Key Program/Licensure Assessment #6A: Financial Appropriations Plan  
Principal Licensure: EDUC 759  
Overview  
Other School Professional Preparation Program  
Educator Preparation Unit  
Muskingum University

1. **Description of the Assessment and Its Use in the Program**

Key Licensure Assessment #6A: **Financial Appropriations Plan** is designed to assess a candidate’s skills in developing building level financial appropriations. More specifically the Assessment calls for the candidate to develop a building financial appropriations spending plan for the next school year. It incorporates learnings from class discussions and readings provided by the instructor.

Key Licensure Assessment #6A is carried out in EDUC 759: Managing Resources: Building Level, and is then assessed by the course instructor.

To be admitted into the Internship at Gateway #2, a candidate must complete Key Licensure Assessments #3, #5, #6A, and #6B (Supervision and Change Intervention Plan, Instructional Improvement Plan, **Financial Appropriations Plan**, and Community Relations Project) with at least 80% of the elements of the ELCC standard elements across the four assessments rated at **meets element** and no element rated **unacceptable**.

2. **Description of How the Assessment Specifically Aligns with the Educational Leadership Constituent Council (ELCC) Standards (2011)**

The following elements of the ELCC standards are evaluated through this key licensure assessment.

<table>
<thead>
<tr>
<th>ELCC Standard Element Number</th>
<th>Standard Element Statement</th>
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<tbody>
<tr>
<td>3.1</td>
<td>candidates understand and can monitor and evaluate school management and operational systems</td>
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<tr>
<td>3.2</td>
<td>candidates understand and can effectively use human, fiscal, and technological resources to manage school operations</td>
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<tr>
<td>3.3</td>
<td>candidates understand and can promote school-based policies and procedures that protect the welfare and safety of students and staff within the school</td>
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<tr>
<td>5.1</td>
<td>candidates understand and can act with integrity and fairness to ensure a school system of accountability for every student’s academic and social success</td>
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3. **The Assessment Instrument**

   **Guidelines for Financial Appropriations Plan**

   *As you complete the following, refer to the scoring guide for Key Licensure Assessment #6A to ensure that you include all expectations for this assessment.*

   **Purpose of the Assignment:** Your task is to develop a building financial appropriations spending plan for next school year. Using your building vision statement, design an appropriations plan considering faculty, staff, student data, and stakeholder input.

   **Directions:**

   (1) Read all materials provided by the instructor for this assignment.

   (2) Follow the USAS Uniform School Accounting codes.

   (3) Identify who will be involved in the development of the **Financial Appropriations Plan**.

   (4) Identify timelines for the development of the **Financial Appropriations Plan**.

   (5) Provide clear descriptions and explanations of each line item.

   (6) The total amount of available funding is $102,875.00.

   (7) Complete the **Financial Appropriations Plan** to reflect evidence of the following:

   - understanding and monitoring and evaluating school management and operational systems (ELCC Standard Element 3.1)
   
   - understanding and efficiently using human, fiscal, and technological resources to manage school operations (ELCC Standard Element 3.2)
   
   - understanding and promoting school-based policies and procedures that protect the welfare and safety of students and staff within the school (ELCC Standard Element 3.3)
   
   - understanding and acting with integrity and fairness (ELCC Standard Element 5.1)

   (8) Make sure to follow the specific expectations for the **Financial Appropriations Plan** as articulated in the Key Licensure Assessment #6A Scoring Guide provided by the course instructor.

   (9) An electronic version of the **Financial Appropriations Plan** is to be emailed to the course instructor prior to the final class meeting of the course **AND** a hard copy of the document is to be submitted to the course instructor at the time of the final class meeting.