**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. If schools are allocated 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. In addition, explain any non-formulaic elements impacting each school’s allocation. (Please note that this question asks about the district’s budget process, not about how the district completed the New York State School Funding Transparency Form.)**

Schools receive a per pupil allocation based on projected enrollments. The principal of each building has discretion to allocate the funds as he/she sees fit according to the needs of each department. Allocations of materials and supplies as well as textbooks and workbooks are determined in conjunction with the vision and planned curriculum of the subject area. During the beginning of the budget process, each principal meets with Central Administration to discuss the plans and new initiatives for the following school year. At this time, the principal can request additional funds, if necessary, provided they are directly connected to new initiatives. Upon completion of the meetings, the requests are prioritized and reviewed in more detail. The principals have the understanding the additional funds are not guaranteed, but will be considered when taking the whole budget into consideration. Staffing is allocated based on enrollment and program needs. Staffing reports are reviewed, and an in-depth analysis of grade level enrollment and class requests (at the HS level) is performed early in the budget process. Each building principal submits a staffing request which is then compared to the in-depth analysis of the staffing reports. At this time it is determined if there is a need for shifting or transferring staff depending on the needs of each building.

**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 beyond the Excel entry.**