



BOARD OF EDUCATION OF THE CITY OF NEW YORK

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DIVISION OF BUDGET OPERATIONS AND REVIEW

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MARJORIE BLUM
Executive Director

BOR ALLOCATION MEMORANDUM NO. 50, FY 2002

DATE: April 19, 2002

TO: ALL SUPERINTENDENTS

FROM: Marjorie Blum

**SUBJECT: FY 2002 MENTOR TEACHER INTERNSHIP PROGRAM (MTIP):
FINAL ALLOCATION ADJUSTMENT**

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 2002 program serves eligible teachers hired in FY 2002 plus prior year eligibles who are unserved or partially served. The September 2001 memorandum from the Center for Recruitment and Professional Development entitled, "Mentor Teacher Internship Program (MTIP) for Uncertified Teachers," 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 2002 and BOR Allocation Memorandum No. 36, FY 2002. 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 8th. Allotments are computed at the "School-Based Current Staff Part-Time Mentor Model," described in the September 2001 memo inclusive of a mentor teacher assigned two interns.

An intern must be served no later than November 5th to receive Fall term credit and March 23rd to receive Spring term credit. Funding is provided only when mentoring credit is given. 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 \$800,000:*** Graduate level courses are available to eligible uncertified teachers.
- ▶ ***Mentor Orientation and On-Going Mentor Professional Development \$350,000:*** 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 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	004577	053	5141
High Schools	000800	053	5141
Citywide Special Education	Contact Budget Liaison		

Attachments: Tables 1 and 2

MB:MG:BF:pav

Table 1

**MODULE 5 SPRING ALLOCATION ADJUSTMENT FOR MENTOR TEACHER INTERNSHIP PROGRAM
FISCAL YEAR 2001-2002**

DISTRICT	# OF INTERNS SERVED	COVERAGE FOR MENTOR			AVERAGE TEACHER SALARY	COVERAGE ADJUSTMENT	MASC			TOTAL ALLOCATION ADJUSTMENT
		ENTITL- MENT	MIDYR BOR #36	CHANGE			ENTITL- MENT	MIDYR BOR #36	ADJUST- MENT	
1	49	2.703	2.976	(0.273)	\$49,628	(\$13,548)	\$6,220	\$5,700	\$520	(\$13,028)
2	64	4.096	2.972	1.124	46,349	52,096	8,170	4,920	3,250	55,346
3	31	1.823	1.209	0.614	47,699	29,287	3,880	1,800	2,080	31,367
4	121	8.115	7.213	0.902	43,972	39,663	15,580	12,070	3,510	43,173
5	72	5.401	5.177	0.224	43,759	9,802	9,210	8,690	520	10,322
6	170	11.395	11.128	0.267	45,084	12,037	21,950	20,130	1,820	13,857
7	113	8.376	7.819	0.557	43,695	24,338	14,540	13,240	1,300	25,638
8	172	11.083	9.767	1.316	45,620	60,036	22,210	18,050	4,160	64,196
9	297	20.507	17.838	2.669	44,403	118,512	38,460	28,060	10,400	128,912
10	318	23.364	21.425	1.939	45,286	87,810	41,190	33,520	7,670	95,480
11	303	22.331	20.308	2.023	46,527	94,124	39,240	32,350	6,890	101,014
12	157	11.641	11.211	0.430	43,557	18,730	20,260	18,050	2,210	20,940
13	149	8.888	7.617	1.271	44,964	57,149	19,220	14,280	4,940	62,089
14	120	8.363	7.781	0.582	45,479	26,469	15,450	13,760	1,690	28,159
15	84	3.665	3.392	0.273	47,520	12,973	10,770	5,310	5,460	18,433
16	88	5.965	5.082	0.883	43,572	38,474	11,290	8,560	2,730	41,204
17	27	1.981	1.654	0.327	46,131	15,085	3,360	2,840	520	15,605
18	114	7.320	6.186	1.134	45,121	51,167	14,670	10,250	4,420	55,587
19	122	8.381	7.452	0.929	46,169	42,891	15,710	13,110	2,600	45,491
20	124	9.489	8.333	1.156	47,832	55,294	15,970	13,110	2,860	58,154
21	84	5.972	5.901	0.071	49,744	3,532	10,770	10,380	390	3,922
22	191	13.110	10.813	2.297	46,963	107,874	24,680	18,310	6,370	114,244
23	102	6.215	4.145	2.070	43,112	89,242	13,110	7,260	5,850	95,092
24	199	13.715	12.080	1.635	46,065	75,316	25,720	20,390	5,330	80,646
25	83	5.873	5.239	0.634	54,549	34,584	10,640	8,690	1,950	36,534
26	57	4.182	3.693	0.489	53,537	26,180	7,260	5,700	1,560	27,740
27	152	10.691	9.116	1.575	46,901	73,869	19,610	14,930	4,680	78,549
28	106	6.860	5.660	1.200	48,683	58,420	13,630	10,120	3,510	61,930
29	140	8.448	7.601	0.847	48,483	41,065	18,050	13,630	4,420	45,485
30	83	4.547	3.856	0.691	47,317	32,696	10,640	7,780	2,860	35,556
31	90	5.926	5.192	0.734	52,962	38,874	11,550	9,080	2,470	41,344
32	119	7.162	5.767	1.395	45,096	62,909	15,320	11,160	4,160	67,069
81	0	0.000	0.000	0.000	48,772	0	0	0	0	0
85	63	4.626	4.244	0.382	51,158	19,542	8,040	6,740	1,300	20,842
91	0	0.000	0.000	0.000	43,649	0	0	0	0	0
97	308	23.429	20.335	3.094	48,234	149,236	39,890	0	39,890	189,126
71	169	13.996	10.730	3.266	49,652	162,163	22,101	18,391	3,710	165,873
72	249	18.520	18.526	(0.006)	49,170	(295)	30,852	26,822	4,030	3,735
73	143	10.717	9.601	1.116	50,321	56,158	19,033	14,733	4,300	60,458
74	48	2.860	0.200	2.660	45,916	122,137	6,264	574	5,690	127,827
76	142	12.119	5.779	6.340	51,075	323,816	17,986	8,786	9,200	333,016
77	182	15.282	11.435	3.847	51,655	198,717	25,487	19,217	6,270	204,987
79	182	12.846	8.252	4.594	47,191	216,795	29,349	19,729	9,620	226,415
92	0	0.000	0.000	0.000	41,217	0	0	0	0	0
93	0	0.000	0.000	0.000	55,489	0	0	0	0	0
94	0	0.000	0.000	0.000	54,246	0	0	0	0	0
67	7	0.364	0.115	0.249	48,234	12,010	0	0	0	12,010
TOTAL	5,594	392.347	334.820	57.527	47,763	\$2,737,229	\$727,332	\$530,222	\$197,110	\$2,934,339
CSD	4,164	282.214	249.847	32.367	\$47,121	\$1,496,492	\$536,370	\$421,970	\$114,400	\$1,610,892
CW	308	23.429	20.335	3.094	\$48,234	\$149,236	\$39,890	\$0	\$39,890	\$189,126
HS	1,115	86.340	64.523	21.817	\$49,920	\$1,079,491	\$151,072	\$108,252	\$42,820	\$1,122,311
CENTL	7	0.364	0.115	0.249	\$48,234	\$12,010	\$0	\$0	\$0	\$12,010

