



Notice of Grant Opportunity Teach STEM Classes in Nonpublic Schools

Dr. Angelica Allen-McMillan
Acting Commissioner of Education

Dr. Christopher Irving
Assistant Commissioner, Field Support and Services

Jessani Gordon
Director, Interdistrict School Choice and Nonpublic School Programs

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[New Jersey Department of Education](https://www.nj.gov/education)

P.O. Box 500
Trenton, NJ 08625-0500

Table of Contents

Notice of Grant Opportunity Teach STEM Classes in Nonpublic Schools.....	1
Section 1: Grant Program Information.....	3
Overview of the Grant Program	3
Submission Instructions.....	4
Application Evaluation.....	4
Grant Funding.....	5
Notification	5
Provisos.....	5
Applicant Reporting Requirements	6
Section 2: Nonpublic School and Public School District Information	7
2.1 Nonpublic School Information.....	7
2.2 Teacher’s Public School District Information	7
Section 3: Teacher Eligibility	8
Section 4: Nonpublic School STEM Class Information & Student Impact.....	10
4.1 STEM Class Information.....	10
4.2 Class Schedule, Impact, and Hours.....	11
Section 5: Teacher’s Compensation.....	12
Section 6: Agreements from Teacher, District & Nonpublic School	13
6.1 Required Agreements.....	13
6.2 Required Notification to Public School District.....	14
6.3 Agreement for Eligibility Option 3 (if teacher agrees to enroll in relevant classes)	15
Section 7: Public School District Objection	16
7.1 Instructions for applicants.....	16
7.2 Email content.....	16
Section 8: Application Checklist	18

Section 1: Grant Program Information

Overview of the Grant Program

Legislation signed in 2019 ([P.L.2019, c.256](#)) and amended in November 2022 ([P.L.2022, c.119](#)) established a grant program that provides additional remuneration for public school teachers to teach Science, Technology, Engineering and Mathematics (STEM) classes in nonpublic schools during hours mutually agreed upon by the teacher, district and nonpublic school. Eligible teachers must be currently employed by a public school district and meet one of the following criteria:

- Hold certification to teach STEM;
- Currently enrolled in a STEM program;
- Provide a written commitment to pursue a STEM program within two years; or
- Currently teach science, technology, engineering, mathematics or a computer science field and will teach a subject and a grade level in the nonpublic school for which the teacher holds appropriate certification, including certification without a specific subject matter endorsement where permitted by N.J.S.A. 18A:26-1 et seq.

The grant program is designed to incentivize teachers to obtain the necessary qualifications to teach STEM subjects; incentivize individuals to enter the teaching profession to fill the demand for qualified educators in STEM subjects; help address the difficulties public and nonpublic schools face in attracting qualified educators in the STEM fields; and improve statewide access to education in the STEM fields to address the workforce demands of New Jersey's economy.

Nonpublic schools that wish to participate in the grant program can request the list of interested teachers by emailing NonpublicSTEMGrant@doe.nj.gov or contacting their respective [Executive County Superintendent office](#) after **January 16, 2023**. The nonpublic schools must contact teachers on the lists directly to pursue possible teaching arrangements. Nonpublic schools can work with any eligible teacher; inclusion on the list is not a requirement for teacher participation.

Grant applications are for STEM-subjects (Sciences, Technology, Engineering, or Math) for grades 5 through 12 that will be taught in the 2023-24 fiscal year, July 1, 2023 – June 30, 2024 program.

Please find answers to frequently asked questions in the [Teach STEM FAQs](#) for this grant program.

Submission Instructions

Eligibility

This grant opportunity is available to nonpublic schools that are registered with the New Jersey Department of Education (Department) and desire to form a partnership with an employed public school teacher and the teacher's public school district. Teachers must be employed by a public school district throughout the time in which they will participate in this grant program. Part-time and substitute teachers *are* eligible to participate in this grant program.

Format

Type all responses and submit electronically as a filled-in PDF.

Submission

The nonpublic school/s must submit a separate grant application for each teacher with whom it wants to form a partnership to teach STEM-subject classes in grades 5 through 12. The number of applications approved/funded per nonpublic school may be limited based on the total number of applications received by the Department.

More than one nonpublic school may submit one grant application jointly, provided the students from the partnering schools will be in one physical location for the STEM classes. Designate one lead school (the applicant) and provide information on the partnering school and label as **document 2.1**, including school name, school code, school grade levels, total school student enrollment, address, and contact information (name, phone & email).

