

Stipends for Mentors of Classroom Teachers

State Funded Mentor Teacher Stipends

In 2000, the legislature enacted statutes to provide grant money for the purpose of providing stipends to some classroom teachers who mentor new-to-the-profession teachers/mentees. Budget allocations to fund the stipends stopped for a period, but the legislature reenacted state funding for mentor teacher stipends in the 2017-18 school year. For a mentor to qualify to receive a stipend, the Local Educational Agency (LEA), mentor, and mentee must meet specific statutory requirements. These requirements are *in addition to* what the LEA's approved mentoring program plan requires.

Kansas Unified School Districts **are** eligible as the LEA.

Cooperatives and interlocals **are** eligible as the LEA.

Private schools **are not** eligible.

Outside providers (including service centers) **are not** eligible.

Special schools **are not** eligible.

Local Educational Agency (LEA) Requirements

1. LEA must have a KSDE approved mentoring program.
2. LEA must *initiate* the stipend request by *entering* mentors by the fall deadline.
The due date is September 25th of the current school year.
3. LEA must submit the Licensed Personnel Report (LPR) in the Educator Data Collections System (EDCS) to qualify for the stipend. Certifying mentor and mentee teachers is done with data reported in the LPR.
4. LEA must *complete* the stipend request by *submitting* the final report by the spring deadline.

This includes:

- a) updating mentors
- b) entering mentees
- c) entering assignments (by pairing/assigning mentors to mentees)
- d) *submitting* the final report in **Mentor Stipends**.

The due date is May 1st of the current school year.

Mentor Requirements

A mentor teacher must:

1. hold a valid **professional or accomplished** level license.
2. hold an assignment as a **classroom teacher**.
(Educator Types 1 through 5 as reported on the Licensed Personnel Report (LPR):
1 = Elementary, 2 = Middle School, 3 = Secondary, 4 = SPED/ESOL, 5 = CTE)
3. have **three consecutive school years** of teaching experience in the LEA where they are providing the mentoring.
4. mentor **no more than two** new-to-the-profession classroom teachers.
5. have **completed a mentor training program** (based on the Mentor Program guidelines).

Mentee Requirements

A mentee teacher must:

1. hold a valid **license** (a non-substitute license).
2. hold an assignment as a **classroom teacher**.
(Educator Types 1 through 5 as reported on the LPR:
1 = Elementary, 2 = Middle School, 3 = Secondary, 4 = SPED/ESOL, 5 = CTE)
3. be a **new-to-the-profession** classroom teacher.
(Novice teachers who have not yet completed their 2nd year of teaching:
mentees reported with *total* years of experience = 0 or 1 on LPR.)

Applying for Mentor Stipend Grant

- As required by statute, LEAs must *enter* mentors (on or before the fall deadline, September 25 of the current school year) by entering the Educator ID (license number) of mentor teachers into the **Mentor Stipends** KSDE authenticated application. LEAs WILL NOT SUBMIT THE REPORT AT THIS TIME. **Mentor Stipend** “reporters” new to the application can request access using the Manage My Account function for KSDE Authenticated Applications.
- Only LEAs that submit the LPR in EDCS will receive stipends for their qualifying mentor teachers. Certifying mentor and mentee teachers is done with data reported in the LPR by the LEA.
- The **Mentor Stipends** application will reopen April 1 and **final stipend requests are due May 1 of the current school year**. During this time, LEAs will validate the list of mentors, enter mentees, enter assignments (by pairing/assigning mentors to mentees), and *submit* the final stipend request. LEAs WILL SUBMIT THE REPORT AT THIS TIME.
- LEAs in which the mentor teachers are *employed* must enter mentors and submit the final report, and will receive the grant awards to distribute.
- Districts, cooperatives, and interlocals *are* eligible as the employing LEA to receive the grant award.
- Private schools, outside providers (such as service centers), and special schools *are not* eligible as the employing LEA to receive the grant award.

Distribution of Funds

- Stipends will be **prorated amounts** based on the total number of eligible mentor teachers across the state and the amount of money available.
- The exact stipend amounts **will not be determined** until the previous school year’s audits are completed and the total number of eligible mentors is certified. This will be finalized by June 15.
- When the prorated amounts are determined, LEAs will be reimbursed the prorated amounts, times the number of eligible mentor teachers.
- Funds will be deposited as a reimbursement to the **LEA’s general fund** at the end of the school year (*before* the end of the fiscal year).
- **All funding must be used to pay specified qualified mentor teachers only.**
Funds **must** be distributed as stipends to the specified qualified mentor teachers, and **cannot** be used for any other purpose, including funding a district mentoring program or paying non-specified and/or non-qualified mentor teachers.
- Qualified mentors of 1st year teachers will be funded *first*. Historically, that amount has been \$1000 for full year mentoring assignments and \$500 for half year mentoring assignments.
- After stipends for mentors of 1st year teachers have been allocated, remaining funds will be distributed on a prorated basis to qualified mentors of 2nd year teachers. Although it is *not anticipated* that qualified mentors of 3rd year teachers will receive a stipend, we still request that information in case funding is such that we are able to give a small amount to those mentor teachers.
- Qualified mentors providing **only one semester of mentoring** are eligible to receive a partial stipend.
- A mentor will receive **only one** stipend, which is equal to the larger of the two amounts for which he/she qualifies.