**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. 1. The District Treasurer leads the budget development process with support from the Superintendent and feedback from the Board of Education.

A. 2. The district focuses on small class sizes to ensure students are getting more one to one time with their teachers. We do not limit any single subject to a budget and rely on the teachers to communicate their specific individual needs during budget development. This ensures students have all of the necessary materials to set themselves up for success.

A. 3. Budget development begins in December, with the first budget presentation to the public in early February. Sections of the budget are then presented at board meetings twice a month until the Board officially adopts the budget in late April.

B. 1. The district admin team is primarily involved in budget development. This would include our Principals, Facilities Director, Transportation Director, Athletics Director, and Special Education Chairs.

B. 2. The school board reviews all budgeting information and notifies the district of any concerns they may have. There is a budget development committee that reviews the budget in more depth.

B. 3. The Principals of each building represent the needs of their building. The Transportation Director represents the need of the transportation department. The Facilities Director represents the overall facility needs of all campuses.

C. 1. The direct allocates funds by need. Generally, the funds are divided equally between schools, unless there is a specific need presented.

**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