**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 process is led by the Business Administrator and Superintendent. Department heads and Building Principals review needs of all students to recommend changes needed for upcoming school year. The process starts in November and ends in May each school year.

Department heads, Principals, teachers determine needs. The needs are summarized by department heads and presented to the Board of Education Budget committee. Those discussions are then presented to the entire board at an open board meeting. Our district has a pre-k - 6 grade building and a 7th - 12th grade building. Each principle advocates for their building needs.

Funds are allocated based on specific needs each year

**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