**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 Superintendent and Assistant Superintendent for Business, along with Building Administrators lead the budget development process, Enrollment dictates the number of sections and/or teachers and staff necessary. The administration and stakeholders then determine the level of educational program to be offered to be proposed to the Board of Education. The process begins with enrollment projections in October of the previous year.

B. Anyone with budget responsibility is involved in the process - Administrators, Principals, Curriculum Leaders, Team Leaders, etc. The School Board evaluates the Administrative Budget proposal and balances all requests with the ability of the community to support the proposed budget. Individual buildings and school sites are represented by the Principals.

C. The district uses a formula for a very small portion of the budget - classroom supplies, equipment and contracted services (less than 1% of the overall budget). The requests for these items are rarely ever cut during the budget process as most of the costs are based in personnel.

**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?**

N/A

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

COVID 19 shut down led to some anomalies in how money was spent compared to prior years

  