



**Resident Teacher and Mentor
Teacher Compensation
Process
2021-2022**

Agenda

- Background
- Process Overview
- Preparation Provider Process
- School System Process



Background



Louisiana's Goals and Priorities

SIX CRITICAL GOALS

Students enter kindergarten ready.

Students will achieve mastery on third-grade assessments and enter fourth grade prepared for grade-level content.

Students will achieve mastery on eighth-grade assessments and enter ninth grade prepared for grade-level content.

Students will graduate on time.

Students will graduate with a college and/or career credential.

Students will graduate eligible for a TOPS award.

EDUCATIONAL PRIORITIES

Ensure every student is on track to a professional career, college degree, or service.

Remove barriers and create equitable, inclusive learning experiences for all children.

Provide the highest quality teaching and learning environment.

Develop and retain a diverse, highly effective educator workforce.

Cultivate high-impact systems, structures, and partnerships

Policy Timeline Overview

2017-2018	<ul style="list-style-type: none">● LDOE launches a statewide training initiative to develop a cadre of Mentor Teachers and Content Leaders● <u>BESE approved regulations to establish mentor teacher and content leader credentials</u> in the form of an ancillary certificate.
2019	<ul style="list-style-type: none">● LDOE begins to issue Content Leader and Mentor Teacher ancillary certificates to individuals who have successfully completed a state-approved Content Leader or Mentor Teacher training program, including state-led training, and have a passing score on the Louisiana Content Leader or Mentor Teacher Assessment Series
2020	<ul style="list-style-type: none">● Mentor Teacher ancillary certificate required for individuals who serve as a mentor of undergraduate or post-baccalaureate teacher residents

Funding Overview

In the 2021-2022 academic year, the data collection for the mentor stipend will take place using the same process that was used in 2020-2021.

- The Department continues to provide a \$1,000 stipend to the mentors who support year-long undergraduate residents. This stipend is allocated to school systems who host residents. School systems should pay mentors directly. Taxes and benefits are not included in the allocation amount.
- Through the teacher pay increase approved by the Legislature in 2019, the Department will allocate funds for LEAs to pay \$1,000 to yearlong undergraduate residents who hold a resident certificate and are completing their residency in a public school.
- Funding will be provided through the Minimum Foundation Program (MFP) formula via the certificated pay raise calculation.

Eligibility

Who is eligible for the resident teacher pay raise compensation?

- The resident must hold a resident certificate with a valid from date on or before **October 1, 2021**. *(It is suggested that providers apply for resident certificates by September 1 to ensure they are processed in time for the stipend.)*
- The resident must serve in a MFP funded entity.
- The resident must serve with a mentor teacher in the same MFP funded entity as the resident teacher.
- The resident must serve with a mentor teacher that is reported in PEP with an object code of 112 (teacher) and a function code within the 1000s excluding 1530 (Pre-K) and 1531 (Head Start).
- The resident must serve with a mentor teacher that is not a contract employee.
- The resident must serve with a mentor teacher holding one of the following on **October 1, 2021**: Mentor Teacher Ancillary Certificate, Provisional Mentor Teacher Ancillary Certificate, Supervisor of Student Teaching Certificate, or [2021-2022 Mentor Credential Waiver](#)

Eligibility

Who is eligible for the mentor teacher stipend?

- Mentors of certificated **undergraduate** residents in yearlong residencies are eligible for a \$1,000 stipend.
- The mentor teacher must hold one of the following on **October 1, 2021**:
 - Mentor Teacher Ancillary Certificate
 - Provisional Mentor Teacher Ancillary Certificate
 - Supervisor of Student Teaching Certificate
 - [2021-2022 Mentor Credential Waiver](#)

Resident and Mentor Teacher Data Collection



Data Collection Timeline

August	Funding data collection process communicated to School Systems and Preparation Providers
September	LDOE Team generates list of residents based on resident certificates issued for the 2021-2022 Academic Year or issued in Spring for the 2020-2021 Academic Year Providers complete a review of residents and LEAs indicated on resident certificates
October	School Systems report Resident teacher and Mentor teacher data Preparation Providers and School Systems validate and sign off on Mentor/resident list
November	Department compiles allocation counts for Mentor stipends
December	Preparation Providers and School Systems receive final funding list with rationale Resident teacher information is reported for MFP allocation BESE receives allocation counts for Mentor stipends