Submit this completed fillable PDF application form and relevant attachments to nonpublicSTEMgrant@doe.nj.gov. Paper copies and faxes of the grant application will not be accepted.

Submission Deadline

Applications must be received **no later than 5:00 p.m. on March 31, 2023**. Without exception, an application received after this deadline will not be accepted.

Application Evaluation

All applications must be complete. *Incomplete applications will not be considered.*

Applications will be evaluated for thoroughness and accuracy and according to the point values specified.

To the maximum extent possible, the Department will select at least three nonpublic schools in each of the northern, central, and southern regions of the State to participate in the program, and nothing shall prohibit more than three nonpublic schools in each region of the State from participating.

Selection of this grant opportunity is competitive and applications that receive a low evaluation score may not be approved.

Grant Funding

Pursuant to N.J.S.A. 18A:6-137 through 141, grant funds are subject to the limit of funds appropriated for the program. Approved grant funds will be allocated by the Department to the public school district of each eligible teacher participating in the program, which in turn will provide compensation to participating teachers based on the following:

- A. A participating teacher will receive an amount equal to the teacher's annual salary as calculated on a per-hour basis multiplied by the number of hours the teacher teaches STEM classes at a nonpublic school under the program, multiplied by 1.25. Grant funding will include applicable federal employment payroll taxes. No prep, meeting, conference, or travel time or supplies can be included.
- B. Payments received by a participating teacher under the grant program will not be considered "compensation" under N.J.S.A. 18A:66-2.
- C. The grant program will not infringe upon the collective bargaining agreement between the majority representative of the collective negotiations unit in which the participating eligible teacher is a member and the school district in which the teacher is employed.

Teachers will be paid through their district of employment. Therefore, the correct public school district code must be provided. Nonpublic school applicants can search the [NJDOE School Directory](#) for the information.

Notification

Grant applicants will be notified of the Department's decision in early June 2023, and teaching will begin in the 2023-24 fiscal year, which is July 1, 2023, through June 30, 2024.

Provisos

Pursuant to N.J.S.A. 18A:6-139.e.: "If at any time a participating nonpublic school determines that a participating eligible teacher is not in compliance with the program or is violating the nonpublic school's code of conduct, the nonpublic school may submit information to the commissioner supporting its determination, and request that the teacher be removed from participation in the program at the nonpublic school. The information submitted shall demonstrate noncompliance with the program, the nonpublic school's code of conduct, or the nonpublic school's faculty handbook. After reviewing the information, the commissioner may terminate the teacher's participation in the program at that nonpublic school."

Acceptance into this grant program does not guarantee a teacher will meet the requirements for certification.

Participating teachers agree to return grant funds if enrollment has not occurred within two years of the date when teaching in the nonpublic school begins.

The grant program will not infringe upon the collective bargaining agreement between the majority representative of the collective negotiations unit in which the participating eligible teacher is a member and the public school district in which the teacher is employed.

Applicant Reporting Requirements

At the conclusion of each school year, the nonpublic schools participating in this grant program agree to submit a report on their implementation of the program, including:

- (1) teacher's class schedule for grant year, including the days and classroom hours that the participating eligible teacher taught in the nonpublic school
- (2) any scheduling obstacles that were encountered and how they were addressed
- (3) any recommendations to improve the program and its effectiveness
- (4) any observational information pertinent to the program
- (5) copy of any teachers' proof of enrollment in a degree program or a coherent sequence of courses¹ in science, mathematics, technology, or computer science for grants awarded to teachers who met eligibility criteria (2) and (3) on p. 7.
- (6) if a partnering teacher who has been awarded a grant through this program obtains certification during the grant period, provide a copy of the teacher's valid and effective provisional or standard instructional certificate² issued by the State Board of Examiners with an endorsement in a science field, mathematics, technology education, or computer science education.
- (7) any additional information requested by the Commissioner.

¹ Pursuant to N.J.A.C. 6A:9-2.1

² Defined in [N.J.A.C. 6A:9B-9.1\(a\)](#)

Section 2: Nonpublic School and Public School District Information

2.1 Nonpublic School Information

If more than one nonpublic school is submitting this grant application jointly, provide information for the lead school (the applicant) below and provide information on the partnering school and label as document 2.1.

Nonpublic school name:

School code:

(Search the [NJDOE Nonpublic School Directory](#) for the first 4-digits listed after the school's name.)

