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**Report on the  
Schools Mentoring  
Schools Regional  
Sites Program for  
2005-06**

**January 2007**

**Report  
To the  
Legislature**

**As required by  
Minn. Stat. §  
122A.628**

**COMMISSIONER:**  
**Alica Seagren**

**Schools  
Mentoring  
Schools  
Regional Sites  
Program**

**FOR MORE INFORMATION CONTACT:**

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**January 2007  
Report  
to the  
Legislature**

**Minnesota Department of Education  
1500 Highway 36 West  
Roseville, MN 55113-4266  
TTY: (800) 627-3529 OR (651) 582-8201**

**As required by  
Minnesota  
Statute §  
122A.628**

Upon request, this report can be made available in alternative formats.

**FY 2006 LEGISLATIVE REPORT  
ON  
Schools Mentoring Schools Regional Sites Program**

**Estimated Cost of Preparing This Report**

This report provides information that is maintained and published by the Department of Education as a part of its normal business functions. Therefore, the cost information reported below does not include the cost of gathering the data but rather is limited to the estimated cost of actually analyzing the data, determining recommendations and preparing this report document.

Special funding was not appropriated for the costs of preparing this report.

The estimated cost incurred by the Minnesota Department of Education in preparing this report is \$680.

**Schools Mentoring Schools Regional Sites Program**

The 2005-2006 Report has been prepared as required by Minnesota Statutes, 122A.628, subdivision 1 includes: directives to the commissioner to select and grant funding for up to four school districts, or partnerships of school districts, for the purpose of assisting other school districts in the region with the development of thorough and effective teacher mentoring programs by offering coaching/mentoring training, in-class observation training, and train-the-trainer opportunities. This report describes the process the Minnesota Department of Education (MDE) has established to carry forward the identification of Schools Mentoring Schools Regional Sites. Minnesota Laws 2005 First Special Session, Chapter 5, Article 2, Section 84, Subd. 21 (Best Practices), paragraph (e) appropriated \$50,000 for this program.

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(MDE Website maintains electronic version of full report)

**EXECUTIVE SUMMARY**  
**Schools Mentoring Schools Regional Sites Program**  
**2007 Legislative Report**

According to Susan Moore Johnson, director of the Project on the Next Generation of Teachers at Harvard University's Graduate School of Education, most new teachers are challenged by the demanding task of helping students learn. The project's researchers have found that new teachers have limited opportunity for interaction with experienced colleagues, receive little guidance, and yet are expected to shoulder the same teaching load and perform as well as veteran staff. Minnesota's establishment of Schools Mentoring Schools Regional Sites Program is an initiative to provide assistance to schools in developing comprehensive induction programs for new teachers that promote collaboration with colleagues and a shared commitment for novice teachers to become highly effective teachers.

The 2005-06 Schools Mentoring Schools Regional Sites Program Report to the Legislature provides information regarding the application (Appendix A) and review process (Appendix B) established by the Minnesota Department of Education to award grants to school districts, or partnerships of schools districts to become Schools Mentoring Schools Regional Sites. The regional sites provide assistance (Appendix C) to other school districts in their geographic area in developing effective teacher mentoring/induction programs. Each regional site offers (1) coaching/mentor training, (2) in-class observation training, and (3) train-the-trainer opportunities.

Minnesota Statute 122A.628 appropriated \$50,000 for the fiscal years 2005-07 available for up to four school districts or partnerships of schools to be designated as Schools Mentoring Schools Regional Sites. One of the school districts must be Brainerd School District. In October 2005, four applications to become regional sites were received. In November 2005, a review panel using application scoring guidelines awarded grants by the Minnesota Department of Education to one school district and two school district partnerships. Brainerd School District and Minnesota State University – Mankato each were awarded \$18,000. Lakes Country Service Cooperative was awarded \$13,000. The review panel did not approve a fourth application due to absence of required components.

Minnesota Department of Education funds are provided for approved activities for FY 2006 and FY 2007. This report focuses on regional site activities initiated in FY 2005-2006.

**PART I**  
**Schools Mentoring Schools Regional Site Program**

Directed by Minnesota Statute 122A.628, the Minnesota Department of Education (MDE) established an application and review process to award up to four Schools Mentoring Schools Regional Sites Program grants. The funded sites are to implement a program to provide assistance to nearby school districts in developing their own effective

system of support for new teachers. The regional sites will offer: (1) coaching/mentor training, (2) in-class observation, and (3) train-the-trainer opportunities.

