**New York State Grants for** **Mathematics, Science, and Technology**

**Teachers in Religious and Independent Schools (MST)**

**Program Guidance and Reimbursement Form Instructions**

**2018-2019 School Year**

 Education in Mathematics, Science, and Technology is a focus in schools nationwide. Such education provides students with opportunities for hands-on instruction and real-world problem solving, and it can lead to preparedness for careers in competitive fields. Funds to reimburse religious and independent schools for Mathematics, Science, and Technology teachers were first appropriated in the 2017-2018 enacted State budget, and the program is governed by Section 3037 of Education Law, added by Chapter 59 of 2017 (<http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>). Religious and independent schools that employ eligible teachers of Mathematics, Science, or Technology may seek reimbursement.

**Funding Eligibility:** An eligible teacher is:

1. categorized as one of the following:
	1. certified to teach in New York State pursuant to Section 3004 of Education Law (<http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>); or
	2. holds a Master’s degree or Ph.D. in Mathematics, Science, Technology, or Education; or
	3. holds a Bachelor’s degree in Mathematics, Science, Technology, or Education and is currently enrolled in a Master’s or Ph.D. program in Mathematics, Science, Technology, or Education within five (5) years from the later of April 10, 2017 or the employment start date with the nonpublic school;
2. teaches[[1]](#footnote-1) Mathematics, Science, or Technology[[2]](#footnote-2) in any grades from three (3) through twelve (12) using curricula that support the New York State learning standards; and
3. is employed by a nonpublic school.

However, reimbursements may not be provided for eligible teachers who provide instruction in Mathematics, Science, or Technology if such teachers also provide non-secular instruction in any capacity.

**Deadline for Request Forms for the 2018-2019 School Year:** Received by Thursday, August 1, 2019

Nonpublic schools seeking reimbursement for teacher salaries as described above must submit the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools along with documentary evidence, as described on page 2, by **Thursday**, **August 1, 2019** to be reimbursed for the salaries, or portion of the salaries, of eligible teachers in the 2018-2019 school year.

**Please note: Incomplete or incorrect applications will be deemed ineligible and will not be reviewed.**

**Reimbursement Methodology:** In accordance with Education Law § 3037(2)(b), reimbursements will be calculated based on NYSED’s data regarding average comparable teacher salaries and personal services, per subject area, of public school teachers in the school district in which the nonpublic schools are located, multiplied by the percentage of full-time equivalent secular instructional hours completed in the nonpublic school day per subject area (Mathematics, Science, and Technology).

Per Education Law § 3037(2)(b), in the event that the total reimbursements requested exceed the $15 million appropriation, then each applicant will only be reimbursed in an amount equal to the percentage each such application represents of the total of all applications submitted. Schools whose eligible teacher salaries exceed their reimbursement amount must support those expenses on their own and will not receive additional reimbursement.

**Reimbursement of Funds:** Each school receiving funds will have a year 2 reimbursement amount that will be paid after a thorough review of documentation. NYSED staff will review the reimbursement request forms that are received by Thursday, August 1, 2019. Approved requests will be compared against NYSED data regarding teacher salaries, as described in the Reimbursement Methodology section. After calculating the total approved requests and proportionate shares, a spreadsheet will be posted on the State Office of Religious and Independent Schools website at <http://www.p12.nysed.gov/nonpub/fundingopportunities/>. Payments will be made after a thorough review of the documentation is completed.

**Documentary Evidence:** Religious and independent schools must submit documentary evidence[[3]](#footnote-3) with the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools. Required documents for each category include:

|  |  |  |
| --- | --- | --- |
| **Certified to teach in NYS pursuant to Section 3004 of Education Law** | **Holds a Master’s degree or Ph.D. in Mathematics, Science, Technology, or Education** | **Holds a Bachelor’s degree in Mathematics, Science, Technology, or Education and is currently enrolled in a Master’s or Ph.D. program in Mathematics, Science, Technology, or Education within five (5) years from the later of April 10, 2017 or the employment start date with the nonpublic school** |
| * Copy of valid and current NYS certification
* Copy of the school’s master schedule
* Copy of the teacher’s schedule for the school year
* Religious and independent school course descriptions for the courses listed on the reimbursement form, with evidence that curricula are guided by the New York State learning standards
* Signed employment agreement
 | * Official transcripts from college or university
* Copy of the school’s master schedule
* Copy of the teacher’s schedule for the school year
* Religious and independent school course descriptions for the courses listed on the reimbursement form, with evidence that curricula are guided by the New York State learning standards
* Signed employment agreement
 | * Official transcripts from college or university
* Official documentation from college or university stating teacher is a current student enrolled in an eligible Master’s or Ph.D. program
* Copy of the school’s master schedule
* Copy of the teacher’s schedule for the school year
* Religious and independent school course descriptions for the courses listed on the reimbursement form, with evidence that curricula are guided by the New York State learning standards
* Signed employment agreement
 |