School grade levels (must include any of grades 5 to 12):

Total Kindergarten through grade 12 student enrollment:

Address:

Contact Name:

Email:

Phone number:

2.2 Teacher's Public School District Information

Provide information for the *teacher's* school district (*not* the public school district in which the nonpublic school is located). (Search the NJDOE Public School Directory for the information needed.)

Public School District Name:

District 4-Digit Code:

District Chief Administrator/Superintendent Name:

Email:

Phone number:

Applicant Teacher Contact Information

Name:

Email:

Phone number:

Section 3: Teacher Eligibility

The teacher applicant must be employed by a public school district and must meet one of the four criteria listed in the table below. In Table 1, indicate the criteria that the applicant teacher meets and provide the required documentation. Label the documentation as indicated in the table.

Notes:

- For option 1a, if *not* attaching a copy of the certification, enter the tracking number in column 2.
- For option 1b, attach a copy of the documentation from the 3 options listed in column 2.
- Applicant may select both options 3 and 4, if relevant.
- For option 4, enter the tracking number for the endorsement application in column 2.

Table 1: Teacher Eligibility Criteria

Teacher Eligibility Criteria	Documentation Required
<p>Option 1</p> <p>Select one:</p> <p>a. Holds a valid and effective provisional or standard instructional certificate³ issued by the State Board of Examiners with an endorsement in a science field, mathematics, technology education, or computer science education, or</p> <p>b. Currently teaches science, technology, engineering, mathematics or a computer science field and will teach a subject and a grade level in the nonpublic school for which the teacher holds appropriate certification, including certification without a specific subject matter endorsement where permitted by N.J.S.A. 18A:26-1 et seq.</p>	<p>Option 1 a. Provide one of the following:</p> <ul style="list-style-type: none"> • Copy of teacher’s valid and current certification (label as 3.1a); or • Tracking number: <p>Option 1 b. Provide one of the following:</p> <ul style="list-style-type: none"> • Teacher’s 2022-23 teaching schedule, as provided by school district (label as 3.1b), or • Letter from school district stating subjects taught (label as 3.1b), or • Other official proof of STEM subject taught (label as 3.1b)
<p>Option 2</p> <p>Currently enrolled in a degree program or a coherent sequence of courses⁴ in science, mathematics, technology, or computer science</p>	<p>Official documentation from college or university stating teacher is a current student enrolled in a degree program or a coherent sequence of courses in science, mathematics, technology, or computer science (Label as 3.2)</p>

³ Pursuant to [N.J.A.C. 6A:9B-9.1\(a\)](#)

⁴ Defined in [N.J.A.C. 6A:9-2.1](#)

Teacher Eligibility Criteria	Documentation Required
<p>Option 3</p> <p>Will enroll in a degree program or a coherent sequence of courses⁵ in science, mathematics, technology, or computer science within 2 years of the date when teaching in the nonpublic school begins</p>	<p>Review Section 6.3 Agreement for Eligibility Option 3 and sign/obtain relevant signatures.</p>
<p>Option 4</p> <p>Application for endorsement in one of the indicated STEM fields is in progress. If this option is selected, the teacher will need to obtain the endorsement prior to the start of the 2023-24 school year <i>or</i> also select option 3 above.</p>	<p>Tracking number for endorsement application:</p>

⁵ Defined in N.J.A.C. 6A:9-2.1

Section 4: Nonpublic School STEM Class Information & Student Impact

4.1 STEM Class Information

Provide a two to three paragraph description for each course, including the proposed STEM class names, overall topics covered, and grade levels (for grades 5–12, only). Attach additional pages if needed, and label 4.1.

Maximum Points Awarded: 25 point

4.2 Class Schedule, Impact, and Hours

Provide below the projected student enrollment by proposed STEM class in Table 3. Include the class name, the number of teaching hours per class, grades (only 5–12 are allowed, and grades may be combined), and a schedule for the 2023-24 school year. If the teacher will teach multiple classes, provide this information for each class. If the teacher will teach multiple periods/sections of the same class, list each class only once and type the appropriate schedule and total weekly hours total in the relevant columns.

The schedule may be subject to change, provided that at no point can the teaching schedule interfere with the teacher’s public school or district responsibilities. Additionally, regardless of any schedule change, total annual teaching hours cannot exceed the total combined annual hours entered below.