- A total of \$50,000 is available for two years (December 1, 2005-June 30, 2007). A minimum of \$12,500 will be awarded. Any balance in the first year, 2006, is available for use in the second year, 2007.
- Up to four sites will be selected and factors, including geographic balance, will be considered in the selection process. One of the sites must be Brainerd School District.
- Sites will provide mentoring assistance and service to participating districts.

A memorandum announcing the grant program was sent out via a Minnesota Department of Education superintendent mailing to school administrators and staff development specialists from Deborah Luedtke, Schools Mentoring Schools Grant Coordinator. The application was included with the memorandum (see appendix A).

The review process was conducted by a panel of education specialists from the Minnesota Department of Education (MDE). Each reviewer independently examined and scored each application using scoring criteria (see appendix B) that identified the required program components including:

- Signature page with signature of the superintendent
- Regional Site Information including grant contact name and position
- Grant Proposal including timelines, activities and process for evaluating the grant's impact on the development of mentorship programs of participating districts/schools
- Proposed Budget for the Grant Form

Three applicants were selected as Schools Mentoring Schools Regional Sites: Brainerd School District, Lakes Country Service Cooperative and Minnesota State University – Mankato. Each grantee implemented action plans and provided reports. Year-one grant reports provided evidence of grant activities completed and, if necessary, revisions to their 2006-07 action plan and budget.

## **Part II** **Schools Mentoring Schools Regional Program Activities**

The Minnesota Department of Education established a process identifying sites as Schools Mentoring Schools Regional Sites. Information inviting districts or partnerships of schools to apply to become Schools Mentoring Schools Regional Sites was distributed on September 22, 2005 (see appendix A). Grant applications were received by the Minnesota Department of Education on October 26, 2005, and reviewed by a panel of education specialists on November 14, 2005 (see appendix B). The commissioner of education reviewed recommendations of the panel and selected three sites as Schools Mentoring Schools Regional Sites: Brainerd School District, Lakes Country Service Cooperative and Minnesota State University – Mankato. On November 29, 2006, three grantees were notified as being Schools Mentoring Schools Regional Sites with grant work to begin December 2005 and continue through June 2007.

The three Schools Mentoring School Regional Sites provided assistance to participating districts in their geographic area. Regional sites provided grant-funded activities unique to the structures of their programs aligned with grant action plans. Planning and implementation activity program reports were required for events held during the first grant implementation period (January 2006 - June 2006). All sites reported providing the option of train-the-trainer sessions to build leadership and training capacity of the local school district (see appendix C).

**Brainerd School District** invited districts in their geographic area to participate in Brainerd's Beginning Teacher Support System activities. Neighboring districts accepted invitations for training in instructional mentoring, mentoring/coaching for the special education teacher and cognitive coaching skills. Four (4) districts participated in training for an instructional and special education mentor. Nine (9) districts participated in Cognitive Coaching Training, a foundational mentor training component. The report evidenced that follow-up activities were made available to participants.

**Lakes Country Service Cooperative** instituted a teacher induction consortium in west central Minnesota. District representatives to the consortium assisted one another in establishing district-centered mentoring programs with selected activities provided regionally. Based on the needs of the consortium, training was developed and implemented in the areas of teacher evaluation and instructional coaching. Thirteen (13) schools from five (5) school districts attended the two-day training. Follow-up activities are delivered through the Lake Country Service Cooperative's teacher induction consortium.

**Minnesota State University-Mankato's Center for School-University Partnership** developed a mentor network advisory committee to support implementation of teacher induction programs within each of their partner districts. Representatives from the nine (9) partnering school districts formed an advisory committee to provide input into network meetings and training sessions. The network met regularly and hosted two training sessions for the partnering districts: Foundations in Mentoring and Meeting the Needs of New Teachers: Orientation and Ongoing Professional Development. A strength of this program is ongoing evaluation of program activities and effect on follow-up, determining future plans, and network sponsored activities.

**Minnesota Department of Education's** review of the initial Schools Mentoring Schools Site Reports, adjustments have been made to general process and expectations including:

- Regional Sites establishing a professional relationship with the identified districts/schools in their geographic area to provide assistance in the development of effective systems of support for new teachers.
- Funds are limited to identified districts/schools in each regional site's geographic area.
- Funds are provided participants to attend training that would directly benefit districts/schools for the development of *effective systems* of support to new teachers.

