**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.)**

When we begin preparing our district budget, we have discussions with all building level administrators to determine their student's needs, the programs they offer and what staff is needed. These meetings include all district level administration. After reviewing their needs we allocate staff and resources to each of our buildings. The Special Education department also meets with the building level administration and makes decisions about what type of classes are being offered in each building and what related services are needed and other supports. Materials and supplies are budgeted based on a per student basis at the first stage and then other resources are allocated based on the needs of the students and teachers.

**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.**