August 2, 2019

MEMORANDUM

TO:       City and County Superintendents of Education

FROM:    Eric G. Mackey
              State Superintendent of Education

SUBJECT: Alabama Teacher Mentoring (ATM) Program

The ATM had a successful year and is again being fully implemented statewide during the 2019-2020 school year. In order to ensure an accurate and timely transfer of funds from the Alabama State Department of Education (ALSDE) to your system, please share the following information with your staff.

1. The principal shall designate a mentor for each new teacher who has had no prior teaching experience. Mentors shall advise and offer instructional counseling to the new teacher. The mentor must concur with his/her selection.

2. Each mentor currently employed as a classroom teacher shall continue his/her normal teaching responsibility in addition to providing assistance to one new teacher and shall receive a stipend for the academic year.

3. Each local education agency (LEA) shall select a system mentor liaison. Mentor liaison should contact Dr. Patience Oranika via email at poranika@alsde.edu prior to August 16, 2019. In addition, the mentor liaison should forward to Dr. Oranika a list of the first-year teachers who have had no prior teaching experience and the mentor assigned to each of them. This list must include the name and email address for each mentor and new teacher. The list should be received by 4 p.m. on October 4, 2019.

4. Funds equivalent to $1,000 per first-year teachers named on the list submitted to the ALSDE will be disbursed to LEAs. The $1,000 includes the stipend and all applicable fringe benefits for each mentor of a first-year teacher who has had no prior teaching experience.
5. Payment of the stipend by the LEA to individual classroom teachers serving as mentors shall be made in two payments of $500 less the required employer and employee matching for applicable fringe benefits. Payment of the stipend to a contracted retired or former teacher designated as mentor shall be made in two payments of $500.

For purposes of this program, “no prior experience” shall include teachers who:

- Taught only in a substitute capacity in multiple classrooms or in the same classroom for less than a semester.
- Taught during the previous year but have taught less than a full semester in their own classroom.

For purposes of this program, “no prior experience” shall exclude teachers who:

- Are new to the system but have previously taught in another system(s) or another state(s) for a full semester or more.
- Have previously taught in a private school setting for a full semester or more.

A WebEx has been scheduled at 9:30 a.m. on Thursday, August 29, 2019. The purpose of the WebEx is to familiarize mentor liaisons with guidelines for the ATM Program. Please see the enclosed document for additional information regarding the WebEx.

If you have questions regarding the ATMP, please contact Dr. Oranika at (334) 694-4714 or via email at poranika@alsde.edu.

EGM/PO/SG

Enclosure

cc: City and County Human Resource Directors
   Dr. Daniel Boyd
   Dr. Jayne A. Meyer
   Dr. Patience Oranika

FY19-2124
Greetings.

Dr. Patience Oranika invites you to participate as an attendee in the following online training session:

**Topic:** 2019-2020 Alabama Teacher Mentor Program  
**Host:** Dr. Patience Oranika  
**Date:** Thursday, August 29, 2019  
**Time:** 9:00 am, Central Daylight Time (Chicago, GMT-05:00)  
**Session Number:** Not Available  
**Registration password:** This session does not require a registration password.

To register for this training session, go to:  
https://alsde.webex.com/alsde/k2/j.php?MTID=td12f2d754a36ed28b05e65c7cd0bd351

To view in other time zones or languages, please click the link:  
https://alsde.webex.com/alsde/k2/j.php?MTID=ta6462087ed00dcf0c4f5acb219d43f2e

For assistance you can contact Dr. Patience Oranika at poranika@alsde.edu or at 1-334-694-4714.