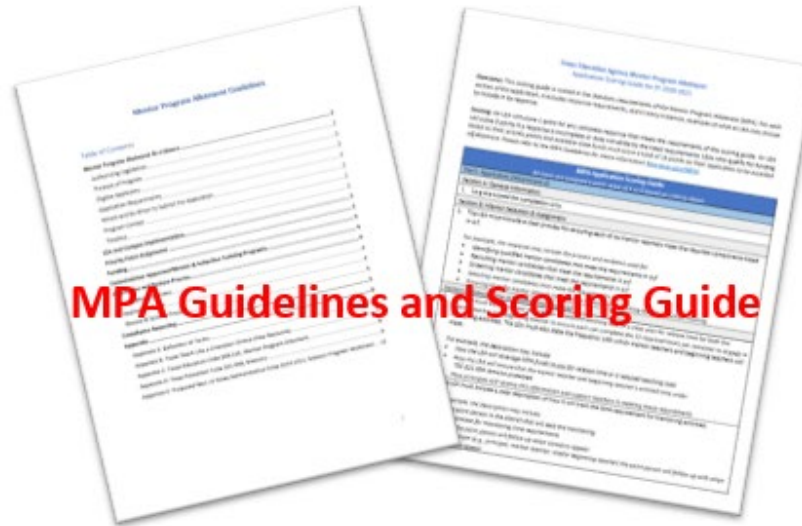




Mentor Program Allotment Application Webinar

MPA Application Documents



MPA Guidelines and Scoring Guide

Part I

Part II

Part III
(Only if Required)

Part IV

Mentor Program Allotment Guidelines

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- MPA At-A-Glance
- Campus Implementation
- Priority Point Assignment
- Funding
- Approved Mentor Training Providers
- Application & Review Process
- Appendix

Part I: Application (Attachment A, PDF)

Texas Education Agency Mentor Program Allotment
Application for SY 2020-2021
Part I: Application (Attachment A)

The following components of the Mentor Program Allotment Application are due by 5:00 p.m. (CST) on June 8, 2020.

Part	Title	Document	Directions
Part I	Application	Attachment A (PDF)	Complete and upload Attachment A (PDF) to Qualtrics.
Part II	Scope & Sequence	Attachment B (Word document)	Complete and upload Attachment B (Word document) to Qualtrics.
Part III	Campus Implementation List	Attachment C (Excel document)	<i>Only for LEAs intending to implement MPA on a subset of campuses:</i> complete upload Attachment C (Excel document) to Qualtrics.
Part IV	Qualtrics	Link	LEAs will use this tool to answer a few questions and upload the required attachments.

LEAs are encouraged to review the following resources before beginning this application:

- > [Mentor Program Allotment Guidelines](#)
- > [Application Scoring Guide](#)
- > Texas Education Code [§21.458](#) and [§48.114](#)
- > Proposed New 19 [TAC §153.1011](#), Mentor Program Allotment

Section A: General Applicant Information

1a. LEA Name

1b. CDN

1c. ESC

1d. Primary contact for MPA: name

1e. Primary contact for MPA: e-mail

1f. Secondary contact for MPA: name

Page 1 of 6

A. General LEA Information

B. Mentor Selection & Assignment

C. Release Time or Reduced Teaching Load

D. Mentor & Induction Training Program

E. Assurances

Part I: Application (Attachment A)

- Mentoring topics are stipulated in statute and proposed rule.

* Mentoring topics and examples

Mentoring Topics	Examples
campus-wide student culture routines	<ul style="list-style-type: none"> • <i>explicit behavioral expectations</i> • <i>restorative practices</i> • <i>routines/procedures that maximize learning time</i>
campus policies and practices related to lesson planning	<ul style="list-style-type: none"> • <i>lesson planning frameworks or templates</i> • <i>connections to curricular resources</i> • <i>expectations for lesson plan completion</i>
data-driven instructional practices	<ul style="list-style-type: none"> • <i>protocols to analyze student work samples</i> • <i>expectations and the processes to design targeted reteach plans based on gaps in student mastery</i> • <i>calendars, scope and sequence, and/or unit plans that indicate dates of interim assessments and responses to data</i>
professional development	<ul style="list-style-type: none"> • <i>district-wide professional development opportunities</i> • <i>campus-based professional development opportunities</i> • <i>individualized professional development opportunities</i> • <i>access to instructional coaching</i>

Part II: Scope & Sequence (Attachment B, Word)

Texas Education Agency Mentor Program Allotment

Application for SY 2020-2021

Part II: Scope & Sequence (Attachment B)

Use this attachment to provide the scope and sequence of the LEA's mentor and induction training program. The scope and sequence of the training program should include the following components.

