**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 School Business Administrator leads the budget development process in conjunction with the Superintendent of Schools, the Board of Education, and the building and department leadership. This process begins in October/November before the budget vote and ends with a final budget in April.

B. We develop a budget using the zero based budgeting model. Teachers and other faculty members submit their needs to their supervisors or building principals. Principals and Department Supervisors review the requests and either approve or deny them based on student need. The Business Administrator meets with each principal and department head to discuss their submitted budgets. The Business Administrator and Superintendent present the different areas of the budget to the Board of Education and explain areas of need and increases or decreases that are present as a result of those needs.

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

**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?**

Our elementary and middle schools are designated Title schools and receive Federal Title funds. The high school does not. Additionally, much of our federal stimulus money was designated to the ES and MS in an effort to reduce class sizes because of the inability of these students to become vaccinated and to address learning inequities as a result of COVID in our most vulnerable students.

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

none.