**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 Assistant Superintendent for Business. Representing the needs of the students, the Department and Grade Level Chairs assess the needs of grades and departments, bringing those to the building principals. The principals represent the individual buildings. They then bring those needs to the Asst Superintendent who then finalizes the budgets. The school board sets guidelines for the ultimate budget figures. Once finalized, they then vote and approve, sending this approved budget to the voters. This whole process begins in November for the upcoming school year and runs through about April in order to present to voters in May. Budget needs are evaluated on an ongoing basis. The district does not use a formula for allocation to schools, the budget figures are based on projected costs relative to prior years' spending and projected salaries and benefits..

**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.**

Due to recent events, custodial and maintenance costs will be higher due to higher needs for PPE and supplies for mandated social distancing and sterilization procedures.