



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /
ALBANY, NY 12234
Executive Director of the Office of Teaching Initiatives
89 Washington Avenue, 2nd Floor, North Wing

To: Superintendents of Schools and Presidents of Local Teacher Associations of districts implementing MTIP projects in 2006-2007 which did not submit an application by July 1, 2007 for continuing funding in the 2007-2008 NYS MTIP project year

From: Robert G. Bentley

Subject: Request for Proposals for funding under 2007-2008
New York State Mentor Teacher-Internship Program (MTIP) Grant Competition:
Continuing Projects (Fall Grant Round)

Date: September 2007

The New York State Education Department is announcing the Fall 2007 grant competition under the State-funded Mentor Teacher-Internship Program for 2007-2008. Proposals will be accepted if **postmarked by October 17, 2007**. Eligible districts are those districts which received funding under this program in 2006-2007 and did not previously submit a proposal for funding in the 2007-2008 project year are eligible to apply in the Fall Grant Round competition.

Applications should be submitted to the New York State Education Department, Office of Teaching Initiatives, Mentor Teacher-Internship Program, 5 North EB, Albany, New York, 12234. **One original and two copies** of the complete proposal and materials must be submitted.

Grants will be awarded to school districts and boards of cooperative educational services (BOCES) for these projects, contingent upon the **appropriation and availability** of funding. Approved projects may be funded as of January 1, 2008.

Proposals will be judged on the basis of criteria established in the Request for Proposals. Therefore, those proposals adhering to the criteria stated in the RFP will receive the highest priority for funding. Please make certain all sections are addressed and completed in full.

All other correspondence and requests for information concerning this program may be directed to Nancy Brennan at (518) 474-4661 or nbrennan@mail.nysed.gov or at the address below:

New York State Education Department
Office of Teaching Initiatives
Mentor Teacher Internship Program (MTIP)
Room 5N EB
State Education Building
Albany NY 12234
518-474-4661

Attachments

Request for Proposals

2007-08 New York State Mentor Teacher Internship Program

- Proposal Guidance
- Proposal Packet
- Appendices

Proposals Must Be Postmarked by October 17, 2007

2007-08 New York State Mentor Teacher-Internship Program Proposal Guidance- Continuing Projects

- Eligible Applicants:** Continuing district applicants from the 2006-2007 project year who have not previously received a grant award for funding under the 2007-2008 grant funding cycle.
- Grant Amount:** Grant awards are based on numbers of teachers to be served, the allocation, special considerations listed in the cover memo and the intent to fund as many worthy proposals as possible. The grant awards will range from \$30,000 to \$32,000 for the project year.
- Date of Submission:** Proposals will be accepted in the Office of Teaching Initiatives if postmarked by **October 17, 2007**.
- Applications should be submitted to the Office of Teaching Initiatives, New York State Education Department, Mentor Teacher-Internship Program, 5 North EB, Albany, NY, 12234.
- Proposal Components:** A complete proposal consists of the following:
- Cover Sheet
 - Funding Request Form
 - Statement of Assurances
 - Mentor Selection Committee Form
 - Request for Variance of Mentor Qualifications
 - Protocol for Continuing Projects
 - Proposal Budget Forms
 - Proposed Budget Summary for Federal or State Project FS-20 (12/05)
- Number of Copies:** Three copies of the complete application, including **one** copy containing the **original** signatures of the superintendent and the teacher association representative must be submitted.
- Project Operation Dates:** January 1, 2008-June 30, 2008. All activities must be completed by June 30. Any expenses incurred prior to January 1, 2008 or after June 30, 2008 will not be reimbursed.
- Questions:** Questions regarding this grant round may be directed to nbrennan@mail.nysed.gov.

Program Purpose

The NYS Mentor Teacher-Internship Program was established in 1986 by amendment to Education Law 3033, Chapter 436. The New York State Legislature provides funding for the development and implementation of State-supported mentor teacher-internship programs in local school districts and through boards of cooperative educational services (BOCES).

These programs enable experienced teachers (mentors) in a district or BOCES to provide guidance and support to beginning teachers (interns) in their first or second year of teaching. By providing this induction into the teaching profession, it is anticipated that teachers will be engaged in a productive and satisfying teaching and learning experience that will enhance their skills and increase the likelihood of their remaining in the teaching profession.

Essential Components of the Mentor Teacher-Internship Program

The essential components of mentor teacher-internship projects include, but are not limited to:

- Program focus on the mentor/intern relationship which develops throughout the project year, as the mentor guides the new teacher to self-assessment, professional confidence, and independence
- Joint development by school administration and local teachers' bargaining agent
- Release time for the interns and mentors
- Selection of mentors and interns
- Training for the mentor and intern
- Activities and role of the mentors
- Activities and role of the interns
- Role of building principals
- Program evaluation
- Program management

Summary of Statutory Requirements

- The internship plan is developed and negotiated with local teacher bargaining units in accordance with Article XIV of the Civil Service Law.
- A list of teachers to serve as mentors must be developed by a selection committee consisting of a majority of classroom teachers chosen by the certified or recognized teacher bargaining unit.
- Interns and mentors must be released from at least 10 percent of their instructional duties to participate in the program.
- Mentors must exhibit superior pedagogical skills, superior subject matter skills, excellent teaching abilities, and interpersonal relationship qualities. They must also demonstrate a willingness to participate in the program.
- The superintendent or district superintendent is responsible for assigning mentor teachers and first or second year teachers to work together.

