

**National Center for Urban Education Induction & Mentoring**

**AGREEMENT – MENTOR**

The mentor agreement is between the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a teacher in district**299, CPS**, (“Mentor’) and The Board of Trustees of Illinois State University doing business as the National Center for Urban Education (“ISU”).

The URBAN Center project Induction & Mentoring program is supported by a federal Teacher Quality Partnership Grant Program and is designed to assist your professional development as a strong and effective teacher in a “High-Need” school\* and to support you in reaching your professional goals.

The expectations of participation are outlined below:

**The National Center for Urban Education (NCUE) and the Project staff will**:

* Pair you with a beginner teacher as a mentee.
* Provide you with a resource mentor from NCUE’s Chicago office for additional out-of-school support.
* Conduct a series of Saturday Professional Development workshops. These sessions will be catered to the participants’ interests and Continuing Professional Development Units (“CPDUs”) will be offered for attendance.
* Conduct a series of Mentor Training Workshops two times per year designed to equip the participant with best-practice strategies for coaching and mentoring.
* Provide you with a stipend after attendance at each Saturday workshop.
* Meet with you periodically, conduct interviews, maintain Project communications, conduct periodic surveys regarding the Project, and provide routine administrative and Project support.

**As a project mentor, we ask you to**:

* Make a commitment to serve as a Project mentor to your designated mentee for the period described in the Participation section below.
* Observe your mentee’s teaching when possible and conduct reflective meetings to discuss his/her teaching practice, curriculum planning and any other areas of concern and document each session.
* Support your mentee in pedagogical practices that are child centered and responsive to the unique needs of his/her students and the school community.
* Participate in all Saturday workshops and Mentor Trainings.
* Meet with NCUE Project staff periodically, participate in interviews, complete periodic surveys or reports for the Project, and maintain communication with Project staff and evaluators by responding to emails, surveys, and communicating with NCUE if problems, questions, or any suggestions arise.

**Project Participation**:

Your participation in the Project will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ for an initial period of one academic year or one calendar year, whichever period is shorter. Your participation in the Project is contingent on the continued participation of your mentee. If your mentee leaves the program, your participation in the project will also end.

After the initial one-year period, the Project staff will assess the Project needs and may invite you to continue as Project mentor for an additional 1 year period (one additional academic year or calendar year, which ever period is shorter.)

**Project Payments:**

This is a fixed-price agreement, in which you will receive a $300 payment, approximately sixty (60) business days after successful completion of each professional development session you attend. You will be informed of professional development sessions available to you as a participant.

**Tax Liability:**

*By signing this agreement, Mentor certifies that this payment received does not represent compensation for teaching, research, or other services.  Mentor understands that this fellowship payment may be taxable income according to federal tax laws and they should consult a tax advisor who is familiar with all the relevant facts for reporting the income on their tax return.   Fellowship payments are not reported on a 1099 MISC form so Mentor should maintain a record of all payments made to them on this project.*

*IRS Publication 970, Tax Benefits for Education, may provide Mentor further information on reporting this income.  This advice is general in nature and is not intended as tax advice.*

**Project Technology:**

Additionally, you will receive a $500 technology participation stipend which will be paid after you attend three Professional Development sessions during the 2018-2019 academic year. You must attend all three of the Professional Development sessions prior to receipt of the $500 technology participation stipend. Mentors who do not attend all three of the Professional Development sessions will not be eligible to receive the technology participation stipend.

The Mentor agrees to adhere to the following expectations as a participant in the National Center for Urban Education (NCUE) programming. The Mentor must provide written justification for their specific technology choice. The technology purchased with the stipend must be utilized to assist in innovative classroom instruction, project programming, and/or assisting in communication between you, other project participants, and NCUE. NCUE will not be responsible for repair or replacement of any technology purchased as part of this agreement.

NCUE will not provide technology support for any Project Technology provided.

NCUE will not be responsible for breaches of sensitive information in the event of any security breach of the Project Technology. It is understood that the purchased technology is property of the participant whose signature appears at the end of this agreement.

Any payments received for equipment is taxable income according to federal tax laws. Mentor should maintain a record of all payments made to them as part of this project and this may be reported to Mentor on a 1099 MISC form dependent on federal reporting laws.

