

# South Amboy Public Schools

## Mentor Partnership Payment/Waiver Agreement

To be completed by the mentor and signed by the mentor and mentee.

The mentor must check one of the boxes below:

That the mentor **will waive** the fee of \$550 payable upon completion the mentorship.

That the mentee **will pay** the fee of \$550 payable upon completion of the mentorship.

Upon completion of this form by the mentor and signature by the mentor and mentee, the form must be submitted to the School Principal's Office for review. Once review and signed by the School Principal the Principal will send the fully executed agreement to the Superintendent's Office.

If the mentee is responsible to pay the fee and the mentorship starts at the beginning of the school year, the mentee must write a check in the full amount, made out to South Amboy Public Schools, by May 15<sup>th</sup> of the year in which the mentorship takes place. The mentor will be paid on June 15<sup>th</sup> of the same school year. If the mentorship begins after the start of the school year, the payment will be due one month prior to the end of the mentorship.

Please be advised that payment to the mentor will be contingent upon the receipt of payment from the mentee. All checks should be submitted to the Business Office at 240 John Street.

**Waiver of the mentor's fee shall in no way modify the responsibilities of the mentor or mentee with regard to the mentorship guidelines. All parties will be responsible to comply with the South Amboy Public School Mentor Plan.**

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Novice Teacher Name

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Novice Teacher Signature & Date

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Mentor Teacher Name

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Mentor Teacher Signature & Date

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Principal Name

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Principal Signature & Date



## Optional Novice Provisional Teacher Mentoring Log Template

Effective May 5, 2014, the New Jersey regulations governing district mentoring program requirements have changed. Novice provisional teachers (those teachers serving under a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing) must still be assigned an individual mentor at the beginning of the contracted teaching assignment. However, two of the regulatory changes impact the way these individual mentors track their time and receive payment for their services.

First, as specified in *N.J.A.C. 6A:9B-8(d)*, individual mentor teachers assigned to work with a novice provisional teacher are now required to log their mentoring contact time. The format of the log itself and the procedures for using it are to be developed as part of the district mentoring plan. The mentoring logs are to be sent to the district administrative office and retained there.

Secondly, as specified in *N.J.A.C. 6A:9B-8(h)*, the administrative office of each school district will now be responsible for overseeing the payment of mentors. Payment may not be conferred directly from provisional novice teacher to mentor. The mentoring logs can be used to by the district to inform the payment process.

The optional mentor log template below is provided to assist districts in fulfilling these revised regulations. Please note that while the mentoring logs are required, the use of this particular template is not. Moreover, this template is based on a monthly log submission, but each district is free to determine the frequency with which they want to receive these mentoring logs.



## Optional Novice Provisional Teacher Mentoring Log Template

Instructions: Please log each session with your mentee. Submit this log form to the district office on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also.

Month: \_\_\_\_\_ Year: \_\_\_\_\_ School/District: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Total No. of Mentoring Hours This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u>		<u>Description of Activities</u>	<u>Total Time</u>
	<u>From:</u>	<u>To:</u>		

## MENTORING TRANSFER TEMPLATE

District/Nonpublic School: \_\_\_\_\_

Novice Provisional Teacher's Name: \_\_\_\_\_

Novice Provisional Teacher's PLMRS Tracking Number: \_\_\_\_\_

Check One:     CE     CEAS

**School District Contact: (Name of individual who can provide information about the mentoring that occurred and the mentoring fees that were paid while the provisional teacher was employed in the district)**

Name (Please print): \_\_\_\_\_ Title: \_\_\_\_\_

Phone (incl. ext.): \_\_\_\_\_ Email: \_\_\_\_\_

Novice Provisional Teacher's Mentor: \_\_\_\_\_

Date One-to-One Mentoring began: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Required initial, weekly one-to-one meetings have been completed:     Yes     No

Required minimum of 30 weeks of mentoring have been completed     Yes     No  
*If "No" was checked indicate below how many weeks of mentoring have been completed:*

Total # of weeks of mentoring completed (out of 30 minimum): \_\_\_\_\_

By signing below, you are attesting to the accuracy of this document:

\_\_\_\_\_  
*Signature, Chief School Administrator (or designee)  
or Nonpublic School Lead (or designee)*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*