- Mentor designations

Part-time mentors: Part-time mentors' duties are to be reduced by at least 10 percent for each intern served. Persons designated as part-time mentors shall carry at least a 60 percent classroom instruction assignment.

Full-time mentors: Persons designated as full-time mentors must spend 100 percent of their time in mentor service.

Full-time mentor restriction: Teachers serving as full-time mentors may do so for only two school years within any consecutive five school years. It is recommended that each mentor designated as full-time should serve no less than five teachers and no more than ten interns during the project year.

Expenditures to be Supported by Grant Funds

Local districts and boards of cooperative educational services participating in the program are eligible for reimbursement for release-time costs, coordination, fringe benefits, training costs, supplies and materials, evaluation, and in-state travel costs. Equipment costs are not allowable expenditures under this grant program.

Definitions

Intern:

A full-time teacher with no greater than a 90 percent classroom instructional assignment; employed by a school district or a BOCES having an approved internship plan; in his/her first or second year of service in a particular license area or area of certificate title; holding a valid Provisional, Permanent, or Initial teacher's certificate issued by the Commissioner of Education; who has not participated in the Mentor Teacher-Internship Program in the previous year.

Mentor:

A teacher permanently certified in the same area or certificate/license title as the intern*, having demonstrated his or her mastery of pedagogical and subject matter skills, given evidence of superior teaching abilities and interpersonal relationship qualities, and indicated willingness to participate as a mentor.

*Special Note: If no appropriately certified mentor is available in the district, a teacher permanently certified in a different certificate/license title than that of the intern may serve as a mentor. (See Request for Variance form in the Proposal Packet.) Service as a mentor shall not result in any change in the mentor's tenure area or areas, and shall not otherwise diminish or impair the tenure or seniority rights of the mentor teacher.

District Professional Development Plans

The planning and design of the proposed internship should be undertaken in the context of the district's Professional Development Plan.

Multi-District Cooperation

A single school district or board of cooperative educational services may not submit a grant proposal on behalf of other districts. Applicants may, however, describe in the proposal the coordination, networking, training, and other activities that will be jointly engaged in with other districts.

Proposal Review

At least two reviewers will review each proposal. Continuing proposals will be reviewed for statutory and regulatory compliance and will be funded provided there are no compliance issues indicated. The Office of Teaching Initiatives will submit recommendations for awards to the Commissioner based on this review.

Award Methodology

Eligible districts are those districts which received funding under this program in 2006-2007 and did not previously receive a grant award for funding in the 2007-2008 project year are eligible to apply in the Fall Grant Round competition and are deemed in compliance with all statutory and regulatory requirements of the NYS Mentor Teacher Internship Program. Successful applicants will be eligible to receive up to \$30,000 in grant awards.

Payment Schedule

An initial payment of 25 percent of grant funds will be made upon approval of the Proposed Budget (FS-20) by the program office and the Categorical Aid Management Office. Thereafter, up to 90 percent of grant funds will be distributed throughout the project through submission of a Request for Funds (FS-25). Final payments will be released upon submission of a Final Expenditure Report (FS-20-F). This report (FS-20-F) must be submitted to the Categorical Aid Management Office by July 31, 2008.

Required Reports

Funded projects will file a mid-year project report, containing information such as numbers of participating mentors and interns and descriptions of any substantial revisions to the original project proposal, by April 1, 2008. Such information shall be submitted in a form prescribed by the Commissioner.

In addition to filing the final expenditure report as prescribed in the Payment Schedule section, funded projects shall file with the Department, on or before August 1, 2008, an annual report that shall include the names of the interns who have successfully completed the mentor

teacher-internship program and their areas of certification, the certificate titles and the number of years of teaching experience of the teachers who have served as mentors, a description of the teaching assignments of each mentor and intern, and other evaluation and descriptive information as the Commissioner may require.

2007-08 New York State Mentor Teacher-Internship Program Proposal Packet- Continuing Projects

A complete proposal consists of the following:

- ✓ Cover Sheet
- ✓ Funding Request Form
- ✓ Statement of Assurances
- ✓ Mentor Selection Committee Form
- ✓ Request for Variance of Mentor Qualifications
- ✓ Protocol for Continuing Projects
- ✓ Proposal Budget Form
- ✓ Proposed Budget Summary for Federal or State
Project FS-20 (12/05)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives
Albany, New York 12234

SED Use Only
Log-In No.: _____
Proj. No. 663-08: _____

2007-08 New York State Mentor Teacher Internship Program Cover Sheet

PLEASE TYPE OR PRINT

1. Applicant District or BOCES

District/BOCES Code

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District or BOCES Name _____

Address _____

City _____ Zip _____

Superintendent _____

2. Contact Person

Name _____

Title _____

Phone _____ Fax _____

(Area Code) (Number)

E-Mail _____

Continuing Proposal? If YES, check (✓) box

District 3-Year Teacher Retention Rate*

* Illustration: Of teachers hired in the 2004-2005 school year, the percentage of this cohort teaching in the district in 2006-2007 school year.

**2007-08 New York State Mentor Teacher-Internship Program
Funding Request Form- Continuing Projects**

A. Number of interns (beginning teachers) the district plans to support with MTIP grant funds in 2007-2008	
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B. Briefly describe the method used to calculate this estimate in A., e.g. forecast of vacancies based faculty reaching retirement age.

