Attachment A Superintendent’s Memo No. 070-18  
March 30, 2018

# Virginia Middle School Teacher Corps 2018-2019 Academic Year Program Application

**Virginia Department of Education**

**Office of Science, Technology, Engineering, and Mathematics**

**Due Date: Tuesday, May 1, 2018**

## The Virginia Middle School Teacher Corps

## Program Application 2018-2019

## General Information

## I. Program Purpose

The purpose of the Middle School Teacher Corps (MSTC) is to reinforce the quality of mathematics instruction in middle-grades schools to help ensure that students receive a solid foundation in mathematics as they prepare to enter high school. The program is designed to help middle-grades schools designated as “at risk” in mathematics to fill their mathematics teaching vacancies with experienced mathematics teachers who have demonstrated success in helping students achieve academically**. Teacher Corps members must be full-time, classroom mathematics teachers teaching sixth-, seventh-, and/or eighth-grade mathematics.**

## II. Eligible Schools and the Application Process

For the 2018-2019 MSTC program, all middle-grades schools that: (1) are “Warned in Mathematics”; (2) are identified as Priority Schools, where mathematics is an area identified for improvement; or (3) have mathematics pass rates at or below 75 percent, as indicated on the [2017-2018 School Accreditation Ratings](http://www.doe.virginia.gov/statistics_reports/accreditation_federal_reports/accreditation/index.shtml), are eligible to participate.

School divisions may apply for funding to provide an annual salary differential of $5,000 per year for each approved MSTC position for three years. The $5,000 salary differential may be used to help: (1) **recruit** qualified mathematics teachers willing to fill mathematics vacancies at eligible middle-grades schools; or (2) **retain** qualified mathematics teachers currently teaching in eligible middle-grades schools. Qualified MSTC teachers **must:**

1. hold an active, five-year **Virginia teaching license**;
2. hold an appropriate **teaching endorsement** to teach middle school mathematics;
3. have at least **two years of experience** in full-time teaching of middle or high school mathematics;
4. have a minimum of 15 semester hours of mathematics coursework; and
5. have **demonstrated success** in improving students’ academic achievement in mathematics.

## III. Application Procedure

A school division will submit the two-page MSTC application (pages [five and six](#PAGE5)of this application packet) listing one or more eligible schools for which it intends to use the MSTC salary differential to help recruit and/or retain qualified middle-grades mathematics teachers.

1. The school division may use the salary differential **to help recruit** middle school mathematics teachers **new to the school division**.
2. The school division may identify a candidate who is a mathematics teacher currently in the school divisionand **willing to transfer** from a non-eligible school to an eligible school.
3. The school division may use the salary differential to help **retain** an effective mathematics teacher **already serving** in an eligible school.
4. The school division will complete the application (pages [five and six](#PAGE5) of this application packet) for its eligible school(s).
5. The school division will forward the completed, signed application by email in portable document format (.pdf) to Kim Powell, Grants and Reports Manager, at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov), by 4 p.m., **Tuesday, May 1, 2018**.
6. The VDOE will work through each school division’s designated MSTC contact person (listed on the division’s application) for all matters related to the application. All notifications will be conducted through the designated contact person, and MSTC awards will be made directly to the school division.
7. **Under no circumstances does the VDOE enter into transfer and hiring decisions or salary discussions with school divisions, their employees, or potential employees**.

## IV. School Division Awards

1. The VDOE will notify each school division as to the status of its MSTC application before the end of May 2018, **pending final approval of the Fiscal Year 2019 state budget**.  At that point, those school divisions with MSTC awards will be able to begin using the MSTC salary differential as an incentive to **recruit** new or **retain** existing qualified mathematics teachers for the 2018-2019 school year in eligible schools.
2. By September 7, 2018, school divisions awarded MSTC positions will submit completed “Teacher Background and Assurances” forms (page [seven](#PAGE7) of this application packet) for the qualified teachers who will receive the MSTC incentive. In October 2018, school divisions will receive the official hardcopy **Grant Award Notification which will include the names of the selected mathematics teachers at each of the schools.**
3. Please note that the second and third years of the three-year school award are contingent upon continued funding each year from the Virginia General Assembly. Each MSTC teacher’s eligibility is based on his/her receiving a performance evaluation of “proficient” or above each year of the three years of teacher eligibility. The local school division has the authority to replace a MSTC teacher at its discretion with another mathematics teacher meeting the MSTC qualifications.

## V. Program and Funding Cycle

1. Approval of a division’s MSTC Program Application begins a **three-year cycle** of program eligibility for its awarded school(s), pending available funding each year.
2. An MSTC teacher may serve up to a total of **three years** in the Teacher Corps role. This service is at the discretion of the school and school division and is contingent upon the MSTC teacher receiving an annual performance evaluation of “proficient” or above.
3. Should a school need to replace an MSTC teacher, the school division may use the remaining year(s) of the three-year eligibility of the MSTC salary differential as a recruitment or retention incentive with another teacher meeting the same MSTC eligibility requirements.
4. A school division’s selection of a teacher for the MSTC does not bestow any special condition, right, or guarantee to the teacher.
5. School divisions may include the MSTC teacher salary differential as creditable for improved teacher retirement benefits under the Virginia Retirement System (VRS). The salary differential incentive payment is taxable to the recipient, and if the school division uses this option, it assumes responsibility for ensuring all taxes and/or Virginia Retirement System match are remitted.
6. School divisions will determine how and on what schedule MSTC incentive funds are paid to its MSTC teacher(s).
7. Reimbursements will be made via the VDOE Online Management of Education Grant Awards (OMEGA) financial system, with final requests being submitted by Thursday, May 23, 2019.
8. School divisions **may**,at their discretion, also require additional duties of their MSTC teachers to assist eligible schools’ mathematics programs.

