



# BOARD OF EDUCATION OF THE CITY OF NEW YORK

HAROLD O. LEVY, *Chancellor*

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## DIVISION OF BUDGET OPERATIONS AND REVIEW

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MARJORIE BLUM  
*Executive Director*

## ***BOR ALLOCATION MEMORANDUM NO. 49, FY 2001***

**DATE:** April 23, 2001

**TO:** ALL SUPERINTENDENTS

**FROM:** Marjorie Blum, Executive Director  
Division of Budget Operations and Review

**SUBJECT:** FY 2001 MENTOR TEACHER INTERNSHIP PROGRAM (MTIP):  
FINAL ALLOCATION ADJUSTMENT

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The Mentor Teacher Internship Program (MTIP) provides newly hired, uncertified teachers with staff development in school by an experienced mentor teacher and after school through course offerings. The FY 2001 program serves eligible teachers hired in FY 2001 plus prior year eligibles who are unserved or partially served. The August 29, 2000 memorandum from the Chief Executive for Program Development and Dissemination entitled, "Mentor Teacher Internship Program (MTIP)," describes the current year's program. To support the operation of the program, districts were provided with MTIP allotments in BOR Allocation Memorandum No. 1, FY 2001 and BOR Allocation Memorandum No. 31, FY 2001. These allocations are now being adjusted to reflect Spring implementations as well as data updates. Table 1 lists each district's final MTIP adjustment.

### **DISTRICT ALLOCATIONS**

MTIP entitlements are based on information entered into the Human Resource System (HRS) through April 16<sup>th</sup>. Allotments are computed at the "School-Based Current Staff Part-Time Mentor Model," described in the August 29<sup>th</sup> memo inclusive of a mentor teacher assigned two interns.

An intern must be served no later than November 10<sup>th</sup> to receive Fall term credit and March 23<sup>rd</sup> to receive Spring term credit. Funding is provided only when the mentoring service began by these deadlines. Furthermore, if the MTIP service was initiated subsequent to the start of the semester, the allocation is prorated according to the mentoring start date.

## ALLOCATION METHODOLOGY

MTIP allotments presented on Table 1 provide resources in the following two areas:

< ***Mentor Teacher Cost.*** A mentor with two interns is released from five instructional periods per week. An additional teacher is required to cover the mentor's class during this time. The allocation provides 0.10 full time equivalent coverage teacher for each intern served. The fractional position is valued at the district's midyear average teacher salary.

Districts implementing approved alternative programs to the School-Based Current Staff Part-Time Mentor Model will receive resources according to the above method. The exception is the intensive model, which combines two terms of mentoring into one term and has a mentor coverage requirement of 0.2 full time equivalent teacher for each intern served.

< ***Mentor Advisory Selection Committee (MASC).*** The MASC selects mentors and recommends mentor-intern matches. At the start of the year, committee members attended an orientation session. During the year, committee meetings are held as needed to follow-up and provide program support. Costs related to these activities are allotted for each district MASC at \$500 for 1-5 interns served and \$130 for each additional intern served.

Additional MTIP costs will be administered centrally (District 43) as follows:

< ***Course Offerings for Uncertified Teachers \$993,300:*** Graduate level courses are available to eligible uncertified teachers.

< ***Mentor Orientation and On-Going Mentor Professional Development \$452,600:*** Mentors may receive up to twenty hours of staff development including peer coaching – two orientation hours, eighteen hours ongoing – at the per session rate. Payment will be made to the mentor teacher by the Division of Instructional Services. The allotment also includes costs for instructors, seminars for district instructors and OTPS for manuals and supplies.

< ***Evaluation \$10,000:*** An independent contractor will evaluate the mentor teacher internship program.

< ***Program Coordination \$213,600:*** Staff in the Mentor Office are responsible for facilitating the mentor intern matches, program implementations and resolving program issues that arise over the course of the year.

## BUDGET ACTIONS

Attached to each district's Director of Operations copy of this memorandum is a name by name listing of uncertified teachers and the associated class coverage needs. Questions concerning identification of uncertified teachers, mentoring service start dates and other HRS reported data, should be referred to Kathleen Ruta, Office of Professional Development, (718) 935-4233.