Resident Teacher and Mentor Teacher

Data Reporting Timelines

Timeline	Window Dates
Teacher Preparation Providers Review Undergraduate Residents <ul style="list-style-type: none">● Excel file submission via email● Opportunity for programs to confirm all resident certificates have been applied for and update the residency LEA listed on the certificate	9/13/2021 - 9/24/2021 <i>(2 week window)</i>
School Systems Report Undergraduate Residents and Mentor Teachers <ul style="list-style-type: none">● Excel file submission using FTP● School systems will use a reporting template to report resident teachers serving within their school system and the Mentor teacher that is providing support	10/11/2021 - 10/29/2021 <i>(3 week window)</i>

Resident Teacher and Mentor Teacher Data Reporting Timelines

Timeline	Window Dates
Teacher Preparation Providers and School Systems Review Compensation Decisions <ul style="list-style-type: none">• Opportunity to review resident teachers who will be awarded the stipend and correct data submission errors for ones that will not	11/8/2021 - 11/19/2021 <i>(2 week window)</i>
Final Report is Released Containing Compensation Decisions	December 2021

Preparation Providers



Mentor/Resident Teacher Data Reporting Timeline

September	October	November
9/13/2021-9/24/2021	10/11/2021-10/29/2021	11/8/2021-11/19/2021
Teacher Preparation Providers Review Undergraduate Residents	School Systems Report Undergraduate Residents and Mentor Teachers	Teacher Preparation Programs and School Systems Review Stipend Decisions

Preparation Providers

Resident Teacher Certificate Applications

Preparation providers apply for resident certificates by **September 1, 2021**

Resident Teacher Certificate Review

LDOE sends preparation provider resident teacher file by **September 13, 2021**

Preparation providers review the data and address any issues through the certification portal by **September 24, 2021**

LDOE Report

LDOE uses updated data and resident certificates to report initial mentor stipend counts to BESE

Preparation Providers

Preparation providers will receive and review the current list of resident certificates valid for the 2021-2022 academic year. The file will be sent to providers via email. Providers will review the file for the following:

- If the resident has withdrawn from the program.
- If the residency placement LEA listed in TCMS needs updating.
- If any residents you have applied for their certification, but are not included on the list.

Preparation programs should make all needed changes through the **certification portal**.

Certificate Type Code	Certificate Number	Teacher Prep Name	Resident Last Name	Resident First Name	Resident Middle Name	Certificate Issue Date	Valid From Date	Valid To Date	LEA Name 1	LEA Name 2	LEA Name 3	Held Certificate in 2019-2020	Update Needed	LEA Name 1 Change (if applicable)	LEA Name 2 Change (if applicable)	LEA Name 3 Change (if applicable)	Notes
R	999999	Louisiana College	Star	Shining	Super	8/11/2020	7/1/2020	6/31/2021	Ascension Parish			N	▼				
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School Systems



Mentor/Resident Teacher Data Reporting Timeline

September	October	November
9/13/2021-9/24/2021	10/11/2021-10/29/2021	11/8/2021-11/19/2021
Teacher Preparation Providers Review Undergraduate Residents	School Systems Report Undergraduate Residents and Mentor Teachers	Teacher Preparation Programs and School Systems Review Stipend Decisions

School Systems

Resident and Mentor Teacher Data Submission

LDOE uploads list of resident teachers with certificates to school systems FTP by **October 11, 2021**

School systems complete submission template and upload to FTP by **October 29, 2021**

Preliminary Stipend Decision Review

LDOE uploads file of residents and mentors with preliminary stipend decisions to providers and school systems FTP by **November 8, 2021**

Providers and school systems communicate any updates needed to the LDOE by **November 19, 2021**

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
A	Resident Sponsor Code	3	<i>Text Entry</i>	Sponsor Code of the district submitting data.
B	Resident Site Code	6	<i>Text Entry</i>	6-Digit site code assigned by LDOE.
C	Resident Certificate Type Code	1	<i>Text Entry</i>	Will be R for all records submitted.
D	Resident Certificate Number	6	<i>Text Entry</i>	Resident certificate number of the undergraduate resident.

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
E	Resident Last Name	N/A	<i>Text Entry</i>	The legal name of the resident teacher.
F	Resident First Name	N/A	<i>Text Entry</i>	
G	Resident Middle Name	N/A	<i>Text Entry</i>	

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
H	Resident Object Code	3	<i>Text Entry</i>	Code describing the activity the resident teacher performs. Will be 112 for all undergraduate resident teachers submitted.
I	Resident Function Code	4	<i>Text Entry</i>	Code describing the function to which the resident teacher is assigned. Residents may have more than one function code (and need to be reported as multiple records on the data sheet) if they are serving in multiple classrooms (1st Grade and 2nd Grade). The resident function code must match the mentor teacher function code.

