**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.)**

During the budget process, salaries for 2019-20 were projected as if each employee worked in the same building as in 2018-19. I worked with Principals and Chiefs to determine the needs of each building (staffing, equipment, supplies and services). Funds were then budgeted based upon need/amounts requested.

Coordinators work with department chairs to determine the departmental needs which are budgeted by building and department, accordingly.

The Finance & Budget Committee is presented with the building level detail. Building Principals, Coordinators and Directors are notified of any budget reductions after the Finance & Budget Committee has approved the budget. This budget is then presented to the BOE during a budget work session and public hearing. Once the entire Board approves the budget to be put before the voters, it is presented to the public on a macro level, broken down by ST-3 codes.

**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?**

There is nothing unique about schools, per say, however schools with more special ed students and more senior teachers have higher costs.

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

n/a