1. The content (i.e., topics of training) covered must meet the requirements of TEC §21.458 and proposed new 19 TAC §153.1011.
2. The cadence of training must meet the requirements of TEC §21.458 and proposed new 19 TAC §153.1011. Specifically, the cadence includes at least one training happening before the beginning of the school year and at least one training occurring, at minimum, at least once each semester.
3. Who needs to attend the training and how certain content is tailored to different audiences. The attendees would include, at minimum, the mentor teacher, principal/assistant principal, and other individuals that support the mentor teacher.

- A. General LEA Information
- B. Mentor Selection & Assignment
- C. Release Time or Reduced Teaching Load
- D. Mentor & Induction Training Program**
 - Part II: Scope & Sequence (Attachment B, Word Doc)
- E. Assurances

Part III: Campus Implementation List (Attachment C)

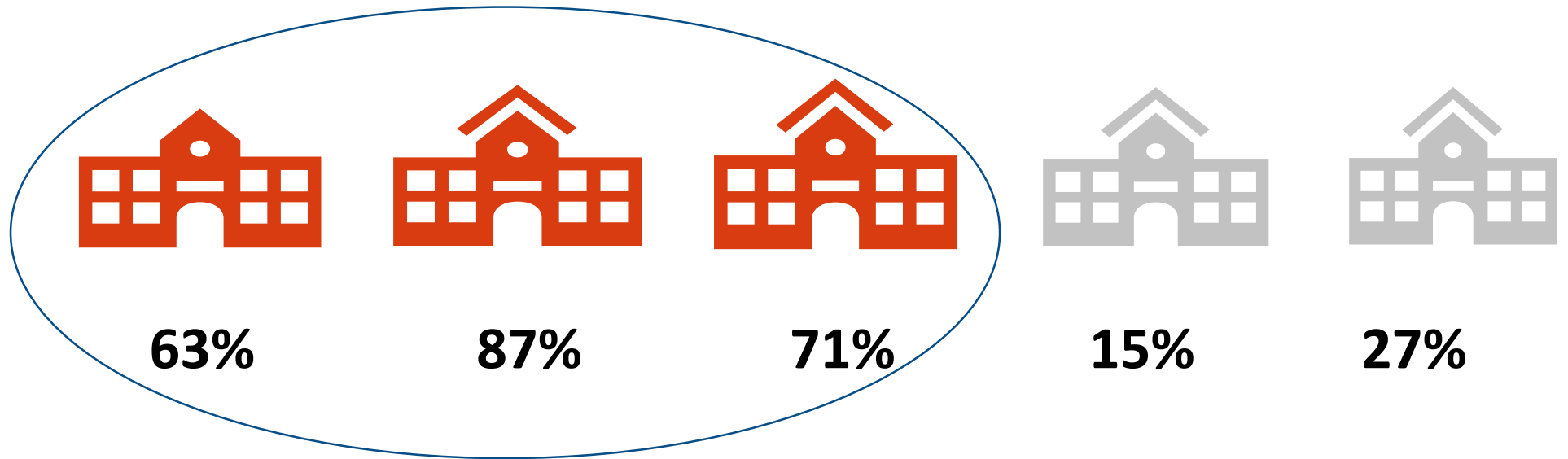
Texas Education Agency Mentor Program Allotment
Application for SY 2020-21
Part III: Campus Implementation List (Attachment C)

This attachment is only required if LEAs intend to use MPA funds on only a subset of campuses. If your LEA plans to use MPA funds on just a subset of campuses, please indicate those campuses below. Type only in the yellow cells.

LEA Name	CDN
Campus Name	Campus Number

- **ONLY Required** for LEAs intending to use MPA funds on a subset of campuses
- For more information, see the LEA and Campus Implementation Section of the MPA Guidelines

Example: Implementation on a Subset of Campuses



Subset of Campuses = 74%
Economically Disadvantaged Average

Part IV: Qualtrics (Online Tool)

Through the Qualtrics online link, LEAs will:

Q0.

Texas Education Agency Mentor Program Allotment

Application for 2020-2021

Part IV: Qualtrics

MPA applications are due by 5:00 p.m. CST on June 8, 2020.

Part I	Application	Attachment A (PDF)	Complete and upload Attachment A at the end of this survey.
Part II	Scope & Sequence	Attachment B (Word document)	Complete and upload Attachment B at the end of this survey.
Part III	Campus Implementation List	Attachment C (Excel document)	Only if needed: upload Attachment C at the end of this survey.
Part IV	Qualtrics	This survey	Use this survey to submit your application.

1. Answer a set of brief questions
2. Upload necessary attachments
3. Submit the application

Contact MPA@tea.texas.gov with any questions related to the Mentor Program Allotment or this application.

Part IV: Qualtrics

Q1. Please select your region and district from the list below.

