

ARKANSAS DEPARTMENT OF EDUCATION

INDUCTION/MENTORING

Line-by-line explanation of End-Of-Year Budget Report Form

- Line 1, # Teachers Mentored full year** – In the blank, enter the number of novice teachers who were in Induction for this full school year. Multiply that number by \$2,000. Enter the total in the cell to the right.
- Line 2, # Teachers Mentored one semester** – In the blank, enter the number of novice teachers who were in Induction for only one semester during this school year. Multiply that number by \$1,000. Enter the total in the cell to the right.
- Line 3, # Beginning Administrator** – In the blank, enter the number of beginning administrators who were in Induction for this school year. Multiply that number by \$1,200. Enter the total in the cell to the right.
- Line 4, Induction/Mentoring support for this year** – Add lines 1, 2 and 3.
- Line 5, Balance Forward (carry-over from previous year)** – If your district had a balance in the Induction/Mentoring account at the beginning of the school year, enter that balance in the cell to the right.
- Line 6, Amount of 2006 – 2007 Grant** – This is the total amount of the grant issued for the novice teacher/mentor pair(s) at the beginning of the school year plus any additional grants you received for novice teachers added during the year. The amount is recorded in the cell to the right.
- Line 7, Other Adjustments (explain)** e.g., materials on back-order, summer conferences, etc.
- Line 8, Balance Forward Amount** – Enter the Balance Forward Amount (same as line 5)
- Line 9, Add lines 6 and 7 and enter the total in the cell to the right.**
- Line 10, Full year teacher mentors** – In the blank, enter the number of mentors who mentored teachers for the full school year. Multiply that number by \$1200. Enter the total in the cell to the right.
- Line 11, One semester teacher mentors** – In the blank, enter the number of mentors who mentored teachers for only one semester. Multiply that number by \$600. Enter the total in the cell to the right.
- Line 12, Teachers' Professional Development Expenditures** – This is the total monies expended by teachers for professional development activities and events from these grant funds. Enter this amount in the cell to the right.
- Line 13, Teachers' Professional Materials Expenditures** – This is the total monies expended for approved supplies and materials purchased by the novice teacher(s) from these grant funds. Enter this amount in the cell to the right.
- Line 14, Administrator Mentors** – In the blank, enter the number of administrator mentors. Multiply that number by \$400. Enter this amount in the cell to the right.
- Line 15, Administrators' Professional Development Expenditures** – This is the total monies expended by beginning administrators for professional development activities and events from these grant funds. Enter this amount in the cell to the right.

Line 16, Administrators' Professional Materials Expenditures – This is the total monies expended for approved supplies and materials purchased by the beginning administrators from these grant funds. Enter this amount in the cell to the right.

Line 17, Total Expenditures this year – Add the amounts on lines 10 through 16. The total of lines 10 through 16 is entered in the cell at the right.

Line 18, Sub-Total – Subtract the Total Expenditures amount on Line 17 from the Total Balance amount on Line 9 and enter the difference in the cell at the right.

Line 19, Funds for novice teacher summer college course or Beginning Administrator Conference – The only funds that may be carried forward are those funds designated for tuition for a given Novice Teacher who has enrolled in an upcoming summer college course or for a Beginning Administrator who has registered for an upcoming summer conference. Teachers may be refunded the cost of said course upon completion of the course with a grade of “B” or better (for which they will submit an official transcript and a receipt showing they paid for the course). This designated total is entered in the cell at the right on line 19.

Line 20, Carry-over funds – Subtract the **Funds for teacher summer college course or administrator conference** (line 19) from **Sub-Balance** (line 18) and enter this amount in the cell at the right on line 20.

****ALL CARRY-OVER FUNDS WILL BE DEDUCTED FROM THE NEXT YEAR'S
INDUCTION GRANT. ****