Maximum Points Awarded: 25 points

Table 2: Example

STEM Class Name	Grade/s	Projected Student Enrollment	Estimated/Projected Teaching Schedule Day/days of the week and times of class	Number of Weekly Hours Teaching Class	Estimated Number of Weeks Teaching Class	Annual Number of Teaching Hours Per Class
Chemistry	5	6	Mondays: 3–4pm Wednesdays: 3:18–4pm	1.7	40	68

Table 3: STEM Class Schedule, Impact and Hours

STEM Class Name	Grade/s	Projected Student Enrollment	Estimated/Projected Teaching Schedule Day/days of the week and times of class	Number of Weekly Hours Teaching Class	Estimated Number of Weeks Teaching Class	Annual Number of Teaching Hours Per Class (auto-calculated)

STEM Class Name	Grade/s	Projected Student Enrollment	Estimated/Projected Teaching Schedule Day/days of the week and times of class	Number of Weekly Hours Teaching Class	Estimated Number of Weeks Teaching Class	Annual Number of Teaching Hours Per Class (auto-calculated)
Totals						

Section 5: Teacher’s Compensation

Provide below the following information about the teacher’s compensation. The grant award amount will be based on the teacher’s annual salary as calculated on a per hour basis and the number of hours teaching STEM classes at the nonpublic school. The teacher’s hourly salary shall be based on 180 days per year and seven hours per day. The product will be multiplied by 1.25 to account for appropriate prep time. Use SY2022-23 if SY2023-24 is unavailable.

Part-time and substitute teachers *are* eligible to participate in this grant program.

A. Teacher’s annual salary:

i. Annual salary is based on (select one):

B. Hourly rate to be paid to teacher through this program:

[(Base salary / 180 days / 7 hours day) × 1.25]

C. Total amount to be paid to the teacher through this program:

(Total = Hourly rate (B) above multiplied by estimated total hours taught through the program, as calculated in Section 4.2).

Send proof of the teacher’s FY2023-24 annual salary. If the teacher’s FY2023-24 salary is not yet approved, include proof of the teacher’s FY2022-23 salary and send proof of the FY2023-24 salary as soon as it is approved.

Salary proof options, which must state/confirm the annual salary, can include:

- 1) Email/letter from the teacher’s district human resources (HR) office, or
- 2) Teacher’s *individual* contract with the district (*not a general* union agreement), or
- 3) Salary award letter from the district.

Section 6: Agreements from Teacher, District & Nonpublic School

6.1 Required Agreements

Input the full nonpublic school year unless the teacher will teach only a portion of the school year.

Start date of the teaching agreement (mm/dd/yy):

End of date of the teaching agreement (mm/dd/yy):

Nonpublic School and Teacher Agreement for the 2023-24 School Year

- A. Teacher agrees to adhere to the nonpublic school's code of conduct.
- B. Teacher agrees to provide only secular instruction at the nonpublic school.
- C. Teacher understands that submitting this application denotes a commitment to the nonpublic school to teach in the applicable school year, pending approval of the application.
- D. Teacher understands that classes in the nonpublic school may take place when public schools are not in session, and that attendance of the teacher at the nonpublic is still required on these days, unless other accommodations are made.
- E. Scheduling changes, such as holidays and sick days, will be discussed between the teacher and school, as needed.
- F. Teacher shall attend meetings, conferences, etc., as long as they do not interfere with the teacher's public school responsibilities.

Nonpublic School

School Name:

Chief School Administrator (CSA):

Signature:

Date (mm/dd/yy):

Teacher

Name:

Signature:

Date (mm/dd/yy):

6.2 Required Notification to Public School District

Upon receiving notification from a nonpublic school that a teacher employed by the public school district plans to participate in this grant program, a public school district may submit to the Commissioner or designee (attention: Greg Kocher at NonpublicSTEMGrant@doe.nj.gov) any valid objection within 10 business days. If a valid objection is received and accepted, then the Commissioner shall reject the application and inform both the teacher and nonpublic school that the application was rejected.

Applicant nonpublic schools must complete these notification steps a minimum of 10 business days prior to submission of the application to the NJDOE:

- Send an email to the teacher’s public school district superintendent. (You may search the [NJDOE School Directory](#) for contact information.)
 - Title the email “NJDOE Teach STEM Application Notification, for [teacher’s name]”
 - Copy Greg Kocher at nonpublicSTEMgrant@doe.nj.gov on the email to the district
- Attach the completed Teach STEM grant application to the email and insert in the body of the email the “Public School District Objection Instructions” (from Section 7 of this grant application).
- 10 business after the email was sent to the district, submit the full application (including this page, with the below information filled out) to NJDOE.

