**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 budge process is lead by the Superintendent and Junior Accountant. The budget supports the Mission and Vision of the district as well as the needs outlined in the Comprehensive District Education Plan and Professional Development Plan. The process begins as early as December and ends in May each year.

B. The stakeholders include the Building Principal/Director of Special Education/Homeless Liaison/ELL Coordinator/Grant Writer, Curriculum Coordinator/Data and Testing Coordinator, and School Counselor/Guidance Counselor/Higher Education Coordinator. Every teacher is encouraged to submit requisitions to the Superintendent to improve and enhance their instruction. The Board of Education is presented with an initial budget in February. The BOE is charged with the task of asking questions about line items and asking evidence of needs in different budge codes. We are a one building district.

C. We are a one building, Pre-k - 12 school building.

**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?**

We are a one building, Pre-k - 12 school building.

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