**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.)**

Administrators and Instructional Staff discuss their budget needs at District-Wide School Improvement Committee (DWSIC) meetings, administrative cabinet meetings, staff meetings, and Board of Education budget development meetings. The budgeting process begins by using the prior year budget amounts for items such as supplies, equipment, contractual expenses, paper, etc. and redistribute these budget lines based on student enrollment to each grade level and building. These figures are given to the administrators in each building and/or department. If administrators require additional funding based on the needs and requests of their staff these amounts are included in the budget. Staff are required to complete budget request for equipment, textbooks, field trips, and contractual needs, which is submitted to their administrator. In addition staff are provided a sum of funds to purchase classroom supplies. The administrator based on grade/program needs distributes these funds.

Staff are placed based on student count, student needs, IEP information, academic/accountability needs, and poverty levels. Administrators provide a written justification request for additional staffing needs. Budgeting for staffing and benefits is based on contractual obligations.

All additional budget requests are reviewed during the budget development process and prioritized based on student needs. Additions and cuts to the budget are based on the District trying to work within the District’s tax cap and revenue stream, while providing the best education to all students.

**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?**

161501060006 – Flanders Elementary School has a slightly increased per pupil count because it contains special education programs with increased staffing needs based on student IEPs.

161501060014 – Franklin Academy High School has an increased per pupil count based on athletics and extracurricular activities that are located at the other buildings.

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

n/a