### **Part III**

### **Schools Mentoring Schools Grant Program Expenditures Report**

The 2005 legislature appropriated \$50,000 for 2005-07 for Schools Mentoring School Program Grants for implementation grants to up to four regional sites to implement a program to provide assistance to nearby school districts in developing their own effective system of support for new teachers under Minnesota Statute 122A.628. Any balance in the first years does not cancel but is available in the second year. This is an ongoing appropriation.

A process for disseminating up to four grants was established that directs applications be reviewed through a panel using scoring criteria (see appendix B). On November 18, 2005, the review panel recommended to the Commissioner of Education three applicants as Schools Mentoring Schools Regional Sites. Grant awards were extended to Brainerd School District for \$18,000, Lakes Country Service Cooperative for \$13,000 and Minnesota State University – Mankato for \$18,000. As a recipient of a Schools Mentoring Schools Grant each regional site will submit an annual end of fiscal year report by July 31. The initial Report I Form was submitted July 2006 (see appendix C).



## APPENDIX A

### MEMORANDUM

**TO:** **School District Superintendents, School Principals,  
Staff Development Directors**

**FROM:** **Deborah Luedtke  
Schools Mentoring Schools Grant Coordinator**

**DATE:** **September 22, 2005**

**SUBJECT:** **Schools Mentoring Schools Regional Site Grants**

#### **Application for 2005-2007 Schools Mentoring Schools Regional Site Grants**

Minnesota Session Laws 2005, 1st Special Session, Chapter 5, Article 2, Sec. 47. [122A.628] authorized funds for Schools Mentoring Schools Regional Sites (see attached). Public school districts, charter schools or partnerships of schools are invited to become a regional site to assist other school districts in their region with the development of thorough and effective teacher mentoring programs.

- A total of \$50,000 is available for two years (December 1, 2005-June 30, 2007). A minimum of \$12,500 will be awarded.
- Up to four sites will be selected and factors including geographic balance will be considered in the selection process.
- Sites will provide mentoring assistance and service to participating districts in their region.

The Minnesota Department of Education will appoint a panel to recommend recipients and grant amounts based on the application and scoring process. The Commissioner of Education will determine final approval of all grants. Additional or fewer dollars may be allotted to each grant depending on the number of applications that are approved for funding. Work cannot begin until a completed grant contract is executed between school districts and the Minnesota Department of Education.

Applications accepted from school districts or partnerships of schools must include:

- Signature page (if more than one district is involved, include additional signature pages as needed)
- Grant proposal
- Proposed activities
- Evaluation plan
- Proposed budget

Questions contact: Deborah Luedtke, Schools Mentoring Schools Coordinator, by phone: 651-582-8440 or email: [deborah.luedtke@state.mn.us](mailto:deborah.luedtke@state.mn.us) .

*Minnesota*  
*Department of Education*

Schools Mentoring Schools Grants  
2005-2007

Grant Application Packet

**Application Deadline:  
Due in MDE Office by  
Wednesday, October 26, 2005  
4:00 P.M.**

## **Schools Mentoring Schools Grant Overview**

Minnesota Session Laws 2005, 1st Special Session, Chapter 5, Article 2, Sec. 47. [122A.628] authorized funds for Schools Mentoring Schools Regional Sites. Public school districts or partnerships of schools are invited to become a regional site to assist other school districts in their region with the development of thorough and effective teacher mentoring programs. These sites will provide high quality mentoring assistance and services to nearby school districts. Based on geographic balance and proven mentoring program methods, up to four sites will be selected as a regional site. One of the sites will include Brainerd School District and their new teacher support system.

The regional sites will develop a two-year plan based on their recognized experience and methods to equip schools to work with their own new and beginning teachers. Regional sites will provide districts in their area

- Assistance to develop their own mentorship program
- Coaching/mentor training
- Teacher classroom observation training
- Train-the-trainer to teacher teams

Minnesota legislature has appropriated \$50,000 for the Schools Mentoring Schools initiative. Grants will be awarded up to four (4) sites. Funds are to be used over a two-year time period from December 1, 2005, through June 30, 2007. A maximum of five percent (5%) may be used for program administration per fiscal year. Neither out-of-state travel nor equipment, such as computer purchases, will be funded.

