**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 Superintendent leads the budget development process with assistance from the Business Manager. The needs of the students are communicated by staff and administration throughout the budget process and these needs are presented to the Board of Education during the process along with the associated costs. The budget development process begins in late October and goes through early April. B) Principals and staff are all involved through budget meetings at each grade level and department to express their needs. The school board makes decisions on programs to include and exclude based on the information presented and the financial impact. Our district is one building - PreK-12 building. C) There is no formula used to allocated funds.

**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?**

The Junior/Senior High School is higher per pupil than the Elementary (although not significantly higher). The costs associated with athletics and extracurricular activities/stipends is assigned to the high school as the elementary school does not participate in these activities. Also, being a small school, some of the electives offered in the high school can have small class sizes (4 to 6 participants) as compared to the average class size in the elementary (12 to 16 participants).

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