**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 Business Manager and Superintendent lead the budget development process. Program and student needs are assessed by the Administrative team and brought to the Business Manager and Superintendent for inclusion in the budget. The budget development process begins in December and ends in April when the BOE adopts the budget.

The following district employees are involved in the budget development process: Superintendent, Business Manager, Jr/Sr High School Principal, Elementary School Principal, Assistant Superintendent for School Improvement, Assistant Superintendent for STEAM and Innovation, CSE Chairperson, Buildings and Grounds Supervisor, Transportation Supervisor, Food Service Director and Athletic Director. The BOE has established an Audit/Finance Committee. The Committee meets frequently during the budget development process to review the proposed budgets put forth by each department or building.

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?**

Pupil spending will increase due to the receipt of various Federal grants as a result of the pandemic.

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