Sites that have a Board of Teaching Mentor Grant must include in their application a description of proposed activities that may continue and/or expand but does not duplicate Board of Teaching grant activities during a common funding year.

A panel appointed by the Minnesota Department of Education will review applications based on selection criteria, included in this application packet. Recommendations from the panel will be forwarded to the Commissioner of Education for final action.

Grant recipients will provide reports describing implementation efforts and evaluation results. Reports will be required at mid-implementation (June 30, 2006) and at the end of the grant period (June 30, 2007). These will be used to develop a commissioner's annual report to the legislature on the operation of each training center.

Note: A half-day orientation session for grant recipients will be held in November to review grant expectations, timelines and reports. Travel expenses for the state-sponsored meeting should be included in the grant application.

An original application and five (5) copies (NO FAX TRANSMISSIONS) are addressed to

**Schools Mentoring Schools Grant**  
**ATTENTION: Deborah Luedtke, F-3**  
**Minnesota Department of Education**  
**1500 Highway 36 West**  
**Roseville, MN 55113-4266**

Applications must be received in the Minnesota Department of Education **no later than 4:00 P.M. on Wednesday, October 26, 2005.** Late applications will not be considered.

Call Deborah Luedtke at 651-582-8440 or Email: [deborah.luedtke@state.mn.us](mailto:deborah.luedtke@state.mn.us) with questions regarding the application process.

# Schools Mentoring Schools Grant Application

**DEADLINE: Wednesday, October 26, 2005**  
**AWARD NOTIFICATION: Friday, November 11, 2005**

**Instructions:**

1. Complete signature sheet (page 3). *If more than one district is involved, include additional signature pages as needed.*
2. Additional pages are attached for the response to components 1-9. Please limit responses to ten (10) pages in total. No attachments or addendums will be allowed.
3. An original application and five (5) copies (NO FAX TRANSMISSIONS) addressed to  
Schools Mentoring Schools Grant  
ATTENTION: Deborah Luedtke, F-3  
Minnesota Department of Education  
1500 Highway 36 West  
Roseville, MN 55113-4266

**Identification Information**

District Name \_\_\_\_\_

District Number \_\_\_\_\_

- X if District is fiscal agent of the grant (include information below)
- MN Tax ID # \_\_\_\_\_
- Federal Employer # \_\_\_\_\_

Grant Contact Person \_\_\_\_\_

- Title \_\_\_\_\_
- Street Address \_\_\_\_\_
- City, Zip Code \_\_\_\_\_
- Phone Number \_\_\_\_\_
- FAX \_\_\_\_\_
- Email \_\_\_\_\_

**Assurances**

I hereby submit this grant application on behalf of the school district which agrees if approved and funded to implement the approved proposal and to complete the required grant project report.

(Superintendent signature) \_\_\_\_\_

(District #) \_\_\_\_\_

(Date) \_\_\_\_\_

## Grant Proposal

**Describe the grant proposal by responding to components 1-9 below. Each component carries a maximum of ten (10) points according to scoring criteria. Please limit responses to ten (10) pages in total. No attachments or addendums will be allowed.**

**Component 1: Describe the district's or consortia's recognized experience in mentorship and implementation of a research-based mentoring program.**

**10 points**

(Please attach response)

**Component 2: Describe how the Minnesota Standards of Effective Practice for Teachers will be incorporated in the grant activities (see attached).**

**10 points**

(Please attach response)

**Component 3: Describe the activities the regional site will provide participating districts in developing a mentorship program.**

**10 points**

(Please attach response)

**Component 4: Describe the coaching/mentoring training the regional site will provide participating districts. Include title of training, training outcomes and expectations of the participants.**

**10 points**

(Please attach response)

**Component 5: Describe the teacher classroom observation training the regional site will provide participating districts. Include title of training, training outcomes and expectations of the participants.**

**10 points**

(Please attach response)

**Component 6: Describe the train-the-trainer session(s) for teacher teams from participating districts. Include title of training, training outcomes and expectations of the participants.**

**10 points**

(Please attach response)

**Component 7: Describe your evaluation plan. Include both participant's use of training when returning to their home district and implementation of the regional site program.**

**10 points**

(Please attach response)

**Component 8: Complete a proposed action plan similar to the one below.**

**10 points**

(Please insert response)

Activity	Timeline 2005-2007	Person Responsible	Resources needed	Intended Results

**Component 9: Identify resources needed for grant proposal. A maximum of five percent (5%) may be used for program administration per fiscal year. Neither out-of-state travel nor equipment, such as computer purchases, will be funded.**