C. Number of beginning teachers the district plans to support with mentoring through funding other than MTIP in 2007-2008	
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D. Requested grant award amount	\$ _____
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2007-08 New York State Mentor Teacher-Internship Program Statement of Assurances

In order for the District or BOCES to be eligible for funds under the Mentor Teacher-Internship Program, compliance with the statements below must be attested to by the superintendent and the representative of the teachers' employee organization.

The plan to establish and implement a mentor teacher-internship program has been approved by the board of education or board of cooperative educational services (BOCES).

The plan and budget have been developed in accordance with the provisions of Article Fourteen of the Civil Service Law; that is, cooperative planning occurred and all plan components have been agreed upon by the superintendent of schools (or a representative) and the local teacher organization representative. Any amendments to the approved budget also will be developed in accordance with Article Fourteen of the Civil Service Law.

The applicant agency hereby applies for a grant of State funds to provide educational activities as set forth in this application.

The information contained in this application is correct and in total compliance with appropriate statute and regulation. This includes the stipulation that intern teachers will be released at least 10 percent from instructional duties to participate in this program, and mentor teachers will be released at least 10 percent from instructional duties to participate in this program. Failure to provide intern/mentor release time described above will result in rescinding of grant funds awarded to this district or BOCES.

Date

Signature of Superintendent

Print Name of Superintendent

Date

Signature of Teachers' Employee Organization President
(or designee)

Print Name of President

2007-08 New York State Mentor Teacher-Internship Program Mentor Selection Committee Form

Provide the following information about the Mentor Selection Committee, which must be composed of licensed or certified employees of the local education agency. A majority of the membership must be classroom teachers chosen by the certified or recognized teachers' employee organization.

<u>Name of Member</u>	<u>Position</u>	<u>Check Those Members Chosen by the Teachers' Employee Organization</u>
_____	_____	<input type="checkbox"/>

(Add page, if needed)

The percentage of district/BOCES classroom teachers on the Mentor Selection Committee chosen by the certified or recognized teacher employee organization is %

%

2007-08 New York State Mentor Teacher-Internship Program Request for Variance of Mentor Qualifications

In the event a school district or board of cooperative educational services is unable to find an appropriately certified or licensed mentor for a particular intern or interns, the superintendent or district superintendent may, by signing below and completing the requested information, select a teacher permanently certified or licensed in a different title from that of the intern to serve as a mentor.

<u>Certificate/License Title For Which No Mentor Can Be Identified</u>	<u>Number of Intern(s) In Each Instance</u>	<u>Area or Certificate/License Title of Teacher(s) Selected To Be Mentor(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby attest to the fact that the applicant school district or board of cooperative educational services is unable to find an appropriately certified or licensed mentor(s) for an intern(s), and request a variance, as described above, to allow a teacher(s) permanently certified or licensed in a different area from that of the intern(s) to function as a mentor(s).

Date

Signature of Superintendent

Date

Signature of Teachers' Organization President

2007-2008 New York State Mentor Teacher-Internship Program

Protocol for Continuing Projects

Directions: Please affirm (check) that the continuing project in 2007-2008 will comply with the following statutory and regulatory provisions. **Submit this completed protocol with the proposal.** The district must maintain documentation showing compliance with these provisions. Failure to comply with statutory and regulatory provisions may result in rescission of 2007-08 funding and jeopardizes future funding under the Mentor Teacher Internship Program.

I. Release-Time Component (20 points). [*Statutory/Regulatory References—Ed. Law Section 3033(4); Commissioner’s Regulations 85.1 (a)(1), 85.1(b)*]

_____ The mentor and the intern will each be released from their classrooms ten percent of their instructional time.

II. Selection of Mentors (15 points). [*Statutory/Regulatory References—Ed Law Section 3033(3), Commissioner’s Regulations 85.2 (b) (2)*]

_____ There is evidence described and accepted by the district by which the mentor candidate demonstrates skills and dispositions listed below:

- Mastery of pedagogical skills
- Subject matter skills
- Superior teaching abilities
- Interpersonal relationship qualities
- Willingness to participate in the mentoring program.

_____ The superintendent or designee is involved in assignment of mentors to participating first or second year intern teachers.

_____ The mentor is permanently certified in the same area of certificate title as the intern, or permanently licensed in the same licensure area as the intern. In the event that an appropriately certified mentor is not available the school district or BOCES, a teacher permanently certified or licensed in a different area of certificate title or licensure area than the intern may serve as a mentor. In this instance, a completed Request for Variance of Mentor Qualifications must be submitted with the proposal.

_____ There are processes in place in the event that original mentor-intern assignments need to be adjusted.

III. Role of the Mentor (20 points). [*Regulatory Reference—Commissioner’s Regulations 85.2(b)(2)(iii)*]

Indicate which of the conditions will obtain in the district-mentoring program during the 2007-2008 project year (Check one):

_____ The mentor’s role will be solely of guidance and support for the assigned intern; no evaluative role is defined for the mentor. Thus, information obtained in mentor/intern interactions will not be used in the evaluation of such intern.

_____ The mentor’s role will be to provide guidance and support, as well as participation in evaluation the assigned intern. This role is prescribed by the

contractual agreement negotiated by the district and the local teachers' organization. A COPY OF PERTINENT CONTRACTUAL LANGUAGE MUST BE ATTACHED.

IV. Interns (5 points). [Regulatory reference—Commissioner's Regulations 85.2 (b)(4)]

_____ There is a process in place for the selection of interns, in the event that there are more new teachers than can be accommodated in the Program.

_____ There are described duties, responsibilities, and anticipated activities of interns both within and beyond the MTIP.

