

# Mentor Teacher Program

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

## **FINANCIAL CODING for District Programs and Substitute Reimbursement**

Fund -- **General Fund (10)**

Revenue Account - **3125** (Mentor Teacher Program)

Best practice --- **district should assign an operational unit code** to this grant

Expenditure Coding --- Substitutes -- instructional area, **for example 10,1111,XXX,120**

-  Payments to districts or statewide mentor teachers will be paid after the Summer Academy
-  Any lodging and/or per diem reimbursements will be made directly to the teachers, if allowable.
-  Reimbursement claims for substitute reimbursement, see website or contact Matt Gill, Office of Learning & Instruction
-  This is a two year program.
-  Mentor teachers are required to annually meet with first year teachers for at least 34 hours --- documentation must be provided.
-  Statewide mentor teachers will be paid directly from SD Dept. of Education for their participation in this program.
-  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 \$500 allowance for subs.