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

**Part F - Narrative Description**

**(A) Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. (B) Please also describe the role(s) of all relevant stakeholders in such budgetary processes and decision-making. (C) Finally, if schools are allocated a significant portion of their 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.**

**Specifically, the Division of Budget and the State Education Department would consider a complete response to this question to include explicit answers to the questions included in the rubric below, including a substantive discussion on the translation of students needs into the district's budget (at least 1 sentence per question, when applicable).**

Budget Guidelines:

1. The budget process is lead by the Superintendent and Business Administrator and supports a quality educational program while maintaining fiscal responsibility. The process formally starts in December each year through the time of the voter approval (most years in May).

2. Budget expenditures will be in alignment with the vision, mission, and goals developed by representatives of the faculty, staff, students, community, and Board of Education.

3. Community input solicited and taken into account during the development of the budget.

4. Information about the budget made readily available to the community. The Superintendent of Schools and School Business Administrator are available to answer questions about the budget.

5. Long-term fiscal stability and predictability are maximized through the development and regular updating of short-term and long-term plans for school improvements, maintenance of the physical plant, and needed equipment purchases.

6. Energy conservation, recycling, and reusing are practiced wherever possible.

7. Available grant money are utilized to maximize long-term benefit to the school (e.g., purchase of equipment) and minimize dependence on grants for fundamental needs.

8. Professional and support staff salaries are in keeping with experience, educational background, responsibilities, and appropriate salary standards to support a quality staff.

9. Projections on state aid, equalization rates, and regulatory changes that may affect the budget process are carefully monitored.

10. Every effort is made to keep tax rates stable and within limits defined by any rises in the cost of living index and inflation.

11. A projection of the district’s financial status are prepared.

12. These guidelines are reviewed and updated annually as needed.

**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?**

NA

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

NA

  