

Mentor Stipend FAQs 2021-2022

How much is the mentor stipend?

- Mentors logging 12 hours or more who have completed TOT-o2 will receive a stipend of \$400 per semester.
- Mentors logging in 12 hours or more who have completed TOT-o6 or Mentor Forums will receive the standard stipend of \$300 per semester.
- NOTE: If you have completed any one of the above mentoring courses already, there is no need to take it again this year.
- Mentors who log less than 12 hours of support to their mentee will receive \$25.00 per hour logged irrespective of completing or not completing any of the mentoring courses mentioned above.

What is the mentoring procedure?

- Each principal or program coordinator should submit a Mentor Verification List to the Department of Professional Growth Systems (DPGS) in the Office of Human Resources and Development (OHRD), by Friday, September 24, 2021. A database will be generated from this information. This database is used to generate all mentor/new educator communication (payment forms, updates, etc.) and assign the mentoring role. Names of new teachers and mentors need to be sent to OHRD/DPGS in a timely manner so that these names can be added to the database. Mentors will receive a welcome email after the PDO database has been activated.
- Mentors must log in their hours on PDO **every** month in order to get paid. Details about the logging procedure can be found at [https://www.montgomeryschoolsmd.org/uploadedFiles/departments/professional growth/mentors/Mentors%20Guide%20to%20PDORev6\(1\).pdf](https://www.montgomeryschoolsmd.org/uploadedFiles/departments/professional%20growth/mentors/Mentors%20Guide%20to%20PDORev6(1).pdf)

What is the payment procedure?

- Payment forms for the **first** semester will be available for download through PDO on Monday, **January 17, 2022**. Mentors should complete this form and submit it through PDO before the deadline, February 18, 2022. Mentors will receive further details about payment requests via emails from Mrs. Serenity Moore, coordinator, DPGS, closer to the end of each semester.
- Payment forms for the second semester will be available for download through PDO in late May 2022. Mentors will receive further details about payment requests via emails from the Department of Professional Growth Systems.
- If you are unable to print a mentor payment form by late January, 2022 for the first semester or by late May 2022 for the second semester, please email Mrs. Serenity Moore at [Serenity L Moore@mcpsmd.org](mailto:Serenity.L.Moore@mcpsmd.org) immediately and also contact Help Desk at 301 517 5800 to get access.

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- In order to get paid, mentors must submit both the PDO form online and follow instructions they receive in the mentor payment request email they receive from Mrs. Serenity Moore in early January 2022. All submissions must be made on or before February 18, 2022 for the first semester (8/30/2021 to 1/24/2022) and on or before June 17, 2022 for the second semester (1/25/2022 to 6/15/2022)

How will I know if I have been paid?

- Check your payment status by looking under the description column under Earnings/Adjustments for the “WKS” notation (workshop) in your pay stub. You should see a separate amount indicated.

Who signs my Mentor Payment Form?

- The school administrator’s signature is required as approval for the fall semester.

Do I need to attach my Mentor log?

- No. The mentor log information is pre-printed on the mentor payment form.

Will I still be paid if my form is turned in late?

- For **fall semester**, the deadline for us to receive the form is **February 18, 2022**. It is the mentor’s responsibility to make sure we receive the request form with all signatures before the due date. No exceptions will be made. (Note: Please follow the deadline listed in this document)
- For **spring semester**, the deadline for us to receive the form is **June 17, 2022**. No mentor stipends can be paid after the account closes for each semester.

Whom do I contact if I have questions?

- Dr. Yolanda Stanislaus at Yolanda.Stanislaus@mcpsmd.org
- Mrs. Serenity Moore at Serenity.L.Moore@mcpsmd.org