**10 points**

(Please insert response)

**2005-06**

Object Code	Brief narrative for budget activity	Grant Request
Salary and Wages (100)		
Employee Benefits (200)		
Travel (366)		
Purchased Services (300)		
Supplies and Materials (400)		
Other (800)		

**2006-07**

Object Code	Brief narrative for budget activity	Grant Request
Salary and Wages (100)		
Employee Benefits (200)		
Travel (366)		
Purchased Services (300)		
Supplies and Materials (400)		
Other (800)		

**Component 10: *2005-06 Board of Teaching mentor grant recipients only:*** Provide a description of activities that continue and/or expand but do not duplicate Board of Teaching grant activities during a common funding year.

No points

## APPENDIX B

### **Scoring Criteria for Schools Mentoring Schools Grants 2005-2007**

The evaluator may assign 1-10 points for each component within the 10 page grant proposal limit. A score of zero may be assigned if there is no evidence that the objective has been addressed.

#### **Component 1: Describe the district's or consortia's recognized experience in mentorship and implementation of a research-based mentoring program.**

Criteria:

- (1) The mentorship program description is given but does not list components of a research-based mentoring program.
- (5) The mentorship program description is defined and lists 1-2 components of a research-based mentoring program.
- (10) The mentorship program description provides a detailed explanation of researched methods of mentorship such as
  - Evidence of exemplary results on teacher practice processes for selecting, orienting and training mentors;
  - Instructional skill development for mentors;
  - Processes for actualizing mentor/new teacher interactions;
  - Staff development activities unique to new teachers and to their teaching assignment;
  - Use of teaching standards in new teacher-mentor professional development activities;
  - Alignment of activities with principal/administrator evaluation; and
  - Process for program evaluation based on effectiveness of strategies applied and program goals achieved.

#### **Component 2: Describe how the *Minnesota Standards of Effective Practice for Teachers* will be incorporated in the grant activities.**

Criteria:

- (1) A description is given but does not directly state how the *Minnesota Standards of Effective Practice for Teachers* will be incorporated in the grant activities.
- (5) The *Minnesota Standards of Effective Practice for Teachers* are included but limited to 1-2 grant activities.
- (10) The *Minnesota Standards of Effective Practice for Teachers* are addressed in all grant activities:
  - Regional assistance to help develop other district's mentorship program;
  - Coaching/mentor training;
  - Teacher classroom observation training; and
  - Train-the-trainer for teacher teams.

**Component 3: Describe the activities the regional site will provide participating districts in developing a mentorship program.**

Criteria:

- (1) A description of the activities is given but does not address any of the required schools-mentoring-schools program components.
- (5) The proposed activities are clearly described but addresses only 1-2 *Schools Mentoring Schools* program components.
- (10) The activities are clearly described, can be delivered in a regional model and address all regional mentor program components:
  - Regional assistance to help develop other district's mentorship program;
  - Coaching/mentor training;
  - Teacher classroom observation training; and
  - Train-the-trainer for teacher teams

**Component 4: Describe the coaching/mentoring training the regional site will provide participating districts. Include title of training, training outcomes and expectations of the participants.**

Criteria:

- (1) A general description of the coaching/mentoring training is provided.
- (5) A description of the coaching/mentoring training is provided but only one or two of the required items.
- (10) A detailed description of the coaching/mentoring training is provided and addresses:
  - Title of training;
  - Training outcomes; and
  - Specific expectations that participants use the training information beyond the training event such as a follow-up activity after participant has put training into practice; completion of an action plan for use at their home district; and/or reflection on implementation of a goal set at training.

**Component 5: Describe the teacher classroom observation training the regional site will provide participating districts. Include title of training, training outcomes and expectations of the participants.**

Criteria:

- (1) A general description of the classroom observation training is provided.
- (5) A description of the classroom observation training is provided but only one or two of the required items.
- (10) A detailed description of the classroom observation training is provided and addresses:
  - Title of training;

- Training outcomes; and
- Specific expectations that participants use the training information beyond the training event such as a follow-up activity after participant has put training into practice, completion of an action plan for use at their home district, and/or reflection on implementation of a goal set at training.