V. Program Evaluation (8 points). [Regulatory reference—Commissioner's Regulation 85.2 (b)(6)].

_____ There is a plan by which the district will assess the program's benefit to mentors and interns in 2007-2008.

Describe any revisions to the district mentoring plan to be implemented in 2007-2008, based on project evaluation conducted in the 2006-2007 project year. Include evaluation findings that led to the revision.

VI. Project Budget (20 points).

Grant funds may be used for such costs as reimbursement for replacement or substitute-teacher costs, coordination, fringe benefits, training, supplies and materials, program evaluation, and travel. Reimbursement for release-time costs to the district is calculated at a rate of up to 10 percent of the mentor's salary for each intern with whom he or she is working. Reimbursement for part-time mentors is permitted up to 40 percent for part-time mentors who work in a mentor-internship relationship with up to 4 interns. Reimbursement for full-time mentors is permitted up to 100 percent. For 100 percent reimbursement, full-time mentors must work in a mentor-internship relationship with 10 interns.

Please note: Any expenses incurred prior to January 1, 2008 or after June 30, 2008 will not be reimbursed.

Restrictions: Expenditures for stipends for mentors and interns for time spent in mentor teacher-internship activities beyond the contractual day will be allowed on a limited basis only. Such activities for which stipends may be provided are the occasional after-school or Saturday training or end-of-the-year evaluation activities.

_____ Completed Proposal Budget Forms are attached.

_____ Completed Proposed Budget Summary Form for Federal or State Projects FS-20 is attached. (Form is also available from the district's business office or on-line at <http://atwork.nysed.gov/cafe/forms.html>.)

2007-08 New York State Mentor Teacher Internship Program Proposal Budget Form

Applicant District/BOCES: _____

Budget Category and Narrative SALARIES FOR PROFESSIONAL STAFF: Code 15

Include only staff who are employees of the agency. Do not include consultants or per diem staff. One full-time equivalent (FTE) equals one person working an entire week for each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equal .2 FTE or at a per diem rate, e.g. 30 days of replacement (substitute) teacher service at \$100 per day.

Specific Position Title	Full-time Equivalent or Number of days of service	Annualized Rate of Pay or Per Diem Rate	Project Salary
TOTAL (transfer to FS-20, Budget Summary Form)			

In the space below, please describe how the positions and expenditures identified above will contribute to program goals.

2007-08 New York State Mentor Teacher Internship Program Proposal Budget Form

Applicant District/BOCES: _____

Budget Category and Narrative SALARIES FOR SUPPORT STAFF: Code 16

Include salaries for secretarial and clerical assistance. Do not include administrative staff who are considered to be indirect costs, e.g., account clerks.

Specific Position Title	Full-time Equivalent	Annualized Rate of Pay	Project Salary
TOTAL (transfer to FS-20, Budget Summary Form)			

In the space below, please describe how the positions and expenditures identified above will contribute to program goals.

2007-08 New York State Mentor Teacher Internship Program Proposal Budget Form

Applicant District/BOCES: _____

Budget Category and Narrative PURCHASED SERVICES: Code 40

Identify the type of expenditure by general category (e.g., consultants, mentor training expenditures, printing, and other contractual services).

Purchased Services from a BOCES, if other than the applicant agency, should *not* be budgeted under this expenditure category. Use Purchased Services with BOCES, Code 49.

An agency cannot purchase services from themselves.

Description of Item	Provider of Services	Proposed Expenditure
TOTAL (transfer to FS-20, Budget Summary Form)		

In the space below, describe how the purchased services itemized above will contribute to the program goals.

**2007-08 New York State Mentor Teacher Internship Program
Proposal Budget Form**

Applicant District/BOCES: _____

Budget Category and Narrative
SUPPLIES AND MATERIALS: Code 45

Identify the type of supplies or materials by general category.

Description of Category	Proposed Expenditure
TOTAL (transfer to FS-20, Budget Summary Form)	

In the space below, please describe how the supplies and materials noted above will contribute to the program goals.

2007-08 New York State Mentor Teacher Internship Program Proposal Budget Form

Applicant District/BOCES: _____

Budget Category and Narrative
TRAVEL EXPENSES: Code 46

List transportation and staff travel between instructional sites.

Include travel expenses for such items as conferences costs (including registration fees), travel from site to site within the district, out-of-district travel and costs for staff development programs. Identify position of traveler relative to the MTIP project as well as the destination, to the extent possible.

Position	Destination	Purpose of Travel	Proposed Expenditure
TOTAL (transfer to FS-20, Budget Summary Form)			

In the space below, please describe how the travel expenses itemized above contribute to the program goals.

2007-08 New York State Mentor Teacher Internship Program Proposal Budget Form

Applicant District/BOCES: _____

Budget Category and Narrative EMPLOYEE BENEFITS: Code 80

Agencies may choose to calculate the proposed Employee Benefits using their agency's Fringe Benefits (FB) rate or itemizing the specific benefits. The FB Rate for project personnel must be the same as those used for other agency personnel. Only the Employee Benefits, which are attributable to the professional and support staff identified in Code 15 may be included in this section. Complete either Section I or Section II.

Section I – Calculation of Fringe Benefits (FB) using the Agency's FB rate.