Verification of Required Notification

Name of Superintendent to whom completed Teach STEM grant application was emailed:

Public School District:

Date that completed Teach STEM grant application was emailed (mm/dd/yy):

Deadline for receipt of valid objection from the school district (mm/dd/yy):
(must be within 10 business days of email notification)

6.3 Agreement for Eligibility Option 3

(if teacher agrees to enroll in relevant classes)

Public School District Teacher

- A. Teacher agrees to enroll in a relevant academic program, as outlined in this application, within two years of the start of teaching in the nonpublic school through this grant.
- B. Teacher agrees to return grant funds if the teacher does not enroll in a relevant academic program within the required time period.

Teacher's Name:

Signature:

Date (mm/dd/yy):

Section 7: Public School District Objection

7.1 Instructions for applicants

Applicant must send the following email to the district superintendent of the teacher listed in this grant application, as explained in Section 6.2.

7.2 Email content

Dear Public School District Superintendent,

A teacher in your public school district, [teacher's name], is applying to participate in the NJDOE's Teach STEM Classes in Nonpublic Schools Grant Program, in which eligible public school teachers will teach STEM subject classes in nonpublic schools, outside of the teacher's responsibilities to the public school district. The grant program is funded and administered through the NJDOE Office of Nonpublic School Services. A required component of the program/legislation is to notify the teacher's public school district of the potential partnership, and give the superintendent the opportunity to provide a valid objection to the NJDOE commissioner prior to application submission.

The proposed 2023-24 teaching schedule, teacher information, and nonpublic school are listed in Sections 2 and 4 of this grant application, submitted to you by the applicant nonpublic school. The teacher's teaching schedule at the nonpublic school shall not conflict with the teacher's public school district responsibilities. The public school district meetings shall take priority over responsibilities at the nonpublic school. The NJDOE will reimburse the public school district for all compensation paid to the teacher for participation in the program, including all appropriate taxes.

Upon receiving a notification from a nonpublic school that a teacher employed by the public school district intends to apply to participate in the program, a public school district superintendent may submit a valid objection within 10 business days. If a valid objection is received and accepted from the superintendent, then the Commissioner shall reject the application and inform both the teacher and nonpublic school that the application was rejected.

A public school district may object to the proposed partnership under the following criteria:

- I. The proposed teaching hours at the nonpublic school conflict with the teacher's public school work responsibilities and no resolution could be found after consulting with the teacher and nonpublic school; or

- II. approval of a proposed partnership between the nonpublic school and teacher would otherwise substantially impact the quality of student instruction in the public school district.

School District Instructions for Submitting Valid Objection

If the public school district feels the partnership meets one of the above criteria for a valid objection, please follow the steps below *within 10 business days of receipt of this email*:

1. Forward this email *and application* to the NJDOE at NonpublicSTEMGrant@doe.nj.gov; copy the nonpublic school contact.
2. Provide a written and clear explanation – including evidence of work or schedule conflict, if appropriate - that demonstrates a valid objection to the teacher’s partnership, based on the criteria above.

Sincerely,
The Office of Nonpublic School Services

Section 8: Application Checklist

Use the following chart to ensure all requested information and documents are provided.
Incomplete applications will not be considered.

Section 2: School, Teacher, and District Information

Application Component Checklist	Provide or Complete	Check if completed
If more than one nonpublic school submits grant application jointly, provide information required in section 2.1 for each of the partnering schools	Complete required information	

Section 3: Teacher Eligibility Criteria

Application Component Checklist	Provide or Complete	Check if completed
Option 1.a. or 1.b.	a. Provide one of the following: <ul style="list-style-type: none"> • Proof of Certification or • Input Tracking Number b. Provide one of the following: <ul style="list-style-type: none"> • Teacher’s 2022-23 teaching schedule, as provided by school district, or • Letter from school district stating subjects taught, or • Other official proof of STEM subject taught 	
Option 2	Provide Proof of Enrollment in Academic Program	
Option 3	Provide Relevant signatures in Section 6.2	
Option 4	Provide Tracking number	

Section 4 :Nonpublic School STEM Class Information & Student Impact

Application Component Checklist	Point Value	Provide or Complete	Check if completed
4.1 Nonpublic School STEM Class Information	25	Complete required information	
4.2 Class Schedule, Impact, and Hours	25	Complete required information	

Section 5: Teacher’s Compensation

Application Component Checklist	Provide or Complete	Check if completed
Salary information	Complete required information	
Proof of salary	Provide letter/email from HR, Award Letter, or Individual Contract	

Section 6: Agreements from Teacher, Public School District & Nonpublic School

Application Component Checklist	Provide or Complete	Check if completed
Agreements	Provide relevant signatures	