

ARKANSAS DEPARTMENT OF EDUCATION
BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Allowable Expenditures Guidelines

The following are regulations regarding the dispersion of professional development funds issued for Beginning Building Level and Curriculum/Program Administrator Induction. Prior to expenditures, the Beginning Administrator must have an Arkansas Department of Education approved Professional Learning Plan (PLP) on file with the Office of Teacher Quality and the School District Project Director.

- Approval of expenditures will be based on the items written in the Resource column of the PLP and the Allowable Expenditure Guidelines listed below.
- Prior approval of purchases must be given by the Induction Project Director.
- Expenditures will be posted on the BA Induction Project Director Expenditure Log and placed in the BA/Mentor pair folder.

Mentors: Administrator Mentors who fulfill all mentoring obligations will receive a stipend of \$400.00 per year.

Beginning Administrators: Beginning Administrators receive a stipend of \$800.00 per year for professional development to support the resources and activities listed on the approved PLP.

The Beginning Administrator may revise his/her PLP to accommodate changes in goals or resources. The Beginning Administrator in consultation with the mentor must fax the revised PLP to the ADE Administrator Program Advisor for approval. Once approved, the PLP is faxed back to the BA and Project Director. The revised PLP is to be placed in the BA/Mentor pair folder.

Approvable PLP Expenditures:

- Professional organizations - memberships should be limited to no more than two
- Subscriptions of professional journals – \$100.00 maximum for subscriptions to journals related to the BA's area and/or level of licensure
- Printed materials – resource books, instructional leadership guides and books containing instructional leadership techniques related to areas of need on the BA's PLP
- Professional Conferences – if listed on the approved PLP
 - Registration fee for the BA only
 - Travel – airfare, mileage (at state approved mileage rate)

Inappropriate Expenditures - items which the employing school district would ordinarily be responsible for providing the Beginning Administrators such as:

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| • Laptop Computers | • Furniture | • Bookshelves |
| • PDA's | • Briefcases | |
| • Calculators | • Television sets | |

The Induction Program is monitored annually. In the event of an audit, resources listed on the PLP must match the expenditures approved by the Project Director and listed on the Expenditure Log.