

# ARKANSAS DEPARTMENT OF EDUCATION

## BEGINNING ADMINISTRATOR INDUCTION PROGRAM

### Allowable Expenditures Guidelines

The following are regulations regarding the dispersion of Beginning Administrator Induction professional development grant funds. Prior to dispersion of funds, the Beginning Administrator (BA) must have an Arkansas Department of Education (ADE) approved Professional Learning Plan (PLP) on file with the Office of Teacher Quality and the District's Induction Project Director.

- Approval of expenditures will be based on the items written in the Resource column of the BA's PLP.
- The approved items must meet the Allowable Expenditure Guidelines listed below.
- Prior approval of purchases must be given by the District's Induction Project Director.
- Expenditures will be posted on the BA Induction Expenditure Log by the Project Director and will be placed in the BA/Mentor induction 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 to support the professional development resources and activities listed on the approved PLP. This money is not to be used by the School District for purposes other than those listed on the PLP.

**The Beginning Administrator may revise his/her PLP to accommodate changes in goals or resource availability. The BA must fax the revised PLP to the ADE Administrator Induction Program Advisor for approval. Once approved, the PLP is faxed back to the BA. The revised PLP is to be placed in the BA/Mentor induction folder with the BA retaining a copy for reference.**

#### Approvable PLP Expenditures:

- Professional organizations - memberships should be limited to **no more than two**
- Subscriptions of professional journals/websites – limit total subscription expenditure to a **\$100.00 maximum**; subscriptions must be related to the BA's area and/or level of licensure
- Printed materials – resource materials (books), instructional leadership guides, audio journals, videos, or DVDs containing instructional leadership techniques related to areas of improvement on the BA's PLP
- Professional Conferences – must relate to BA's licensure area and be listed on the approved PLP; the following costs may be used to pay for:
  - 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:

- Laptop Computers
- Furniture
- Flash drives
- PDA's
- Briefcases
- Bookshelves
- Calculators
- Television sets

**The Beginning Administrator Induction Program is monitored annually. Resources listed on the PLP must match the item expenditures approved by the ADE Beginning Administrator Induction Program Advisor and must be recorded on the Expenditure Log located with the District's Induction Project Director.**