Allocation adjustments will be placed in district budgets as follows:

	<u>Quick</u>	<u>Object</u>	<u>Line</u>
Community School Districts	134577	053	5141
High Schools	040800	053	5141
Citywide Special Education	Contact Budget Liaison		

**TABLE 1**

**MODULE 5 ALLOCATION FINAL ADJUSTMENT FOR MENTOR TEACHER INTERNSHIP PROGRAM  
FISCAL YEAR 2000 - 2001**

CSD	# OF INTERNS SERVED	COVERAGE FOR MENTOR			AVERAGE TEACHER SALARY	COVERAGE ADJUSTMENT	MASC			TOTAL ALLOCATION ADJUSTMENT
		ENTITLE- MENT	BOR #31	CHANGE			ENTITLE- MENT	BOR #31	ADJUST- MENT	
1	34	2.154	1.866	0.288	\$51,491	\$14,829	\$4,270	\$3,360	\$910	\$15,739
2	51	3.586	3.266	0.320	47,786	15,292	6,480	5,700	780	16,072
3	62	4.552	4.601	-0.049	48,455	-2,374	7,910	7,910	0	-2,374
4	143	10.356	10.388	-0.032	44,118	-1,412	18,440	18,180	260	-1,152
5	107	6.839	6.970	-0.131	43,995	-5,763	13,760	13,760	0	-5,763
6	180	13.233	11.749	1.484	45,565	67,618	23,250	18,310	4,940	72,558
7	145	10.849	11.571	-0.722	43,648	-31,514	18,700	19,220	-520	-32,034
8	242	16.771	14.777	1.994	45,475	90,677	31,310	25,330	5,980	96,657
9	339	22.758	22.136	0.622	44,983	27,979	43,920	41,710	2,210	30,189
10	362	27.937	25.763	2.174	45,603	99,141	46,910	40,280	6,630	105,771
11	181	14.036	14.757	-0.721	47,335	-34,129	23,380	24,290	-910	-35,039
12	126	7.994	8.545	-0.551	43,931	-24,206	16,230	16,360	-130	-24,336
13	153	8.265	3.774	4.491	44,799	201,192	19,740	6,090	13,650	214,842
14	112	6.924	5.890	1.034	46,284	47,858	14,410	11,030	3,380	51,238
15	94	6.237	6.512	-0.275	48,402	-13,311	12,070	11,810	260	-13,051
16	61	4.538	3.960	0.578	42,164	24,371	7,780	6,220	1,560	25,931
17	89	6.341	6.444	-0.103	45,408	-4,677	11,420	11,550	-130	-4,807
18	99	6.799	6.762	0.037	46,064	1,704	12,720	12,590	130	1,834
19	172	10.952	8.995	1.957	46,310	90,629	22,210	15,970	6,240	96,869
20	69	4.686	4.253	0.433	49,642	21,495	8,820	7,390	1,430	22,925
21	112	7.375	7.282	0.093	49,803	4,632	14,410	13,500	910	5,542
22	94	5.803	4.251	1.552	48,379	75,084	12,070	7,000	5,070	80,154
23	109	7.056	5.649	1.407	43,433	61,110	14,020	9,340	4,680	65,790
24	177	11.209	9.213	1.996	47,214	94,239	22,860	16,620	6,240	100,479
25	34	1.993	1.766	0.227	55,346	12,564	4,270	3,880	390	12,954
26	31	1.532	0.788	0.744	55,107	41,000	3,880	1,150	2,730	43,730
27	170	10.953	8.952	2.001	47,380	94,807	21,950	16,100	5,850	100,657
28	109	7.143	5.386	1.757	49,768	87,442	14,020	9,210	4,810	92,252
29	120	8.311	6.751	1.560	49,919	77,874	15,450	11,160	4,290	82,164
30	128	8.168	7.948	0.220	47,504	10,451	16,490	15,580	910	11,361
31	59	3.640	3.215	0.425	53,796	22,863	7,520	5,960	1,560	24,423
32	131	7.444	6.775	0.669	45,417	30,384	16,880	12,980	3,900	34,284
85	<u>100</u>	<u>5.575</u>	<u>5.823</u>	<u>-0.248</u>	<u>50,619</u>	<u>-12,554</u>	<u>12,850</u>	<u>13,110</u>	<u>-260</u>	<u>-12,814</u>
CSD	4,195	282.009	256.778	25.231	\$47,705	\$1,185,295	\$540,400	\$452,650	\$87,750	\$1,273,045
71	101	8.475	5.743	2.732	\$51,300	\$140,152	\$17,230	\$11,780	\$5,450	\$145,602
72	213	17.261	13.949	3.312	51,300	169,906	27,770	21,200	6,570	176,476
73	135	10.651	6.242	4.409	51,300	226,182	16,790	9,670	7,120	233,302
74	13	0.653	0.872	-0.219	51,300	-11,235	3,000	3,500	-500	-11,735
76	79	6.407	5.727	0.680	51,300	34,884	12,190	11,060	1,130	36,014
77	164	12.596	8.615	3.981	51,300	204,225	22,760	16,080	6,680	210,905
79	201	14.959	11.918	3.041	51,300	156,003	31,910	25,700	6,210	162,213
81	0	0.000	0.000	0.000	51,300	0	0	0	0	0
56	<u>0</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	51,300	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
HS	906	71.002	53.066	17.936		\$920,117	\$131,650	\$98,990	\$32,660	\$952,777
67	8	0.492	0.340	0.152	\$49,209	\$7,480	\$0	\$0	\$0	\$7,480
97	162	10.830	9.541	1.289	49,209	63,430	20,910	17,400	3,510	66,940
<b>TOTAL</b>	5,271	364.333	319.725	44.608		\$2,176,322	\$692,960	\$569,040	\$123,920	\$2,300,242

