

Mentor Program Allotment Cycle 1 Implementation FAQ: Posted August 28, 2020

1. What is required of districts participating in the Mentor Program Allotment (MPA)?

Through district notification letters and the MPA Verification of Participation Form ([here](#)), each district committed to:

- *implementing a mentor and induction program as described in the district's MPA application;*
- *using MPA funds on the campuses (all or subset) that were indicated in the district's MPA application;*
- *abiding by TEC, [§48.114](#), TEC, [§21.458](#), and 19 TAC, [§153.1011](#), regardless of whether the district adjusts its 2020-21 school calendar or provides remote learning options due to COVID-19;*
- *completing an end of year MPA compliance report; and*
- *administering an end of year mentor and beginning teacher survey provided by TEA.*

2. How will our district receive MPA funds and what code should we use to record the revenue?

MPA funds will be issued through the district's Foundation School Program (FSP) payments, according to their monthly payment schedule. There is no program intent code for the MPA, and districts can use code 5812 to record the revenue. District-based finance staff should be able to answer questions about FSP schedules and payments.

3. What if we have more/fewer beginning teachers than the number we indicated in our application?

As stated in district notification letters, funding was determined using the beginning teacher counts listed on each district's application. At the end of school year 2020-21, all districts will complete a compliance report, in which they will provide a list of beginning and mentor teachers that met the requirements of the MPA.

If the final number of beginning teachers that qualify for MPA funding differs from the number submitted in the district's application and TEA either underpaid or overpaid districts, the funding differences will be reconciled during the September 2021 settle-up process. Following each settle-up process, the TEA pays out additional aid to any districts that were underpaid and recovers aid from districts that were overpaid, as required by the TEC, [§48.272](#). Please note that the MPA funding cap of \$99,000 per district will still apply. District finance staff should be able to answer questions about the settle-up process.

4. What happens if our district is unable to meet the requirements of the Mentor Program Allotment?

If districts are unable to meet the MPA requirements they committed to in their district application and verification of participation form, any MPA funds paid out to the districts will be recovered by the TEA during the settle-up process. See question three for more information about settle-up.

5. What happens if our teachers do not meet the full requirements of statute and rule?

If districts assign mentors that do not meet MPA requirements, districts will indicate this through their end-of-year compliance report. The beginning teacher with whom these mentor teachers were paired are ineligible to generate the \$1,800 allotment for the district. Beginning teachers that do not meet MPA requirements are also ineligible to generate the \$1,800 allotment for the district.

Only mentor and beginning teachers that meet MPA requirements will be considered when the TEA determines final district funding amounts during the September 2021 settle-up process. See question three for more information on settle-up.

6. Can MPA funds be used to provide additional pay for mentor teachers and beginning teachers to meet after school?

While districts may use MPA funds to provide mentor teacher stipends, they are also required to provide the time needed during the regularly contracted school day for meetings to occur between mentors and beginning teachers. MPA funds may not be used to provide beginning teacher stipends.

- *Per TEC, §48.114, funding may only be used for (1) mentor teacher stipends; (2) scheduled release time for mentor teachers and the classroom teachers to whom they are assigned for meeting and engaging in mentoring activities; and (3) mentoring support through providers of mentor training.*
- *Per TEC, §21.458(g), districts must designate a specific time during the regularly contracted school day for meetings between mentor teachers and classroom teachers assigned to a mentor; and (2) schedule release time or a reduced teaching load for mentor teachers and classroom teachers under this section to facilitate mentoring activities, including classroom observations or participation in supportive coaching.*
- *Per TEC, §21.458(f), a mentor teacher must meet with each classroom teacher assigned to the mentor not less than 12 hours each semester.*

If districts would like to provide beginning teacher stipends, they may do so with a source of funds other than the MPA.

7. Can our district assign mentors that are not current classroom teachers?

Any beginning teacher in Texas that generates an allotment (\$1,800) through the MPA must be assigned a mentor that is a current classroom teacher and meets the other mentor teacher requirements of TEC, §21.458 and 19 TAC, §153.1011.

8. What will districts need to submit to TEA?

As stated in the district application, MPA guidelines, and 19 TAC, §153.1011, districts participating in the MPA will need to submit an end-of-year compliance report. At minimum, districts will need to include a list of beginning teachers and their mentors that met the MPA requirements in statute and rule, a verification of participating campuses for which MPA funds were used, questions related to district use of MPA funds, and assurances that the district met program requirements. The compliance report will be sent to districts towards the end of the school year.

Additionally, all participating mentors and beginning teachers are expected to complete an end-of-year survey provided by TEA as part of compliance monitoring. The survey will be used to gather data on program implementation and teacher perceptions.

For cycle 1, districts will not be asked to submit mentor training logs or training artifacts in their compliance report. However, districts should retain any materials they used to implement and track MPA requirements in case of an audit.

9. Are we allowed to change the mentor training dates we included in our MPA application?

As stated in the MPA notification letter and in the verification of participation form superintendents signed, districts are expected to implement their mentor and induction program as described in their MPA application. However, districts may change the dates of their training programs only if they meet the following conditions:

- *The total mentor training time indicated on the application remains consistent*
- *Mentors still attend training before the school begins and once per semester, at minimum*
- *The topics and content in the mentor training remains consistent with what was approved through the MPA application*

10. Who should we reach out to with MPA questions?

Please reach out to MPA@tea.texas.gov. You will hear back from either Ali Friedlander (Director of Teacher Leadership) or Ruth Ye (Teacher Mentorship & Leadership Specialist).