Attachment B

# Virginia Middle SchoolTeacher Corps2023-2024Academic YearProgram Application

**Virginia Department of Education**

**Office of STEM**

**Due Date: December 20, 2023**

## The Virginia Middle School Teacher Corps

## Program Application 2023-2024

## 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

School divisions indicated in the eligible list 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 (*please see note on page* [*four*](#bookmark=id.2j6oyhd2lyh4) *regarding recruitment*).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](#bookmark=id.gjdgxs)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. (*Please see note on page* [*four*](#bookmark=id.2j6oyhd2lyh4) *regarding recruitment.*)

1. The school division may use the salary differential **to help recruit\*** middle school mathematics teachers **new to the school division** (please see note on page [four](#bookmark=id.2j6oyhd2lyh4) regarding recruitment).
2. The school division may identify a candidate who is a mathematics teacher currently in the school divisionand **willing to transfer** from a noneligible 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](#bookmark=id.gjdgxs) 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 the Office of STEM and Innovation at VDOE.mathematics@doe.virginia.gov, by 5 p.m., December 20, 2023.
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 by January 10, 2024. 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 2023-2024 school year in eligible schools (*please see note on page four regarding recruitment*).
2. By Friday, January 19, 2024, school divisions awarded MSTC positions will submit completed “Teacher Background and Assurances” forms (page [seven](#bookmark=id.3znysh7) of this application packet) for the qualified teachers who will receive the MSTC incentive. In February 2024, 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. Final requests are to be submitted by Friday, May 3, 2024.
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 of approximately 400 students or more may request up to two positions per school. Applications arriving after the deadline, Wednesday, December 20, 2023, 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, Wednesday, December 20, 2023, 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, **January 19, 2024**, school divisions will provide 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 sent using the “Teacher Background and Assurances” form,[page seven](#bookmark=id.3znysh7) 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 submitted to vdoe.mathematics@doe.virginia.gov by **Friday, May 3, 2024**.

  **IX. Use of Salary Differential for Recruitment**

The school division may use the salary differential **to help recruit** middle school mathematics teachers **new to the school division**. The school division should use the salary differential to incentivize new middle school mathematics teachers to apply to their division. The salary differential should not be used to offset the cost of advertising/recruitment of these teachers. The intention of this award is for the named MSTC Teacher to receive the full $5,000 salary differential.

## The Virginia Middle School Teacher Corps

**Program Application 2023-2024**

**Due Wednesday, December 20, 2023**

Please provide the requested information below.

**School Division:** Click or tap here to enter text.

**Division Superintendent:** Click or tap here to enter text.

**Division MSTC Contact Person(s)\*:** Click or tap here to enter text.

**Contact Position:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Division Finance Contact Person\*\*:** Click or tap here to enter text. **Email**: Click or tap here to enter text.

**For each eligible school for which you are requesting MSTC funding, please include the name of the school and the number of MSTC Positions for the school\* (please add more lines as needed).**

**1. School Name:** Click or tap here to enter text. **Number of Positions for the school:** Click or tap here to enter text.

**2. School Name:** Click or tap here to enter text. **Number of Positions for the school:** Click or tap here to enter text.

**3. School Name:** Click or tap here to enter text. **Number of Positions for the school:** Click or tap here to enter text.

**Requested total number of MSTC Positions for the School Division\*:** Click or tap here to enter text.

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

***Definitions of Roles:***

*\*Division Contact Person(s): The point of contact who should receive all communication regarding the MSTC award information. Can be more than one person.*

*\*\*Division Finance Contact Person: The point of contact who should be notified of all financial aspects of the MSTC award.*

* 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** by VDOE.
* 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, January 19, 2024**.
* The VDOE will make official, hardcopy Grant Award Notificationsto approved school divisions in February 2024, after the VDOE receives the names of the selected, qualified, mathematics teachers for each of the awarded schools. (The award should not be promised to the Teacher until the hardcopy of the Grant has been received)
* Final reimbursements to school divisions must be requested by **Friday,** **May 3, 2024**.

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

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 **Superintendent Signature Date**

[ ] **By checking this box, I agree that the signature I have entered above will be the electronic representation of my signature for this document.**

Please email scanned copies of [pages five and six](#bookmark=id.gjdgxs) of the MSTC Program Application packet by **5 p.m., Wednesday, December 20, 2023,** to **the Office of STEM and Innovation** at VDOE.mathematics@doe.virginia.gov. If you need further information or have additional questions, please contact:

VDOE Mathematics Team

Office of STEM and Innovation

Virginia Department of Education

P. O. Box 2120

Richmond, Virginia 23218-2120

Email: vdoe.mathematics@doe.virginia.gov

## The Virginia Middle School Teacher Corps

**Teacher Background and Assurances 2023-2024**

**Please send a completed signed Teacher Background and Assurances Form for all funded MSTC positions by email in PDF format by 5 p.m., Friday, January 19, 2024, to**

**VDOE.Mathematics@doe.virginia.gov**

**School Division:** Click or tap here to enter text.

**School:** Click or tap here to enter text. (MSTC teacher location for the 2023-2024 school year)

**Teacher Background Information:**

**Last Name:** Click or tap here to enter text.

**First Name:**Click or tap here to enter text. **Middle Name:** Click or tap here to enter text.

Virginia Teacher License #:Click or tap here to enter text.First issue date: Click or tap here to enter text.

Last expiration date: Click or tap here to enter text.

Work Telephone Number (include area code): Click or tap here to enter text.

Email Address: Click or tap here to enter text.

[ ] 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:Click or tap here to enter text. Phone (include area code): Click or tap here to enter text.

Title/Position:Click or tap here to enter text. Email: Click or tap here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized School Division Signature Date**

[ ] **By checking this box, I agree that the signature I have entered above will be the electronic representation of my signature for this document.**