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
J	Resident Percent Time Spent in Role/Location	4	Text Entry	The percent of time the resident teacher spends in the role (defined by their object and function code) and location (defined by their site code) indicated. If a resident teacher spends their entire undergraduate residency in the same role and location, the percent will be 100%. If the resident spends their undergraduate residency in multiple roles or multiple locations, the percent will be the amount of time (adding to 100%) spent at each role or location.

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
K	Mentor Teacher Sponsor Code	3	<i>Text Entry</i>	Sponsor Code of the district submitting data.
L	Mentor Teacher Site Code	6	<i>Text Entry</i>	6-Digit site code assigned by LDOE.
M	Mentor Teacher SSN	9	<i>Text Entry</i>	Official Social Security Number of the Mentor teacher.

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
N	Mentor Teacher Last Name	N/A	<i>Text Entry</i>	The legal name of the Mentor teacher.
O	Mentor Teacher First Name	N/A	<i>Text Entry</i>	
P	Mentor Teacher Middle Name	N/A	<i>Text Entry</i>	

School Systems

Resident and Mentor Teacher Submission Template Data Element Guidance

Column Letter	Data Element	Length (if applicable)	Entry Type	Description
Q	Mentor Teacher Object Code	3	<i>Text Entry</i>	Code describing the activity the Mentor teacher performs.
R	Mentor Teacher Function Code	4	<i>Text Entry</i>	Code describing the function to which the Mentor teacher is assigned.
S	# of Students	N/A	<i>Text Entry</i>	Number of students that the resident teaches in their role and location.
T	# of Students with Disabilities	N/A	<i>Text Entry</i>	Number of students with disabilities that the resident teaches in their role and location.

School Systems

Preparation providers must submit their completed template through the FTP process by **end of day on October 29, 2021.**

Instructions to ensure we receive the information securely via FTP:

1. Review and update the file with all of the requested data.
2. Save your file with the following title :
"SchoolSystemCode_SchoolSystemName_ResidentandMentorTeacherData2020-2021_Final".
3. Securely share the file with the FTP Coordinator from your school system.
4. Ask the FTP Coordinator to upload the file to the FTP.
5. Send an email to BelieveandPrepare@la.gov to let LDOE staff know the file is uploaded.

Preparation Providers and School Systems



Preparation Providers and School Systems

Resident and Mentor Teacher Data Submission

Preliminary Stipend Decision Review

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Providers and school systems communicate any updates needed to the LDOE by **November 19, 2021**

Preparation Providers and School Systems

Preparation providers and school systems will receive a preliminary list of resident teachers and mentor teachers that will receive the stipend and the rationale if they did not. The list will be sent through the FTP.

Upon receiving the list, preparation providers and school systems should review the following:

- All residents serving in the 2021-2022 academic year have been reported
- Rationale for residents and mentors that will not receive the stipend

If any updates need to be made, please email BelieveandPrepare@la.gov and LDOE staff will resolve updates on a case by case basis. Updates must be communicated to the LDOE by **November 19, 2021**.

Closing



Resident Teacher and Mentor Teacher

Data Reporting Timelines

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Resident Teacher and Mentor Teacher Data Reporting Timelines

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Final Report is Released Containing Compensation Decisions	December 2021

School System Technical Assistance Office Hours

Webinar #1 Details:

- Webinar Date and Time: Wednesday, October 6 2021; 11:00 PM- 12:00 PM
- Webinar Link: <https://ldoe.zoom.us/j/3455048179>
- Webinar Phone Number: +14703812552,,3455048179# US
- Meeting ID#:345 504 8179

Webinar #2 Details:

- Webinar Date and Time: Thursday, October 7 2021; 2:00 PM- 3:00 PM
- Webinar Link: <https://ldoe.zoom.us/j/3455048179>
- Webinar Phone Number: +14703812552,,3455048179# US
- Meeting ID#:345 504 8179

Closing

A compiled list of Frequently Asked Questions for the Resident Teacher and Mentor Teacher Compensation can be found in the preparation library on LouisianaBelieves.com.

Questions? Need Assistance? Contact BelieveandPrepare@la.gov.