\* Computation of Mentor Advisory Selection Committee (MASC) Entitlement for Districts 71, 72, 73, 74, 76, 77 and 79 is listed on Table 2.

**TABLE 2**

**MENTOR ADVISORY SELECTION COMMITTEE (MASC) HIGH SCHOOL ENTITLEMENT  
FISCAL YEAR 2000-2001**

# OF INTERNS SERVED	NUMBER OF SCHOOLS							HS TOTAL
	DIST 71	DIST 72	DIST 73	DIST 74	DIST 76	DIST 77	DIST 79	
1	8	2	1	3	3	5	13	35
2	8	4	4	1	4	6	11	38
3	3	3	2	0	6	5	7	26
4	3	0	3	2	3	0	2	13
5	1	0	1	0	2	1	5	10
6	2	2	8	0	2	3	4	21
7	0	0	3	0	0	4	1	8
8	0	1	1	0	0	2	1	5
9	2	0	0	0	0	2	1	5
10	1	1	0	0	0	0	2	4
11	1	1	0	0	0	3	0	5
13	0	0	2	0	0	0	0	2
14	0	2	0	0	0	1	0	3
15	0	1	0	0	0	0	0	1
16	0	1	0	0	1	0	0	2
17	0	1	0	0	0	0	0	1
19	0	0	0	0	0	0	1	1
22	0	1	0	0	0	0	0	1
25	0	1	0	0	0	0	1	2
30	0	1	0	0	0	0	0	1
<b>TOTAL</b>	<b>29</b>	<b>22</b>	<b>25</b>	<b>6</b>	<b>21</b>	<b>32</b>	<b>49</b>	<b>184</b>

# OF INTERNS SERVED	ENTITLEMENTS							HS TOTAL
	DIST 71	DIST 72	DIST 73	DIST 74	DIST 76	DIST 77	DIST 79	
1	\$4,000	\$1,000	\$500	\$1,500	\$1,500	\$2,500	\$6,500	\$17,500
2	4,000	2,000	2,000	500	2,000	3,000	5,500	19,000
3	1,500	1,500	1,000	0	3,000	2,500	3,500	13,000
4	1,500	0	1,500	1,000	1,500	0	1,000	6,500
5	500	0	500	0	1,000	500	2,500	5,000
6	1,260	1,260	5,040	0	1,260	1,890	2,520	13,230
7	0	0	2,280	0	0	3,040	760	6,080
8	0	890	890	0	0	1,780	890	4,450
9	2,040	0	0	0	0	2,040	1,020	5,100
10	1,150	1,150	0	0	0	0	2,300	4,600
11	1,280	1,280	0	0	0	3,840	0	6,400
13	0	0	3,080	0	0	0	0	3,080
14	0	3,340	0	0	0	1,670	0	5,010
15	0	1,800	0	0	0	0	0	1,800
16	0	1,930	0	0	1,930	0	0	3,860
17	0	2,060	0	0	0	0	0	2,060
19	0	0	0	0	0	0	2,320	2,320
22	0	2,710	0	0	0	0	0	2,710
25	0	3,100	0	0	0	0	3,100	6,200
30	0	3,750	0	0	0	0	0	3,750
<b>TOTAL</b>	<b>\$17,230</b>	<b>\$27,770</b>	<b>\$16,790</b>	<b>\$3,000</b>	<b>\$12,190</b>	<b>\$22,760</b>	<b>\$31,910</b>	<b>\$131,650</b>

\* MASC Entitlement is \$500 for 1 to 5 interns served, plus \$130 for each intern served thereafter.