Agency Fringe Benefit Rate	Project Salaries	Proposed Expenditure
Total (transfer to FS-20 Budget Summary Form)		

Section II – Itemize Specific Categories of Benefits

Benefit	Proposed Expenditure
Social Security	
Retirement (NYS Teachers, NYS Employees, Other)	
Health Insurance	
Worker's Compensation	
Unemployment Insurance	
Other (Identify)	
Total (transfer to FS-20, Budget Summary Form)	

2007-08 New York State Mentor Teacher Internship Program Proposal Budget Form

Applicant District/BOCES: _____

Budget Category and Narrative INDIRECT COST: Code 90

Refer to the Fiscal Guidelines for further instructions regarding Modified Direct Cost Base and the Approved Restricted Indirect Cost Rate.

A. Modified Direct Cost Base – Sum of all preceding totals (codes 15, 16, 40, 45, 46 and 80).	\$		(A)
B. Approved Restricted Indirect Cost Rate		%	(B)
C. (A) x (B) = Total Indirect Cost (transfer to FS-20)	\$		(C)
TOTAL (transfer to FS-20, Budget Summary Form)			

**2007-08 New York State Mentor Teacher Internship Program
Proposal Budget Form**

Applicant District/BOCES: _____

Budget Category and Narrative
PURCHASED SERVICES WITH BOCES: Code 49

Describe the services to be purchased, the name of the BOCES and the proposed amount.

Description of Services	Name of BOCES	Proposed Expenditure
Total (transfer to FS-20, Budget Summary Form)		

In the space below, please describe how the Purchased Services with BOCES itemized above will contribute to the program goals.

CATEGORIES	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	
Supplies and Materials	45	
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost (IC)* (Amount from "C" below)	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		

*A. Modified Direct Cost Base

\$

B. Approved Restricted IC Rate

%

C. (A) x (B) = Indirect Cost

(Be sure to put total in Code 90 above)

\$

CHIEF ADMINISTRATOR'S CERTIFICATION

I hereby certify that the requested budget amounts are necessary for the implementation of this project and that this agency is in compliance with applicable Federal and State laws and regulations.

_____/_____/_____
Date

Signature

Name and Title of Chief Administrative Officer

Agency Code

Project #

Contract #

Agency Name: _____

FOR DEPARTMENT USE ONLY

Approved
Funding Dates: _____
From To

Program Approval: _____

Date: _____

<u>Fiscal Year</u>	<u>First Payment</u>	<u>Line #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher # First Payment

2007-08 New York State Mentor Teacher-Internship Program Appendices

Appendix 1: Mentor Intern Information Form

Appendix 2: High Need School Districts 2006-2007 School Year

Appendix 3: The Mentoring Relationship

Appendix 4: Education Law Section 3033

Appendix 5: Part 85 of the Regulations of the Commissioner

Appendix 6: 2006-2007 MTIP Implementing Districts

High Need School Districts 2006-2007 School Year

Albany County

010100 ALBANY
010500 COHOES
011200 WATERVLIET

Allegany County

020601 ANDOVER
020702 GENESEE VALLEY
020801 BELFAST
021102 CANASERAGA
021601 FRIENDSHIP
022001 FILLMORE
022101 WHITESVILLE
022302 CUBA-RUSHFORD
022401 SCIO
022601 WELLSVILLE
022902 BOLIVAR-RICHBG

Broome County

030200 BINGHAMTON
030501 HARPURSVILLE
031301 DEPOSIT
031401 WHITNEY POINT
031502 JOHNSON CITY

Cattaraugus County

041101 FRANKLINVILLE
041401 HINSDALE
042302 CATTARAUGUS-LI
042400 OLEAN
042801 GOWANDA
043001 RANDOLPH
043200 SALAMANCA
043501 YORKSHIRE-PIONE

Chautauqua County

060401 CASSADAGA VALL
060601 PINE VALLEY
060701 CLYMER
060800 DUNKIRK
061501 SILVER CREEK
061503 FORESTVILLE
061700 JAMESTOWN

062301 BROCTON
062401 RIPLEY
062601 SHERMAN
062901 WESTFIELD

Chemung County

070600 ELMIRA

Chenango County

080101 AFTON
080601 GREENE
081003 UNADILLA
081200 NORWICH
081401 GRGETWN-SO-OTS
081501 OXFORD
082001 SHERBURNE-EARL

Clinton County

090201 AUSABLE VALLEY
090301 BEEKMANTOWN
090901 NORTHRN ADIRON
091200 PLATTSBURGH

Columbia County

101300 HUDSON

Cortland County

110101 CINCINNATUS
110200 CORTLAND
110304 MCGRAW
110901 MARATHON

Delaware County

120401 CHARLOTTE VALL
120701 FRANKLIN
120906 HANCOCK
121401 MARGARETVILLE
121601 SIDNEY
121701 STAMFORD
121702 S.KORTRIGHT
121901 WALTON

Dutchess County

130200 BEACON
131500 POUGHKEEPSIE

Erie County

140600 BUFFALO
141800 LACKAWANNA

Essex County

150203 CROWN POINT
150901 MORIAH
151501 TICONDEROGA

Franklin County

160801 CHATEAUGAY
161201 SALMON RIVER
161501 MALONE
161601 BRUSHTON MOIRA
161801 ST REGIS FALLS

Fulton County

170500 GLOVERSVILLE
170600 JOHNSTOWN
171001 OPPENHEIM EPHR

Genesee County

180300 BATAVIA

Greene County

190401 CATSKILL

Herkimer County

210302 WEST CANADA VA
210501 ILION
210502 MOHAWK
210601 HERKIMER
210800 LITTLE FALLS
211003 DOLGEVILLE
211103 POLAND
211701 VAN HORNSVILLE
212001 BRIDGEWATER-W