**Component 6: Describe the train-the-trainer session(s) for teacher teams from participating districts. Include title of training, training outcomes and expectations of the participants.**

Criteria:

- (1) A general description of the train-the-trainer session(s) is provided.
- (5) A description of the train-the-trainer session(s) is provided but only one or two of the required items.
- (10) A detailed description of the train-the-trainer session(s) is provided and addresses:
  - Title of training;
  - Training outcomes; and
  - Specific expectations that participants use the training information beyond the training event such as a follow-up activity after participant has put training into practice, completion of an action plan for use at their home district, and/or reflection on implementation of a goal set at training.

**Component 7: Describe your evaluation plan that includes both (1) implementation of the regional site program and (2) participant's use of training at their district or site.**

Criteria:

- (1) A general description of an evaluation plan only addresses one area: participant's use of training at their home district or implementation of the regional program.
- (5) A description of an evaluation plan addresses two areas: participant's use of training at their home district and implementation of the regional program.
- (10) A detailed description of an evaluation plan addresses two areas:
  - Implementation of the regional program;
    - types and number of activities provided
    - number of participating districts/schools per training
    - number of participants per training

- number of school districts developing and completing mentor program implementation plans
- Participant's use of training at their home district.
  - participant's evaluation of training events and effect of the training to the participant's district and/or site's mentor program or mentoring experience with a new teacher

**Component 8: Complete a proposed action plan including an evaluation plan (include activities, timeline, person responsible, resources needed and intended results of each activity).**

Criteria:

- (1) The action plan addresses grant activities with minimal information.
- (5) The action plan addresses all grant activities defined and described.
- (10) Proposal is well-defined, detailed and addresses all required grant activities including:
  - Assisting other districts in developing their own mentorship program;
  - Providing coaching/mentoring training;
  - Providing teacher classroom observation training;
  - Providing train-the-trainer training; and
  - Developing and implementing an evaluation process.
  - A maximum of 5% is used for program administration per fiscal year. Neither out-of-state travel nor equipment is funded.

**Component 9: Identify resources needed for grant proposal (includes object code, brief description for budget activity and grant funds requested).**

Criteria:

- (1) There is little correlation between the budget and the activities described in the proposal. Resources identified are unrealistic to accomplish the tasks.
- (5) Resources requested are given. Some activities listed are not defined in the budget proposal; clarity and completeness of budget is lacking.
- (10) There is clear correlation between the requested budget and the activities described in the proposal. Resources are requested for the identified tasks. Resources appear to be adequate.

**Component 10: (BOT 2005-06 mentor grant recipients only).** Description of activities do not duplicate Board of Teaching grant activities during the common funding year.

- Compare grant activities and timelines of both BOT and MDE proposals.



## APPENDIX C

### MEMORANDUM

**TO:** Lori Bird, Minnesota State University, Mankato  
Barb Hexum, Lake Country Service Cooperative  
Loretta Norgen, Brainerd School District

**FROM:** Deborah Luedtke  
Schools Mentoring Schools Grant Coordinator

**DATE:** May 22, 2006

**SUBJECT:** Schools Mentoring Schools Regional Sites 2005-07 - Report 1

Minnesota Session Laws 2005, 1st Special Session, Chapter 5, Article 2, Sec. 47. [122A.628] authorized funds for Schools Mentoring Schools Regional Sites to provide high quality mentoring assistance to nearby school districts for the development of effective systems of support for new teachers. Three regional sites have been identified for school years 2005-07.

The commissioner of education is required to review and report annually to the legislature on the operation of each training center. To develop the commissioner's state-level annual report, a performance report from each regional site is required. The first regional site reports are due July 31, 2006, and are confined to four components:

- Update Regional Site Information
- Action Plans
- Resources
- Formative Assessment of Grant Progress

A final regional site report is due July 31, 2007. It will be more comprehensive in nature and include impact of regional site activities on a school/school district and their new teachers.

Regional Site Coordinators will meet with the grant coordinator in June 2006 to preview final report components.

Call Deborah Luedtke at 651-582-8440 or Email: [deborah.luedtke@state.mn.us](mailto:deborah.luedtke@state.mn.us) with questions regarding the reporting process.

