

September 7, 2004

TO: Chief School Administrators
District Business Administrators

FROM: Jay Doolan, Ed.D., Director
Office of Academic and Professional Standards

SUBJECT: Teacher Quality Enhancement Grant - Funds for Mentor Training

I am pleased to inform you about new funding for mentor training available through New Jersey's federal Teacher Quality Enhancement Grant (TQE). One strand of the grant focuses on the effective training of mentor teachers who will work with those who are new to the profession. The mentoring regulations, outlined in N.J.A.C.6A:9-8, require districts to provide mentors with comprehensive training and support that will guide novice teachers in aligning their practice with the Professional Standards for Teachers. Federal funds from the TQE grant will be distributed to districts this year on a one-time basis to enhance the mentor teachers' knowledge and skills through ongoing trainings and support aligned with The Professional Standards for Teachers.

District allocation of the TQE mentor training funds is based on the average number of new traditional and alternate route teachers reported to the state department over the last three years (2001 – 2004). Based on the average reported number of novice teachers, districts have been allocated \$180 per novice teacher. The distribution of these federal funds will be wired by September 30, 2004 to each district that has reported novice teachers to the Office of Licensure and Credentials. The wire transfer will be labeled mentor training. Districts will be required to expend these funds by September 30, 2005.

Local Professional Development Committees are charged with developing the mentor plan. District personnel who are responsible for implementing district practices related to mentoring and the Local Professional Development Committee should be notified of this allocation of funds.

Based on federal accountability measures, each district receiving funds is required to submit two reports that ensure the allocated monies are used for ongoing training of mentors. The trainings must align with the Professional Standards for Teachers (available at <http://www.nj.gov/njded/profdev/standards.htm>) and the district mentoring plan. Reports will be due to the NJDOE/ Office of Academic and Professional Standards on March 15, 2005 and October 15, 2005. The reports will detail the mentor training opportunities and the costs used to achieve the desired outcomes through the implementation of standards-based mentor training.

Please see the attached report template and directions. We have attempted to streamline all reporting requirements. Should all expenditures be completed by April 15, 2005 only one report will need to be submitted to the NJDOE/Office of Academic and Professional Standards.

Guidelines for use of the mentor training funds and a reporting form are attached to this memo. Additionally, they will be available for download from the web at <http://www.nj.gov/njded/profdev/mentor/>. For technical assistance related to the use of the funds, please contact Victoria Duff at (609)292-0189 or victoria.duff@doe.state.nj.us.

JD/EAS/VBD

Attachments

c: William L. Librera. Ed.D.

Dwight Pfennig

Gloria Hancock

Assistant Commissioners

County Superintendents

County Business Administrators

Eileen-Aviss Spedding

Victoria Duff

Lois Terlecki

Garden State Coalition of Schools

NJ Lee Group

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GUIDELINES FOR USE OF MENTOR TRAINING FUNDS AND FUND REPORTING

USE OF MENTOR TRAINING FUNDS

Funds are to be used for the training of mentor teachers or mentor-novice teacher pairs to support their efforts in helping novice teachers accelerate their learning. Activities that would be a permissible use of the funds would include:

- The costs associated with securing mentor training vendors or trainers who have developed standards-based programs for the training of mentors;
- The costs associated with in-district trainers who provide standards-based trainings to mentors based on local mentoring plans which may include preparation, additional training of trainers, and release time;
- The costs associated with preparation and development of mentor training components:
- The costs associated for training of mentors or mentor and novice teacher pairs to support their learning;
- The costs associated with resources for mentor trainings (i.e. – books, videos, charts, training materials); and
- The costs associated with focus groups or study groups for mentor and novice pairs to foster collegial work.

REPORTS ON EXPENDITURE OF FUNDS

Federal and state accountability measures are required for any distribution of federal funds. The following accountability system has been established for the use of the mentor training funds allocated to each qualifying district:

1. A report must be made to the NJDOE/Office of Academic and Professional Standards on the use of the funds. The initial report will be due from all qualifying districts by March 15, 2005. Districts who have expended all of the monies will only be required to complete the first report. **All monies must be spent by September 30, 2005.** The final report will be due on October 15, 2005. Reports may be completed by the Business Administrator with the help of appropriate district personnel who are responsible for the mentoring program.
2. The report must include the following information:
 - a. Identified Program Needs
 - b. Program Goals and/or Objectives
 - c. Expected and Actual Program Outcomes which may include training components, training vendors or trainers, and other training resources
 - d. Other resources which may include books, tapes, videos, charts, etc.
 - e. A breakdown of projected and actual expenses

All information should be transmitted to the Department on the Mentor Training Funds Report Form which is attached or may be downloaded at <http://www.nj.gov/njded/profdev/mentor/>. The report forms can be faxed to the NJDOE/Office of Academic and Professional Standards at (609-292-7276 or sent to:

Victoria Duff
Office of Academic and Professional Standards
P.O. Box 500
Trenton, NJ 08625-0500

MENTOR TRAINING TOE FUNDS EXPENDITURE REPORT

**Office of Academic and Professional Standards
New Jersey Department of Education
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500
Fax: (609)292-0189**

Please complete the District Information Sheet and the attached Report Forms:

DISTRICT INFORMATION SHEET

REPORT DATE 1 _____ REPORT DATE 2 _____

SCHOOL DISTRICT NAME _____

**Address _____ Phone # _____
_____ Fax # _____
_____ E-mail _____**

Funds received _____ Funds spent _____

**Number of Provisional Teachers: CE: _____ CEAS: _____
Number of Mentors: _____ Number of Mentors trained _____**

**DISTRICT BUSINESS ADMINISTRATOR (print): _____
District Business Administrator (signature): _____**

**Person Preparing Report (print): _____
Phone number of above person: _____**

Please mail or fax the District Information Sheet and the Report Forms to the NJDOE/ Office of Academic and Professional Standards. All forms should be to the attention of Victoria Duff.

For technical assistance please contact Victoria Duff at victoria.duff@doe.state.nj.us or (609)292-0189.

MENTOR TRAINING TQE FUNDS EXPENDITURE REPORT
NJ Department of Education

	ACTUAL EXPENSES
IDENTIFIED PROGRAM NEEDS	
<p>Check those that apply and add additional information identified as needs of your program:</p> <p><input type="checkbox"/> Mentors need to understand their roles and responsibilities in relation to working with a novice teacher.</p> <p><input type="checkbox"/> Mentors must be able to articulate their understanding of the Professional Standards for Teachers in order to help novice teachers improve their classroom practice.</p> <p><input type="checkbox"/> Mentors need to improve coaching and observation skills.</p> <p>Other:</p>	
PROGRAM GOALS/OBJECTIVES	
<p>Check all those that apply. You may include goals from your Mentor Plan.</p> <p><input type="checkbox"/> The mentoring program will provide training to mentors that will accelerate the learning of novice teachers.</p> <p><input type="checkbox"/> The training for mentor teachers will provide appropriate tools to guide conversations on classroom practice aligned with the Professional Standards for Teachers between the mentor and the novice teacher.</p> <p><input type="checkbox"/> The mentor training will support mentors in developing collegial relationships with the novice teachers that are focused on trust and confidentiality.</p> <p>Other:</p>	
PROGRAM OUTCOMES	
<p>(This may include the training components for mentors, the preparation and development of activities, and other training outcomes)</p>	
RESOURCES	
<p>(This may include the materials that will be used in the trainings or in the preparation of trainings – books, videos, charts, etc.)</p>	