**Training Schedule**

**Chicago I&M Schedule 2018 – 19**

**Mentor Training sessions:**

October 27, 2018: 8:30 – 11:30

October 27, 2018: 12:30 – 3:30

November 17, 2018: 8:30 – 11:30

December 15, 2018: 8:30 – 11:30

March 2, 2019: 8:30 – 11:30

March 2, 2019: 12:30 – 3:30

May 18, 2019: time not yet set.

Mentor teachers will receive a payment of $300 for each PD session that they attend.

**Termination for Convenience:**

Illinois State University may terminate this Agreement for convenience by the participant 60 days’ advance written notice to the Mentor.

**Lack of Funding**

Mentor agrees that the contractual obligation of ISU shall cease immediately without penalty or further payment if, in any given budget period, Sponsor fails to appropriate or otherwise make available funds for the project. Mentor shall be paid for satisfactory performance during the period for which funds were available.

**Release from Liability:**

Mentor releases ISU and its Trustees, officers, employees, and agents from all liability, and shall be responsible, for any and all costs, damages, and expenses, including attorney fees, arising from any claims, damages, and liabilities asserted by third parties in connection with or arising from participant’s involvement in the research project.

**Governing Law:**

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois, U.S.A., without reference to its conflict of law provisions.

**Withholding/Legal Status:**

The Federal Tax Payer Identification Number (FEIN), tax withholding status and legal status information provided by Mentor to the University in University’s Mentee registration process is true and correct. Any change in the Mentor’s tax withholding status must be immediately reported to the University by Mentor. If a W-8 or W-9 form is required, payment will not be made prior to receipt of a completed form.

**Resolution of Disputes:**

The Parties will enter into good faith negotiations to resolve any disputes arising from this Agreement. Resolution will be confirmed by written amendment to this Agreement. If the Parties cannot resolve any dispute amicably through negotiation, either Party may terminate this Agreement.

**Amendments:**

No modification to this Agreement will be effective unless confirmed in a written amendment signed by each authorized representative.

**Withdrawal:**

If you decide you can no longer participate in the Project, please notify the NCUE Project Staff in writing as soon as possible regarding your decision.

Our contact information is:

Chicago Teacher Education Pipeline™  
Illinois State University   
2934 W. Lake St. 3rd Floor  
Chicago, IL  60612

Office: 773-522-1780  
<https://ncue.illinoisstate.edu/>

If, for some reason, we determine that your participation is no longer in the best interest of the Project, we will notify you as soon as possible to discuss the end of your participation in the Project.

I have read and understood the above statements and agree to participate in the Project as outlined above.

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| --- | --- |
| **Project Participant:**  Name (please print) Date  Signature | **Acknowledged for NCUE:**  Name (please print) Date  Signature |
| **Acknowledged for The Board of Trustees of Illinois State University:**  Name (please print) Date  Signature |  |

**University Vendor Registration & Withholding Information**

The University must have accurate reporting information to process payments to Mentors in a timely fashion. The U.S. tax withholding and reporting rules governing payments to non-U.S. individuals or organizations are different from those governing U.S. citizens and permanent resident aliens.

***Please inform the Mentor they must complete the University Vendor Registration Process and submit the required documents directly to the Comptroller’s Business Office. The forms are available in the Accounting Forms section of the Comptroller’s website.*** <http://accountingoffice.illinoisstate.edu/forms/>

* **U.S. Citizens and Permanent Resident Aliens** must complete the University Vendor Registration Form and have a W-9 or substitute W-9 form on file with the ISU Comptroller Business Office prior to receiving payment.
* **Non-U.S. individuals or organizations** must complete the University Foreign Vendor Information Form and submit this form directly to the Comptroller’s Business Office prior to receiving payment. Non-U.S. individuals or organizations must file different IRS withholding documents depending on the individual’s immigration status or the organization/corporate status. The Comptroller’s Business Office will review the vendor’s Foreign Vendor Information Form and request the vendor to provide the applicable IRS withholding document.

The University’s failure to process payments using the correct tax withholding status can subject the University to IRS fines and penalties.