For questions concerning expenditures and payments, contact Terry Alvarado at 651-582-8749 or email at [terry.alvarado@state.mn.us](mailto:terry.alvarado@state.mn.us)

May 2006

# Schools Mentoring Schools Sites 2005-2007 Report 1

**Report due: Monday, July 31, 2006**

**Instructions:**

4. Complete report components 1 - 4.
5. Send report by mail or email (**NO FAX TRANSMISSIONS**)  
addressed to

Schools Mentoring Schools Sites  
**ATTENTION: Deborah Luedtke, F-3**  
Minnesota Department of Education  
1500 Highway 36 West  
Roseville, MN 55113-4266  
[deborah.luedtke@state.mn.us](mailto:deborah.luedtke@state.mn.us)

**Component 1: Update Regional Site Information**

District/School Name \_\_\_\_\_

Grant Contact Person \_\_\_\_\_

- Title \_\_\_\_\_
- Street Address \_\_\_\_\_
- City, Zip Code \_\_\_\_\_
- Phone Number \_\_\_\_\_
- FAX \_\_\_\_\_
- Email \_\_\_\_\_



**Component 2: ACTION PLANS.**

- Complete action plan accomplishments from implementation of the grant through June 30, 2006. Include grant category number(s) your site's mentoring activity best applies.
- Submit an updated action plan for July 1, 2006 – June 30, 2007, to include revisions from original grant proposal.

**Grant Category** (more than one grant category may be used for each activity listed)

1. Provided assistance to schools, districts in developing their own mentorship program
2. Coaching and observation training
3. Teacher classroom observation training
4. Train-the-trainer to other teacher teams
5. other

(Please insert response)

**Grant activities completed for 2005-06**

Grant Category	Activity Title and Description	Date(s) of activity	Number of Participants	Number of districts/schools participating in the event	Please comment on participant's evaluations or feedback from the activity

**Grant activities proposed for 2006-07**

Grant Category	Activity Title and Description	Timeline 2006-2007	Intended Results

**Component 3: RESOURCES.**

- Identify resources used in the site grant from implementation of the grant until June 30, 2006.
- Identify resources to be used in the grant from July 1, 2006 until June 30, 2007.
- A maximum of five percent (5%) may be used for program administration per fiscal year. Neither out-of-state travel nor equipment, such as computer purchases, will be funded.

(Please insert response)

**Grant Funds Used in 2005-06**

<b>Object Code</b>	<b>Brief narrative of budget activity</b>	<b>Amount Spent</b>
Salary and Wages (100)		
Employee Benefits (200)		
Travel (366)		
Purchased Services (300)		
Supplies and Materials (400)		
Other (800)		

**Revised Budget for 2006-07**

<b>Object Code</b>	<b>Brief narrative of budget activity</b>	<b>Amount Budgeted</b>
Salary and Wages (100)		
Employee Benefits (200)		
Travel (366)		
Purchased Services (300)		
Supplies and Materials (400)		
Other (800)		

**Component 4: FORMATIVE ASSESSMENT.**

- Briefly summarize the effects of school year 2005-06 regional site activities.

(Please insert response)

Grant Categories	Successes	Challenges
<b>Assistance to schools/districts in developing their own mentorship program</b>		
<b>Coaching and observation training</b>		
<b>Teacher classroom observation training</b>		
<b>Train-the-trainer to teacher teams</b>		

## **APPENDIX D**

### **Minnesota Statutes 2005**

#### **122A.628 Schools mentoring schools regional sites.**

**Subdivision 1. Program.** The commissioner of education shall select up to four school districts, or partnerships of school districts, for the purpose of assisting other school districts in the region with the development of thorough and effective teacher mentoring programs. The commissioner shall use geographic balance and proven teacher induction programs as criteria when selecting the sites. One site must include the Brainerd teacher support system, which has been cited by the Minnesota Board of Teaching as a model program and was one of only six programs in the nation to be recognized for the 2004 NEA-Saturn/UAW partnership award. The sites shall be known as schools mentoring schools regional sites.

The sites shall provide high quality mentoring assistance programs and services to other nearby school districts for the development of effective systems of support for new teachers. The sites shall offer coaching/mentor training, in-class observation training, and train-the-teacher opportunities for teams of participating teachers. The sites shall use their recognized experience and methods to equip schools to work with their own new and beginning teachers. The commissioner shall review and report annually to the legislature on the operation of each training center.

**Subd.2. Revenue.** A school district that is selected to participate in the schools mentoring schools program under this section may utilize its professional compensation revenue under section 122A.4142, subdivision 4, to pay regional training sites for staff development and training services.

HIST: 1Sp2005 c 5 art 2 s 47

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