**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 development process is led by the School Superintendent and the School Business Administrator with guidance from the Board of Education. The process begins in late September with the creation of the Budget Development Calendar to be presented to the Board for review in early November and subsequent approval in early December. Each administrator and building supervisor are provided with a budget development questionnaire to complete. This document contains a series of questions intended to guide them through programming and staffing decisions. In turn, each administrator meets with their respective building/program level team(s) to identify the needs for the upcoming school year. The Superintendent and Business Administrator schedule budget development meetings with each administrator and department supervisor. The meetings are held beginning in early December and continue through the end of February. The budget development process included five public work sessions that took place on February 8, 2021, February 22, 2021, March 8, 2021, April 12, 2021 and April 20, 2021. Those work sessions allowed for the School Board and the District Administration to review every aspect of the proposed budget for the upcoming school year.

The District does not use a formula to allocate funds to individual schools. Allocations are based on needs identified during the team meetings and communicated to administration.

**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.**