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

# OF INTERNS SERVED	NUMBER OF SCHOOLS							HS TOTAL
	DIST 71	DIST 72	DIST 73	DIST 74	DIST 76	DIST 77	DIST 79	
1	2	1	6	1	2	6	11	29
2	6	0	1	1	2	6	9	25
3	4	2	1	1	2	3	13	26
4	8	4	5	1	2	7	5	32
5	7	1	4	1	1	2	5	21
6	2	1	1	0	1	2	3	10
7	1	0	2	1	2	4	0	10
8	2	1	2	2	2	0	2	11
9	1	0	2	0	2	2	0	7
10	2	0	1	1	2	1	1	8
11	0	0	1	0	0	0	0	1
12	1	1	0	0	1	1	1	5
13	0	1	0	0	0	0	1	2
14	0	1	0	0	1	0	0	2
15	0	2	0	0	0	0	0	2
16	0	0	0	0	0	1	0	1
17	0	0	1	0	1	0	0	2
18	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0
20	0	1	0	0	0	0	0	1
21	0	1	0	0	0	1	0	2
22	0	0	0	0	0	0	0	0
23	0	2	0	0	0	0	0	2
24	0	0	0	0	0	0	0	0
25	0	1	0	0	0	0	0	1
26	0	1	0	0	0	0	0	1
TOTAL	36	21	27	9	21	36	51	201

# OF INTERNS SERVED	NUMBER OF SCHOOLS							HS TOTAL
	DIST 71	DIST 72	DIST 73	DIST 74	DIST 76	DIST 77	DIST 79	
1	\$1,000	\$500	\$3,000	\$500	\$1,000	\$3,000	\$5,500	\$14,500
2	3,000	0	500	500	1,000	3,000	4,500	12,500
3	2,000	1,000	500	500	1,000	1,500	6,500	13,000
4	4,000	2,000	2,500	500	1,000	3,500	2,500	16,000
5	3,500	500	2,000	500	500	1,000	2,500	10,500
6	1,260	630	630	0	630	1,260	1,890	6,300
7	760	0	1,520	760	1,520	3,040	0	7,600
8	1,780	890	1,780	1,780	1,780	0	1,780	9,790
9	1,020	0	2,040	0	2,040	2,040	0	7,140
10	2,300	0	1,150	1,150	2,300	1,150	1,150	9,200
11	0	0	1,280	0	0	0	0	1,280
12	1,410	1,410	0	0	1,410	1,410	1,410	7,050
13	0	1,540	0	0	0	0	1,540	3,080
14	0	1,670	0	0	1,670	0	0	3,340
15	0	3,600	0	0	0	0	0	3,600
16	0	0	0	0	0	1,930	0	1,930
17	0	0	2,060	0	2,060	0	0	4,120
18	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0
20	0	2,450	0	0	0	0	0	2,450
21	0	2,580	0	0	0	2,580	0	5,160
22	0	0	0	0	0	0	0	0
23	0	5,680	0	0	0	0	0	5,680
24	0	0	0	0	0	0	0	0
25	0	3,100	0	0	0	0	0	3,100
26	0	3,230	0	0	0	0	0	3,230
TOTAL	\$22,101	\$30,852	\$19,033	\$6,264	\$17,986	\$25,487	\$29,349	\$150,550

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