**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. Budget development begins in November and continues through April when it is adopted by the BOE. department heads and supervisors meet with the business executive to go over needs for students and staffing. The budget process is then opened up to teachers to put in requests for items they may need in the classroom.

B. All district employees are involved in the process at some point. Board presentations are done regularly to keep the board informed of significant changes. Department heads and supervisors represent the needs of their individual departments or buildings.

C. The district does not use a formula to allocate funds to individual students.

**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 20-21 school budget is definitely a unique one given COVID-19. The district decided not to run a UPK program that has been running for several years within the district. These teachers and aides were then relocated to other classrooms that were developed to maintain social distancing throughout the buildings.

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