

New Guidance for Teacher Mentoring Program, 2019

<http://www.doe.sd.gov/mentoring/>

FINANCIAL CODING:

Fund	General Fund (10)
Revenue Account	10, 3125 (Mentor Teacher Program)
Best Practice	Track this state grant (using operational unit/subobject)
Expenditure	Depending on type of cost
Substitute	10, 1111, XXX, 120 (for an elementary teacher)
Mileage	10, 2213, XXX, 334
Lodging	10, 2213, XXX, 334
Mentor Pay	10, 2213, XXX, 111 or 190 (other salary) to keep it separate from the contracted salary from the district

OTHER REMINDERS:

- Final payments to districts will be paid after the Summer Academy in June.
- All meals, lodging, substitute and mileage payments will be made to the school district.
- This is a 2 year program.
- Mentor teachers are required to annually meet with first year teachers for at least 34 hours – documentation must be provided.
- There are 3 major events for this grant; Mentor Seminar, Kickoff and Summer Academy.
- Substitute reimbursements for the Mentor Seminar and Kickoff are not included in the \$250 allowance for substitutes.