

**Arkansas Department of Education
Office of Teacher Quality**

**LINE BY LINE EXPLANATION FOR 08-09
END-OF-YEAR BUDGET REPORT**

School District – This is the name of the school district to which the induction/mentoring grant was awarded.

LEA # - This is the school district's LEA number.

Line 1 - # Teachers Mentored full year – In the blank, enter the number of novice teachers who were mentored 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 mentored 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 - # Teachers Front-End Mentored – In the blank, enter the number of novice teachers who required Front-End Mentoring (novice teachers in the first year of NTLP or MAT program). Multiply that number by \$200. Enter the total in the cell to the right.

Line 4 - # Beginning Administrator – In the blank, enter the number of beginning administrators in Induction (funded with grant monies). Multiply that number by \$1,200. Enter the total in the next cell.

Line 5 - Induction/Mentoring support for this year – Add lines 1, 2, 3 and 4.

Line 6 - Balance Forward (carry-over from previous year) – If your district had a balance in the Induction/Mentoring account at the end of last year (beginning of this school year) the balance goes in the far right cell.

Line 7 - Amount of 2008–2009 Grant – This is the total amount of grant(s) issued for Novice Teacher or Beginning Administrator Induction at the beginning of the school year plus any additional grants you received for additions during the year. The amount is recorded in the cell to the right.

Line 8 - Other Adjustments (e.g., materials on back-order, tuition, etc). Explain.

Line 9 - Balance Forward (carry-over from previous year) again – Enter the Balance Forward Amount (same as line 6).

Line 10 - Total Funds for 2008-2009 - Add lines 7, 8 and 9 and enter the total in the cell to the right. If Line 8 = zero, Line 10 will be the same as Line 5.

Line 11 - Full year mentors – In the blank, enters the number of mentors who mentored for the full school year. Multiply that number by \$1200. Enter the total in the cell to the right.

Line 12 - One semester mentors – In the blank, enter the number of mentors who mentored for only one semester. Multiply that number by \$600. Enter the total in the cell to the right.

Line 13 - Front-end Mentors – In the blank, enter the number of Front-end mentors for the year. Multiply that number by \$200. Enter the total in the cell to the right.

Line 14 – Total Teachers’ Professional Development expenditures – This is the total monies expended from these grant funds for professional development activities and events for the novice teacher(s). This amount is entered in the cell at the far right.

Line 15 – Total 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. This amount is entered in the cell at the far right.

Line 16 - Administrator Mentors – In the blank, enter the number of Beginning Administrator mentors for the year. Multiply that number by \$400. Enter the total in the cell to the right.

Line 17 – Total Administrators’ Professional Development expenditures – This is the total monies expended for professional development activities and events by beginning administrator(s) from these grant funds. This amount is entered in the cell at the far right.

Line 18 – Total Administrators’ Professional Materials expenditures – This is the total monies expended for approved supplies and materials purchased by the beginning administrator(s) from these grant funds. This amount is entered in the cell at the far right.

Line 19 - Total Expenditures this year – Add the Totals from lines 11 through 18. The total of all these lines is entered in the cell at the right.

Line 20 - Sub-Balance – Subtract Line 19 (Total Expenditures) **from** Line 10 (Total Funds) and enter that amount in the cell at the right (**Line 10 minus Line 19**).

*** Line 21 - Funds for teacher summer course or administrator conference** – The only funds that may be encumbered here are those designated for a novice teacher to take a summer college course or a Beginning Administrator for a conference that will take place later in the summer. Teachers may be reimbursed for the course upon completion with a grade of “B” or better (official transcript and receipt showing payment for the course is required). This total is entered in the cell at the right on line 21.

Line 22 - Carry-over funds towards ‘09-‘10 – Subtract the **Funds for teacher summer course or administrator conference** (line 21) **from Sub-Balance** (line 20) and enter this amount in the cell at the right on line 22 (**Line 20 minus Line 21**).

*** CARRY-OVER FUNDS WILL BE DEDUCTED FROM THE NEXT YEAR’S NOVICE TEACHER/BEGINNING ADMINISTRATOR INDUCTION GRANT. ***