## VI. School Selection

All school divisions with eligible middle-grades schools may apply. Schools with sixth-, seventh-, and eighth-grade combined enrollments around 400 students may request up to two positions per school. Applications arriving after the deadline, Tuesday, May 1, 2018, will be reviewed only if MSTC positions remain available.

## VII. Priority for Funding

The VDOE will endeavor to award funds to as many qualified school-division applicants as possible.

Priority for funding among the applications received by the deadline, Tuesday, May 1, 2018, will be based on three primary factors:

1. degree of need in the school division based on student performance in mathematics;
2. equitable distribution of MSTC positions across the state; and
3. equitable distribution among school divisions.

## VIII. School and School Division Responsibilities

School divisions applying for the MSTC salary incentive must be willing to comply with the terms of receiving the MSTC awards.

1. On or before Friday, **September 7, 2018**, school divisions will forward the name(s) and background information of the selected Teacher Corps member(s) recruited and/or retained with the MSTC salary incentive. The information must be forwarded using the “Teacher Background and Assurances” form,[page seven](#PAGE7) of this application packet.
2. The school division **must certify** that each Teacher Corps member meets all of the requirements specified in the MSTC application.
3. Teacher Corps members must be evaluated annually by their school division. Participants must receive a “proficient” rating or higher on Standard 7 - Student Academic Progress and their summative evaluations in order to continue in the MSTC program for a second or third year.
4. Final MSTC reimbursements must be requested through OMEGA by Thursday, **May 23, 2019**.

## The Virginia Middle School Teacher Corps

## Program Application 2018-2019

## Due Tuesday, May 1, 2018

Please provide the requested information below.

School Division:

# Division Superintendent:

Division MSTC Contact Person:       Position:

MSTC Contact Phone:       Email:

Division Finance Contact Person:       Email:

**For each eligible school for which you are requesting MSTC funding, please include the Mathematics SOL assessment pass rate and the number of students by grade that was assessed.**

1. School Name:

6th grade pass rate:       # Students tested:       7th grade pass rate:

# Students tested:       8th grade pass rate:       # Students tested:

1. School Name:

6th grade pass rate:       # Students tested:       7th grade pass rate:

# Students tested:       8th grade pass rate:       # Students tested:

1. School Name:

6th grade pass rate:       # Students tested:       7th grade pass rate:

# Students tested:       8th grade pass rate:       # Students tested:

1. School Name:

6th grade pass rate:       # Students tested:       7th grade pass rate:

# Students tested:       8th grade pass rate:       # Students tested:

**Requested total number of MSTC Positions for the School Division\***

**\* Schools with sixth-, seventh-, and eighth-grade combined enrollments around 400 students may request up to two positions per school.**

* Funds will be available to school divisions only after the MSTC Program Applicationshave been approved, pending availability of funds.
* Funds for the program will be made by **reimbursement** through the VDOE OMEGA financial system.
* Each MSTC teacher must be evaluated annually and must receive “proficient” or higher rating on Standard 7- Student Academic Progress and the teacher’s summative evaluation in order to continue in the program for a second or third year.
* The school division, if awarded MSTC funds, will return completed, scanned copies of “Teacher Background and Assurances” forms via email by **Friday, September 7, 2018**.
* The VDOE will make official, hardcopy **Grant Award Notifications** to approved school divisions in October 2018, after the VDOE receives the names of the selected, qualified, mathematics teachers for each of the awarded schools.
* Final reimbursements to school divisions must be requested by **Thursday,** **May 23, 2019**.

**I hereby certify that to the best of my knowledge, the information contained in this application is accurate, complete, and correct.**

**Superintendent Signature Date**

Please email scanned copies of [pages five and six](#PAGE5) of the MSTC Program Application packet by **4 p.m., Tuesday, May 1, 2018,** to **Kim Powell**, **Grants and Reports Manager**, at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov). If you need further information or have additional questions, please contact:

Kim Powell, Grants and Reports Manager

Office of Science, Technology, Engineering, and Mathematics

Virginia Department of Education

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Richmond, Virginia 23218-2120

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## The Virginia Middle School Teacher Corps

## Teacher Background and Assurances 2018-2019

**School:**       (MSTC teacher’s location for the 2018-2019 school year)

**School Division:**

**Teacher Background Information:**

**Last Name:       First Name:       Middle Name:**

Virginia Teacher License Number:First issue date:       Last expiration date:

Work Telephone Number: (include area code) (     )       Email Address:

Teacher is **new** to the eligible school. Teacher is currently **on staff** at the eligible school.

**Eligibility Requirements: All must be checked “Yes” for the teacher to be eligible for MSTC funds.**

The teacher to whom the Middle School Teacher Corps salary differential is being applied:

YES holds an active, five-year Virginia teaching license;

YES holds an appropriate teaching endorsement to teach middle school mathematics;

YES has completed at least two years in full-time teaching of middle or high school mathematics;

YES has a minimum of 15 semester hours of mathematics coursework; and

YES has demonstrated success in improving students’ mathematics achievement.

**Authorized School Division Signature:** By my signature, I certify that the information for the above-named person is accurate and verified by the pertinent school division office responsible for human resources, licensure, and/or teacher records.

Name:       Phone:

Title/Position:       Email:

**Authorized School Division Signature Signature Date**

**The school division, if awarded MSTC funds, will return completed, scanned copies for all funded MSTC positions by email in .pdf format by 4 p.m., Friday, September 7, 2018, to**

[**Kim Powell@doe.virginia.gov**](mailto:Kim%20Powell@doe.virginia.gov). **me**