Jefferson County

220301 INDIAN RIVER
220909 BELLEVILLE-HEN
221301 LYME
221401 LA FARGEVILLE
222000 WATERTOWN

222201 CARTHAGE

Lewis County

230201 COPENHAGEN
230901 LOWVILLE
231101 SOUTH LEWIS

Livingston County

240901 MOUNT MORRIS
241101 DALTON-NUNDA

Madison County

250109 BROOKFIELD
250301 DE RUYTER
250401 MORRISVILLE EA
251501 STOCKBRIDGE VA

Monroe County

261600 ROCHESTER

Montgomery County

270100 AMSTERDAM
270301 CANAJOHARIE
270701 FORT PLAIN
271102 ST JOHNSVILLE

Nassau County

280201 HEMPSTEAD
280208 ROOSEVELT
280209 FREEPORT
280401 WESTBURY

New York City

300000 NEW YORK CITY

Niagara County

400800 NIAGARA FALLS

Oneida County

410401 ADIRONDACK
410601 CAMDEN
411800 ROME
412300 UTICA

Onondaga County

421800 SYRACUSE

Ontario County

430700 GENEVA

Orange County

441000 MIDDLETOWN
441202 KIRYAS JOEL
441600 NEWBURGH
441800 PORT JERVIS

Orleans County

450101 ALBION
450801 MEDINA

Oswego County

460102 ALTMAR PARISH
460500 FULTON
460701 HANNIBAL
461801 PULASKI
461901 SANDY CREEK

Otsego County

470202 GLBTSVLE-MT U
470501 EDMESTON
470801 LAURENS
470901 SCHENEVUS
471101 MILFORD
471201 MORRIS
471601 OTEGO-UNADILLA
472001 RICHFIELD SPRI
472202 CHERRYVLY-SPR
472506 WORCESTER

Rensselaer County

490601 LANSINGBURGH
491200 RENSSELAER
491700 TROY

Rockland County

500402 EAST RAMAPO

St. Lawrence County

510101 BRASHER FALLS
510401 CLIFTON FINE
511101 GOUVERNEUR
511201 HAMMOND
511301 HERMON DEKALB
511602 LISBON

511901 MADRID WADDING
512001 MASSENA
512101 MORRISTOWN
512201 NORWOOD NORFOL
512300 OGDENSBURG
512404 HEUVELTON
512501 PARISHVILLE
513102 EDWARDS-KNOX

Schenectady County

530600 SCHENECTADY

Schoharie County

540901 JEFFERSON
541001 MIDDLEBURGH
541401 SHARON SPRINGS

Schuylar County

550101 ODESSA MONTOUR

Seneca County

560501 SOUTH SENECA
561006 WATERLOO CENT

Steuben County

570101 ADDISON
570201 AVOCA
570302 BATH
570401 BRADFORD
570603 CAMPBELL-SAVON
571502 CANISTEO-GREEN
571800 HORNELL
572301 PRATTSBURG
572702 JASPER-TRPSBRG

Suffolk County

580105 COPIAGUE
580106 AMITYVILLE
580109 WYANDANCH
580232 WILLIAM FLOYD
580512 BRENTWOOD
580513 CENTRAL ISLIP

Sullivan County

590501 FALLSBURGH
590901 LIBERTY
591302 LIVINGSTON MAN
591401 MONTICELLO

Tioga County

600101 WAVERLY
600903 TIOGA

Tompkins County

610901 NEWFIELD

Ulster County

620600 KINGSTON
622002 ELLENVILLE

Warren County

630918 GLENS FALLS COMMON
631201 WARRENSBURG

Washington County

640601 FORT EDWARD
640701 GRANVILLE
641301 HUDSON FALLS

Wayne County

650101 NEWARK
650301 CLYDE-SAVANNAH
650501 LYONS
651201 SODUS
651501 N. ROSE-WOLCOT
651503 RED CREEK

Westchester County

660900 MOUNT VERNON
661500 PEEKSKILL
661904 PORT CHESTER
662300 YONKERS

Yates County

680801 DUNDEE

Appendix 3

The Mentoring Relationship*

The relationship will vary with each mentor-intern pair. In general, however, it must be characterized as professional, flexible, trusting and trustworthy, confidential, mutually educative, non-supervisory, and evidenced in sustained, frequent contact.

The relationship will help achieve the following outcomes:

- The mentor will support the new teacher in *appreciating her/his present competence* – knowledge, skills, and dispositions related to the act of teaching – and in *adding to that competence* given the particular context of the classroom and school to which she/he is assigned.
- The mentor will support the new teacher in *performing as a teacher* – *expressing her/his competence* – *in the assigned context*. That is, the mentor will help the new teacher *perform well and consistently* given the particular classroom of learners; given the particular school and its curriculum, resources and colleague group; and given the parents and community of which the school is part.
- The mentor will support the new teacher in *teaching effectively* – *achieving the intended outcomes of instruction* – *in the assigned context*. That is, given good and consistent performance, the mentor will help the new teacher *understand intended learner outcomes and work to perform as a teacher toward those ends*.
- In the longer run, in part because of increased competence and effective performance in the assigned context, the new teacher will continue in teaching, building a professional career.

*Excerpted from the State Professional Standards and Practices Board for Teaching Statement on Mentoring (2000)

**Education Law Section 3033, as amended by Section 117-b of
Chapter 436 of the Laws of 1997**

§3033 New York State Mentor Teacher-Internship Program.

