**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.)**

The majority of the building budget is driven by staffing. Building staff is based on projected enrollments, anticipated class sizes and program requirements. The district limits elementary class size to 23 students K-2 and 25 students 3-6. Special areas and secondary class-sizes are based on contractual caps and program needs. . Special education staffing is based on students IEP and program needs. During the budget process, building administrators meet with central office staff to discuss unique staffing needs. Adjustments are made based on needs of the building and the students.

Building administrators allocate a fixed amount for supplies, travel and conference, equipment and contractual expenses. This amount is based historical data and anticipated building needs. A process exists for building administrators to request changes to the amount based on particular programs or specific needs. These requests are reviewed by senior cabinet.

**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?**

N/A

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

N/a