



# **New Principal Mentoring Program FY 2022 Request for Proposals (RFP)**

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Technical Assistance Webinar

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# Agenda

1. Learn New Principal Mentoring Grant details
  2. IWAS Resources
  3. Walkthrough Application
- Please leave questions in the chat.
  - Should you have questions after the presentation, please email to [mmcgreal@isbe.net](mailto:mmcgreal@isbe.net)
  - Questions will be updated in the FAQ.



## Eligible Applicants

- Regional Offices of Education
- Intermediate Service Centers
- Illinois Institutions of Higher Education
- Statewide Organizations Representing Principals
- School Districts not organized under Article 34 of the School Code

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## Purpose

The New Principal Mentoring Program (NPM) will provide all new principals with access to individualized mentoring that builds leadership capacity, particularly among diverse leaders, and reduces principal turnover in schools serving diverse students. The State of Illinois will provide funding to support delivery of principal mentoring to all new principals during their first year.

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# ISBE Goal and Priority Area

Elevating Educators – Illinois' diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their effectiveness in providing each and every child a high-quality education that meets their needs.

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## Program Description

The FY 2022 New Principal Mentoring Program will match new principals in their first year of employment in Illinois with veteran principals who have demonstrated success as instructional leaders. The New Principal Mentoring Program seeks mentors who are well-trained, supported, and available to provide consistent support/mentorship to principals.

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## Program Background

The New Principal Mentoring Program for all first-year principals was created in 2007 by 105 ILCS 5/2-3.53a\*. It is governed by Ill. Adm. Code Part 35 rules -- Mentoring Program for New Principals. It has not been funded since 2011. It was funded with federal Elementary and Secondary School Emergency Relief funds in FY 2022. The program will run for three years, through FY 2024, provided yearly funding is appropriated.

\* 105 ILCS 5/2-3.53a was amended in August 2021. The updated version is not posted yet. The amended version can be seen in Public Act 102-0521. A link is provided on the NPM program page.

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## Program Objectives and Activities

1. Increased access to professional learning for new principals.
2. Increased job satisfaction of new principals.
3. Increased retention of new principals.
  - a) Increased retention of diverse principals.
  - b) Increased retention in school of first placement.
  - c) Increased retention in district.
  - d) Increased retention in profession.
4. Improved school culture and climate.

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# Target

100% of first-year principals in Illinois will participate in a high-quality mentoring program.

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## Performance Measures

1. 100% of first-year principals (as defined in 23 Ill. Admin. Code 35.10) who are working within the proposed service area will be provided with an opportunity for a mentoring experience.
2. 100% of mentees will be matched with a mentor.
3. 100% of mentees will complete all program requirements.
4. 100% of mentors will match the demographics of the student population.
5. 100% of mentors will meet the qualification requirements detailed in 23 Ill. Admin. Code 35.40.

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## Performance Measures

6. 100% of mentors will receive explicit training on the new Culturally Responsive Teaching and Leading Standards in the first year of participation.
7. 100% of mentors will provide no fewer than the required number of contact hours of mentoring to each first-year principal assigned to them.
8. 100% of mentors will submit all required forms and reports related to their mentee(s).
9. 100% of mentors will participate in statewide program evaluation activities led by a third-party evaluator.

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## Performance Standards

1. 75% of first-year principals (as defined in 23 Ill. Admin. Code 35.10) who are working within the proposed service area will be provided with an opportunity for a mentoring experience.
2. 60% of mentees will be matched with a mentor.
3. 60% of mentees will complete all program requirements.
4. 50% of mentors will match the demographics of the student population.
5. 60% of mentors will meet the qualification requirements detailed in 23 Ill. Admin. Code 35.40.

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## Performance Standards

6. 60% of mentors will receive explicit training on the new Culturally Responsive Teaching and Leading Standards in the first year of participation
7. 60% of mentors will provide no fewer than the required number of contact hours of mentoring to each first-year principal assigned to them.
8. 60% of mentors will submit all required forms and reports related to their mentee(s).
9. 60% of mentors will participate in statewide program evaluation activities led by a third-party evaluator.

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## Deliverables and Milestones

1. Recruiting and selecting mentors.
2. Providing initial and continuation mentor training.
3. Matching each mentee with a mentor.
4. Ensuring that mentors and mentees meet regularly and engage in focused activities supporting the mentee needs.
5. Managing payments to mentors in a timely manner.
6. Providing ISBE with quarterly reporting that includes mentor training topics and activities, number of matched mentors and mentees, mentor/mentee contact hours, program costs, and other grant deliverables.
7. Administering a new principal satisfaction survey.
8. Engaging fully in an end-of-year program evaluation facilitated by a third-party entity.

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# Grant Award Funding

Grant funding will not exceed \$1.2 million  
in FY 2022

- Individual grant awards will vary, depending on the number of mentees each entity enrolls in its program.
- No matching is required for this grant.

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## Grant Period

The grant period will extend from execution date until June 30, 2022.

- Funding will be contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

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# State of Illinois Grant Accountability and Transparency Act (GATA)

Illinois GATA Grantee Portal: <https://www.isbe.net/gata>

Go to the Registration Process:

- Grantee Registration
- Grantee Pre-qualification
- Fiscal and Administrative Risk Assessment (Internal Controls Questionnaire)

FY 2022 Organizational Risk Assessment in the ISBE Web Application Security (IWAS) system

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## Reporting Requirements

### ISBE IWAS System

1. Electronic Expenditure Reporting must be completed at a minimum quarterly via the IWAS system (20 days after quarter to complete).
2. Grant Periodic Reporting should be completed semiannually via the IWAS system (30 days after period to complete).
3. Mid-year report is due January 31, 2022, unless first semester ends after Christmas break (30-day extension).
4. End-of-year report is due July 31, 2022.

Note: The reporting system will be located under “Reporting - Annual” in IWAS.

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# Application Review

## Review and Selection Process:

Proposals submitted for initial funding under this Part shall be evaluated in accordance with the following criteria and points:

- Demonstrate they can fill priority needs of all new principals in Illinois. (20 Points)
- Demonstrate their capacity to serve principals in Illinois. (20 Points)
- Demonstrate they can meet “New Principal Program Standards.” (35 Points)
- Demonstrate they can create a cost-effective budget. (10 Points)

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# Application Deadline

4 p.m. on November 19, 2021

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## Application in IWAS

Links to IWAS Guidebook and Instructional videos are on DDSL webpage.

## NPM RFP Application Overview

Note: Since this is a competitive process, grant pages will be displayed (but not be filled out) in this presentation.

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## Completing Grant Application

- Determine project scope of work and budget allocation request.
- Follow grant instructions located on each page.
- Upload all documents, (if applicable)
- Save every page after entering information.
- Run the consistency check when completed to search for errors.
- Submit to district administrator for final review.
- Contact district administrator to ensure it is submitted to ISBE before due date.

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## Questions

Contact: Marty McGreal

Email: [mmcgreal@isbe.net](mailto:mmcgreal@isbe.net)

Email is required for grant questions. A Frequently Asked Questions document will be posted on the ISBE NPM website.

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