1. Boards of education and boards of cooperative educational services are hereby authorized to participate in the New York State mentor teacher-internship program in accordance with provisions of this section.
2. Each board of education or board of cooperative educational services which applies for funds under this section shall prepare a plan for implementation of a mentor teacher-internship program consistent with article fourteen of the civil service law. The plan shall be developed in accordance with this section and regulations of the commissioner. The board of education or board of cooperative educational services shall submit an application and plan by May first of the current year for approval by the commissioner; provided, however for the nineteen hundred ninety-seven—ninety-eight school year, such plan may be submitted by November first, nineteen hundred ninety-seven.
3. Each board of education and board of cooperative educational services which determines to participate in the program shall select persons eligible to serve as mentor teachers from a list of persons who have demonstrated their mastery of pedagogical and subject matter skills, given evidence of superior teaching abilities and interpersonal relationship qualities, and who have indicated their willingness to participate in such program. Such list of persons eligible to serve as mentor teachers shall be developed by a selection committee composed of certified or licensed personnel employed by the school district or the board of cooperative educational services, a majority of whom shall be classroom teachers chosen by the certified or recognized teachers employee organization. The assignment of particular mentor teachers and teacher interns to work together shall be made by the superintendent of the participating district or district superintendent of the participating board of cooperative educational services. Each person designated as a mentor teacher shall continue to provide classroom instruction for at least sixty percent of the time spent in performance of such individual's duties during the school year or such person may so serve on a full-time basis for not more than two school years out of five consecutive school years, provided that such service as a mentor teacher shall not diminish or impair the tenure and seniority rights of the mentor teacher.
4. Each board of education and board of cooperative educational services which determines to participate in the mentor teacher-internship program shall require those first or second year eligible teachers which it chooses to include in the program to perform their duties under the guidance of a mentor teacher, and shall ensure that such teacher intern and mentor carry no more than a ninety percent classroom instruction assignment in order to allow such teacher intern time to receive special assistance from a mentor teacher. In order to participate as a teacher intern in a mentor teacher-internship program, a first or second year teacher shall hold a provisional or permanent teaching certificate, temporary emergency license, regular license, or temporary per diem certificate for a field in which no licensed person is available to teach and

shall not have participated in such program in the previous year.

5. A school district or board of cooperative educational services participating in an approved mentor teacher-internship program in the current year shall be eligible for aid including but not limited to costs related to release time of the intern and mentor teacher up to ten percent of the mentor teacher's salary and up to ten percent of the teacher intern's salary respectively in accordance with the provisions of this subdivision. To receive such assistance, a school district or board of cooperative educational services must file a claim with the commissioner by October first of the current school year in a form prescribed by the commissioner which shall include the actual salary of each program participant as of September fifteenth of such year. The commissioner shall pay one-half of the amount of such assistance by January fifteenth of each year and shall pay the remaining amount based upon a final report filed by the school district by August fifteenth of each year.
6. Each board of education and board of cooperative educational services which participates in the program shall file a report with the commissioner on or before August first of each school year concerning compliance with the requirements of the program during the preceding school year. Such report shall be in such form and in such manner as the commissioner may require. The commissioner shall evaluate such programs and file a report with the legislature on or before December first, nineteen hundred eighty-seven.

Appendix 5

Part 85 of the Regulations of the Commissioner

§ 85.1 Definitions.

As used in section 3033 of the Education Law and in this Part:

(a) Intern shall mean a person who:

(1) is a full-time teacher with no greater than a 90 percent classroom instruction assignment employed by the governing body of a school district or board of cooperative educational services having an approved internship plan, and is in his or her first or second year of service in a particular license area or area of certificate title;

(2) holds a valid provisional or permanent teacher's certificate or temporary emergency license issued by the Commissioner of Education, or a valid regular teaching license, temporary per diem certificate for a field in which no licensed person is available to teach, or the equivalent of a temporary emergency license issued by the city school district of the City of Buffalo, other than a certificate or license valid for supervisory or administrative service; and

(3) has not participated in the mentor teacher-internship program in the previous year.

(b) Mentor shall mean a teacher who is permanently certified in the same area of certificate title as the intern, or permanently licensed in the same license area as the intern, and who has demonstrated his or her mastery of pedagogical and subject matter skills, given evidence of superior teaching abilities and interpersonal relationship qualities, and has indicated willingness to participate by being a mentor in an approved mentor teacher-internship program. Each teacher designated as a mentor shall carry not more than a 90 percent classroom instruction assignment but at least a 60 percent classroom instruction assignment, except that a teacher may serve as a mentor on a full-time basis for not more than two school years out of five consecutive school years. In the event that a school district or board of cooperative educational services demonstrates to the satisfaction of the commissioner that an appropriately certified mentor is not available, a teacher permanently certified or licensed in a different area of certificate title or license area than that of the intern, may serve as a mentor. Service as a mentor shall not result in any change in the mentor's tenure area or areas, and shall not otherwise diminish or impair the tenure and seniority rights of the mentor teacher.

§ 85.2 Application and district internship plan.

(a) Application. In order to qualify for State funds pursuant to Education Law, section 3033 and this Part, a school district or board of cooperative educational services shall submit an application and plan in a form prescribed by the commissioner. Such application and plan shall be submitted for approval by the commissioner no later than the date specified by Education Law, section 3033(2). Such application shall contain an assurance by the chief executive officer of the school district or board of cooperative educational services that the plan to establish and implement a mentor teacher-internship program has been approved by the board of education or board of cooperative educational services.