**Appendix A**

**Instructions for Completing the Reimbursement Form**

***Complete one reimbursement form per teacher.***

**Part I: Nonpublic School Information**

1. Enter the school name, address, BEDS code, and Office of the State Comptroller (OSC) Vendor ID.
* Do you need help finding your OSC Vendor ID? You can check SEDREF: [https://portal.nysed.gov/pls/sedrefpublic/SED.sed\_inst\_qry\_vw$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw%24.startup). Use the Query page to find your school’s entry in SEDREF. Then scroll down to the blue text, where the OSC Vendor ID will be listed.
	+ You can also find your Institution ID in SEDREF in the first row, first column.
* Do you not have a Vendor ID listed for your BEDS code? Please complete the Payee Information Form, found at: <http://www.p12.nysed.gov/nonpub/mandatedservices/osc.html>
1. Enter the number of instructional periods OR hours per week (if schedules are not arranged by period, indicate the number of hours) that a teacher works in your school in order to be considered a full-time employee. For this purpose, instructional time is defined as time where a teacher is teaching a curriculum to students. Supervisory duties (e.g., study hall monitoring) and scheduled planning periods are not considered instructional time.

**Part II: Teacher Information**

1. Enter the teacher’s name and their 2018-2019 salary. If the name on application differs from the diploma, certification or any of the submitted documents, please submit change of name documentation (e.g., a marriage license).
2. At the top of page 2, enter the teacher’s name again (in case pages get separated).
3. Complete the Teacher’s Schedule table:
	1. Check applicable subject areas.
	2. List the courses taught in the corresponding subject areas.
	3. Enter the number of instructional periods or hours per week the teacher instructs in the subjects taught. Instructional time is defined as time where a teacher is teaching a curriculum to students.

For example, if the Teacher is a math teacher:

|  |
| --- |
| **Teacher’s Schedule** |
| Subject(s) Taught | List specific course(s) taught in subject area | How many instructional\* periods or hours per week does the teacher instruct in each subject taught? |
| [x]  Mathematics | Grade 8 Math; Geometry | # of periods: | 15 | OR | # of hours: |  |
| [ ]  Science |  | # of periods: |  | OR | # of hours: |  |
| [ ]  Technology |  | # of periods: |  | OR | # of hours: |  |

1. Select **one** of the three eligibility choices for this teacher and submit the required documentary evidence.

For example, the Teacher is certified. You would choose:

[x]  1. **Certified to teach in NYS pursuant to Section 3004 of Education Law**

AND submit with the reimbursement form the required documentary evidence:

[x]  Copy of the school’s 2018-2019 master schedule

[x]  Religious and independent school course descriptions for courses listed above, with evidence that curricula are guided by the New York State learning standards

[x]  Copy of teacher’s valid and current NYS Teacher Certificate(s)

[x]  Copy of the teacher’s schedule for the 2018-2019 school year

[x]  Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school

* Do you need additional details? Please see the pages following the instructions.
1. On page 3, enter the teacher’s name at the top of the page.
2. Complete the certification section. This includes **original** signatures of the nonpublic school chief administrator and the nonpublic school teacher.
3. Mail the completed reimbursement form(s) and all required documentary evidence to:

New York State Education Department

State Office of Religious and Independent Schools, Room 1078 EBA

89 Washington Avenue

Albany, New York 12234

We must **receive** the application in our office by August 1, 2019. Incomplete or incorrect applications will be deemed ineligible and will not be reviewed.

**Description of Documentary Evidence**

**New York State Grants for Mathematics, Science, and Technology**

**Teachers in Religious and Independent Schools**

**2018-2019 School Year**

**Documentary Evidence:** Religious and independent schools must submit documentary evidence with the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools (MST).