ESC Region

District Name and Number

Q2.

Primary contact for MPA: Name

Q3.

Primary contact for MPA: Email

Q4.

If the applying LEA receives MPA funds, will it use these funds to support beginning teachers on all campuses or on a subset of campuses? For more information, see the *LEA and Campus Implementation* section in the MPA Guidelines.

ALL campuses: our LEA would use MPA funds to support beginning teachers on all our campuses, OR

SUBSET campuses: our LEA would use MPA funds to support beginning teachers on a subset of campuses.



Q5.

An LEA may use MPA funding (as permitted in TEC Section 48.114) for a new classroom teacher in Texas who has less than two years of teaching experience in the subject or grade level to which the teacher is assigned.

If awarded MPA funding, which teachers will be assigned a teacher mentor? Click all that apply.

Teachers with less than two years of teaching experience overall (i.e. teachers with 0 or 1 year of teaching experience)

Teachers with less than two years of teaching experience in the subject or grade level they are assigned

Q5a.

How many beginning teachers do you anticipate having in the 2020-2021 school year for whom you will use MPA funds? Please see the *Funding* section and definition of beginning teacher on the MPA Guidelines for more information. Please note that potential funding will be based on this number.

Number of beginning teachers for whom the LEA will use MPA funds (SY 20-21)

Q6.

How did you arrive at that number? If the estimate for SY 2020-2021 is significantly higher or lower than the number of beginning teachers in your district in the previous SY 2019-2020, please explain.

Q7.

Please upload Part I: Application (Attachment A) here.

Drop files or click here to upload



MPA Application Scoring Guide	
<i>All items are assigned a point value of 1 or 0 based on criteria above.</i>	
Part I: Application (Attachment A)	
Section A: General Information	
1. 1a-g are scored for completion only.	
Section B: Mentor Selection & Assignment	
2. The LEA must include a clear process for ensuring each of its mentor teachers meet the required components listed in a-f.	
<i>For example, the response may include the process and evidence used for:</i>	
<ul style="list-style-type: none"> Identifying qualified mentor candidates that meet the requirements in a-f Recruiting mentor candidates that meet the requirements in a-f Screening mentor candidates that meet the requirements in a-f Selecting mentor candidates that meet the requirements in a-f Ensuring that the mentor attends the required mentor and beginning teacher induction training 	
Section C: Release Time or Reduced Teaching Load	
3. The LEA must include a clear description of reduced teaching load or a clear plan for release time for both the mentor teacher and beginning teacher to ensure each can complete the 12 required hours per semester to engage in mentoring activities. The LEA must also state the frequency with which mentor teachers and beginning teachers will meet.	
<i>For example, the description may include:</i>	
<ul style="list-style-type: none"> How the LEA will leverage MPA funds to pay for release time or a reduced teaching load How the LEA will ensure that the mentor teacher and beginning teacher's entitled time under TEC §21.404 remains protected How principals will receive this information and support teachers in meeting these requirements 	
4. The LEA must include a clear description of how it will track the time requirement for mentoring activities.	
<i>For example, the description may include:</i>	
<ul style="list-style-type: none"> The point person in the district that will lead the monitoring The process for monitoring time requirements How the point person will follow up when concerns appear With whom (e.g., principal, mentor teacher, and/or beginning teacher) the point person will follow up with when concerns appear 	

- The Scoring Guide provides specificity around required responses for each part and section of the application
- MPA requirements are rooted in statute
- Meets requirements = 1 point
- Incomplete or responses that do not abide by statute = 0 points

MPA Application Documents to Upload

Part I

Part II

Part III
(Only if Required)

Qualtrics Upload [here](#)

Q0. Texas Education Agency Mentor Program Allotment Application for 2020-2021

Part IV: Qualtrics

MPA applications are due by 5:00 p.m. CST on June 8, 2020.

Part	Description	Attachment	Instructions
Part I	Application	Attachment A (PDF)	Complete and upload Attachment A at the end of the survey.
Part II	Scope & Sequence	Attachment B (Word document)	Complete and upload Attachment B at the end of the survey.
Part III	Campus Implementation List	Attachment C (Excel document)	Only if needed: upload Attachment C at the end of the survey.
Part IV	Qualtrics	This survey	Use this survey to submit your application.

Contact SER@tea.texas.gov with any questions related to the Mentor Program Allotment or this application.

Additional Resources

- Texas Education Code

- §21.458, Mentors
- §48.114, Mentor Program Allotment

- 19 Texas Administrative Code

- Proposed new 19 TAC §153.1011, Mentor Program Allotment

- Texas Teach Like a Champion Online

- texastlaonline.org

- Frequently Asked Questions

- Midway through the application window, TEA will post responses to FAQs to tea.texas.gov/MPA

mpa@tea.texas.gov