(b) District internship plan. The plan shall provide evidence of its development in accordance with the provisions of article 14 of the Civil Service Law, and shall contain the following components:

(1) a statement of the number of interns and mentors to participate in the program during the school year for which funding is requested and the percentage of all eligible persons in the district or board of cooperative educational services who will participate as interns in the program.

(2) a description of:

(i) how the needs of the interns for training and support will be assessed;

(ii) the training and professional support to be provided to the interns, which may include, but shall not be limited to, participation in the district or board of cooperative educational services staff development program, a teacher resource and computer training center or a post-secondary institution program; and

(iii) how the mentors will guide and support their interns, including the portion of time each intern will have direct contact with the mentor, provided that the role of the mentor shall not be construed as limiting or supplanting the authority of school administrators or supervisors to supervise or evaluate the performance of the interns and that information obtained by a mentor through interaction with an intern shall not be made available to supervisors or used in the evaluation of such intern;

(3) the process and criteria for the selection of mentors for interns, including the selection of persons eligible to serve as mentors from a list of eligible persons developed by a selection committee composed of certified or licensed personnel employed by the school district or board of cooperative educational services, a majority of whom shall be classroom teachers. Such classroom teachers shall be chosen by the certified or recognized teachers employee organizations representing teachers in the school district or board of cooperative educational services whenever such organizations exist;

(4) the process and criteria for selection of interns;

(5) a description of the training to be provided to mentors including a description of the extent to which this training will be coordinated with the district staff development program;

(6) a program evaluation system which shall include, but shall not be limited to, criteria for assessment of mentor performance, and criteria for assessment of intern performance in areas including, but not limited to, instructional planning and management, classroom management, presentation of subject matter and communication skills; and

(7) an operational budget, in a form satisfactory to the commissioner, which identifies all funds and resources deemed necessary for the implementation of the program. Such budget may include up to 10 percent of the salary of each mentor per mentor-intern relationship and up to 10 percent of the salary of each intern, and other estimated costs of the program including, but not limited to, the reasonable cost of evaluation, training and materials. Equipment costs shall not be included.

(c) Reporting requirements. Following each school year in which a school district or board of cooperative educational services has implemented an internship plan, the school district or board of cooperative educational services shall file with the department a report which shall include the names of the interns who have successfully completed the mentor teacher-internship program and their areas of certification and licensure, the certificate titles or license areas and the number of years of teaching experience of the

teachers who have served as mentors, a description of the teaching assignments of each mentor and intern, and copies of each intern's summative evaluation form together with other evaluation and descriptive information as the commissioner may require. Such information shall be submitted in a form prescribed by the commissioner.

(d) Variances. (1) A variance may be granted from the requirement of subparagraph (b)(2)(iii) of this section that information obtained by a mentor through interaction with an intern shall not be made available to supervisors or used in the evaluation of such intern upon a finding by the commissioner that a school district or board of cooperative educational services has entered into an agreement negotiated pursuant to article 14 of the Civil Service Law, concerning the use of such information whose terms are in effect and are inconsistent with such requirement.

(2) A variance may be granted from any of the specific requirements of this Part upon a finding by the commissioner that:

(i) such requirements have been substantially met;

(ii) all requirements of section 3033 of the Education Law have been met; and

(iii) the granting of a variance is consistent with the purposes of the mentor teacher-internship program.

2006-07 NYS Mentor Teacher Internship Program (MTIP)
Implementing Districts

Alden Central Schools	Kenmore-Town of Tonawanda School District
Altmar-Parish-Williamstown CSD	Lansing Central School District
Averill Park Central School District	Lansingburgh City School District
Baldwinsville Central School District	Lindenhurst School District
Bay Shore U.F.S.D.	Lyndonville Central School District
Beacon City School District*	Madison-Oneida BOCES
Binghamton City Schools	Mexico Central School District
Brentwood U.F.S.D.	Middletown Enlarged City School District
Buffalo City School District	Miller Place UFSD
Connetquot Central School District	Monroe #1 BOCES
Dolgeville Central School District*	Moriah Central Schools
Elmont U.F.S.D.	Mount Vernon School District
Erie 1 BOCES	Newburgh Enlarged City School District
Fonda-Fultonville School District	Niagara Falls City School District
Fort Edward UFSD*	North Babylon Central School District
Freeport UFSD	North Bellmore U.F.S.D.
Greenburgh-Graham U.F.S.D.	North Rockland (Haverstraw-Stony Point) CSD
Hadley-Luzerne School District	Northern Adirondack Central School
Hamburg Central School District	NYC Department of Education
Hannibal Central School District	Owego Apalachin Central School District
Hempstead UFSD*	Patchogue-Medford Schools
Hoosic Valley Central School District	Peru Central Schools
Hudson City School District	Plattsburgh City School District
Huntington U.F.S.D.	Putnam Northern Westchester BOCES
Johnson City Central School District	Ravena Coeymans Selkirk Central School District

Riverhead Central School District
Rochester City School District
Rocky Point Schools
Rome City School District
Roslyn U.F.S.D.
Saranac Central Schools
Schodack Central Schools
Shenendehowa Central School District
Solvay U.F.S.D.
Starpoint Central School District
Syosset Central School District
Syracuse City School District
Three Village Central District
Troy City School District*
Tuckahoe U.F.S.D.
Victor Central Schools
Wantagh School District
Waterford-Halfmoon U.F.S.D.
Waterloo School District
Watervliet City School District