**\*Required documents include:**

|  |  |
| --- | --- |
| **Required Documents** | **Description** |
| * Valid and current NYS certification
 | Has an expiration date of no earlier than June 30, 2019 |
| * Copy of the school’s master schedule
 | **Which must include:*** names or initials of every teacher teaching each course;
* individual classes specifying the grade level and subject/course name; and
* the final 2018-2019 full year schedule, including all courses/duties across all terms/quarters over the entire school year
 |
| * Copy of the teacher’s individual schedule for the school year 2018-2019
 | **Which must include:*** the teacher’s name;
* name of each class being taught by the teacher and supervisory duty he/she has;
* grade level of each class being taught by the teacher; and
* an attachment with a brief course description of each class and supervisory duty on the teacher schedule that includes courses not covered by the MST grant

For example: * + Cell 08 = collection of cell phones
	+ Study hall = supervisory period for teacher

The teacher’s schedule must match the submitted master schedule for school year 2018-2019. |
| * Religious and independent school course descriptions, with evidence that curricula are guided by the New York State learning standards
 | Evidence that the curricula are guided by the NYS Learning Standards shall include, but is not limited to, a description of the course and the corresponding curriculum, and curriculum maps. For information on current New York State Learning Standards please refer to the following links: New York State Education Department’s website has resources available: Engage NY: <https://www.engageny.org/> Next Generation Learning Standards: <http://www.nysed.gov/next-generation-learning-standards> Office of Curriculum and Instruction: <http://www.p12.nysed.gov/ciai/standards.html>A copy/printout of the learning standards is not a course description. |
| * Signed employment agreements or other evidence of employment by the religious or independent school
 | **Which must include:*** a title or other indication on the document labeling it as the 2018-2019 employment agreement;
* original or copy of the original signature of both the teacher and school leader;
* 2018-2019 yearly salary;
* part-time or full-time status;
* teacher’s start and end date for the 2018-2019 school year;
* teacher and school leader initials next to any changes made to this agreement; and
* an addendum signed and dated by both the teacher and the school leader for any of the above information not included in the original employment agreement.
 |
| * Official documentation from college or university stating Master’s degree or Ph.D. has been earned in an eligible program,
 | **Which must include:*** the teacher’s name, date of graduation, and degree type; and
* an indication that a degree was earned in one of the following areas:
	+ - Mathematics
		- Science
		- Technology
		- Education

If document lists Master’s in Science (MS) or Masters’ in Arts (MA) only, additional documentation of the degree program.  |
| * Official documentation from college or university stating Bachelor’s degree has been earned in an eligible program,
 | **Which must include:*** teacher’s name, date of graduation and degree type; and
* an indication that a degree was earned in one of the following areas:
	+ - Mathematics
		- Science
		- Technology
		- Education

Documentation may be a valid and current transcript or a current letter from the college or university. |
| * Official documentation from college or university stating teacher is a current student enrolled in an eligible program
 | **Which must include:*** teacher’s name, the degree program they are enrolled in, and date (within the 2018-2019 school year); and
* an indication that the teacher is currently enrolled in courses or is a current active student in an eligible Master’s or Ph.D. program during the 2018-2019 school year
	+ Enrollment must be in one of the following eligible degree programs:
		- Mathematics
		- Science
		- Technology
		- Education
 |

\*All copies of required application documentation must be clear, legible and complete. Documents that are not written in English must be accompanied by an English translation.

1. For this purpose, a teacher is an employee of a nonpublic school whose responsibility is to create and instruct students using a curriculum that is guided by the New York State learning standards in mathematics, science, or technology. Support or consultant teachers, teacher aides, teacher assistants, librarians, tutors, and substitute teachers are not eligible teachers. [↑](#footnote-ref-1)
2. The study of technology, for the purpose of the MST Grant, is defined as: an opportunity to teach students how knowledge, tools, and skills in math and science can be applied to solve practical problems and extend human capabilities. Using a Keyboard or MS Word in isolation, would not qualify as the T in MST unless it was somehow related to solving a problem in a different subject. [↑](#footnote-ref-2)
3. Please refer to Appendix A for additional detail of required items. [↑](#footnote-ref-3)