director of Facilities, Director of Transportation and veteran teachers. The role of the school board is there is a finance community that the Superintendent keeps a line of communication open around the budget season.

**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.**