



## Notice of Grant Opportunity Teach STEM Classes in Nonpublic Schools

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

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## Section 1: Grant Program Information

### ***1.1 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 school district 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 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 district 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](mailto:NonpublicSTEMGrant@doe.nj.gov) or contacting their respective [County Office of Education](#) after **January 15, 2024**. 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 for grades 5 through 12 that will be taught in the 2024-25 fiscal year, July 1, 2024 – June 30, 2025.

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

## **1.2 Application Instructions**

### **Eligibility**

This grant opportunity is available to nonpublic schools that are registered with the New Jersey Department of Education (NJDOE) and desire to form a partnership with a teacher employed by a school district and the teacher's school district. Teachers must be employed by a 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. A teacher employed by a charter school *is not* eligible to participate.

### **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 NJDOE.

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 and email).

Complete and submit this fillable PDF application form and relevant attachments following the specific email instructions in Section 6.2. Paper copies and faxes of the grant application will not be accepted.

### **Submission Deadline**

Applications and notifications to school districts must be submitted **no later than 5:00 p.m. on March 18, 2024**. Without exception, an application received after this deadline will not be accepted.

## **1.3 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 NJDOE 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.

#### ***1.4 NJDOE Grant Funding and School District Payments to Teachers***

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 NJDOE to the school district of each teacher participating in the program, and the school districts are to provide compensation according to the following provisions, pursuant to the legislation and the Commissioner:

- 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, as specified in Section 5 of the application.
- B. Teachers will be paid through their district of employment, and districts will be reimbursed by the NJDOE.
- C. Teachers should be paid by the school district in accordance with the same schedule they are paid their regular salary through payroll.
- D. The NJDOE will reimburse the district of employment by February 2025 (for teaching hours July 1, 2024 – January 31, 2025) and by July 2025 (for teaching hours February 1, 2025 – June 30, 2025).
- E. Grant funding will include applicable federal employment payroll taxes. No preparation, meeting, conference, travel time, or supplies can be included.
- F. Payments received by a participating teacher under the grant program will not be considered "compensation" under N.J.S.A. 18A:66-2.
- G. 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.

#### ***1.5 NJDOE Notification***

Grant applicants will be notified of the NJDOE's decision in early June 2024, and teaching will begin in the 2024-25 fiscal year, which is July 1, 2024, through June 30, 2025.

## **1.6 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.

## **1.7 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 courses, pursuant to [N.J.A.C. 6A:9-2.1](#), 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 certificate, defined in [N.J.A.C. 6A:9B-9.1\(a\)](#), 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.

## Section 2: Nonpublic School and 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 School Directory](#) for the first 4-digits listed after the school's name.)

Address:

Contact Name:

Email:

Phone number:

### **2.2 Teacher's School District Information**

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

School District Name:

District 4-Digit Code:

(Search the NJDOE School Directory for the district 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 school district and must meet one of the three 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.

**Table 1: Teacher Eligibility Criteria**

Teacher Eligibility Criteria	Documentation Required
<p><b>Option 1; Select one:</b></p> <p>a. Holds a valid and effective provisional or , standard instructional certificate, pursuant to N.J.A.C. 6A:9B-9.1(a), issued by the State Board of Examiners with an endorsement in a science field, mathematics, technology education, or computer science education (allowing the teacher to teach any STEM subject to any grade 5–12); 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. (allowing the teacher to teach any subject to the grades for which the teacher is certified to teach, grades 5–12).</p>	<p>Option 1a.: Provide one of the following:</p> <ul style="list-style-type: none"> <li>a. Copy of teacher’s valid and current certification (label as 3.1a); or</li> <li>b. Tracking number:</li> </ul> <p>Option 1b.:</p> <ul style="list-style-type: none"> <li>• Provide one of the following:               <ul style="list-style-type: none"> <li>a. Copy of teacher’s valid and current certification (label as 3.1a); or</li> <li>b. Tracking number:</li> </ul> </li> <li>• Also, provide one of the following:               <ul style="list-style-type: none"> <li>a. Teacher’s 2023-24 teaching schedule, as provided by school district (label as 3.1b), or</li> <li>b. Letter from school district stating subjects taught (label as 3.1b), or</li> <li>c. Other official proof of STEM subject taught (label as 3.1b)</li> </ul> </li> </ul>
<p><b>Option 2</b></p> <p>Currently enrolled in a degree program or a coherent sequence of courses, defined in N.J.A.C. 6A:9-2.1, 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>
<p><b>Option 3</b></p> <p>Will enroll in a degree program or a coherent sequence of courses, defined in N.J.A.C. 6A:9-2.1, in science, mathematics, technology, or computer science within 2 years of the date when teaching in the nonpublic school begins</p>	<p>Section 6.2 Teacher Agreement for Eligibility Option 3: Sign/obtain relevant signatures.</p>



## 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 points**

## 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 2024-25 school year. 1:1 courses are considered tutoring and are not allowed through this program.

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, course title and description, grades taught, and enrollment may be subject to change, provided that at no point can the teaching schedule conflict with the teacher’s school district responsibilities, and that all changes fall within the parameters of the grant. Additionally, regardless of any schedule change, total annual program-funded teaching hours cannot exceed the total combined annual hours entered below.

**Maximum Points Awarded: 25 points**

**Table 2: Example**

STEM Class Name	Grade/s (5–12 only)	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
Math	7	15	Tuesdays: 5-6pm Thursday: 5-6pm	2	40	80
Chemistry	10–11	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 (5–12 only)	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 (5–12 only)	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)
<b>Totals</b>						

## Section 5: Teacher’s Compensation

### 5.1 Teacher’s Compensation Calculations

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 SY2023-24 if SY2024-25 is unavailable.

**Note:** Part-time and substitute teachers *are* eligible to participate in this grant program. For these teachers, B and C will be manually calculated by the NJDOE once the application is received. The auto-calculations for B and C are only accurate if the annual salary is based on a full time salary.

A. Teacher’s annual salary:

- i. School year that annual salary is based on:
- ii. Annual salary is based on (select one):

B. Hourly rate to be paid to teacher through this program (auto-calculated):

$[(\text{Base salary} / 180 \text{ days} / 7 \text{ hours day}) \times 1.25]$

C. Total maximum amount to be paid to the teacher through this program (auto-calculated):

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

*Please note:* C. is the maximum amount the teacher can be paid through this program if the teacher teaches the full number of annual hours. Any awarded but unused funds are not paid to the teacher.

## **5.2 Proof of the Teacher's FY2024-25 Annual Salary.**

If the teacher's FY2024-25 salary is not yet approved, include proof of the teacher's FY2023-24 salary and send proof of the FY2024-25 salary as soon as it is approved.

Proof of salary must confirm the annual salary. Examples of proof include:

- 1) Screenshot from the teacher's district payroll page stating annual salary, or
- 2) Email/letter from the teacher's district human resources office, or
- 3) Teacher's *individual* contract with the district (*not a general union agreement*), or
- 4) Salary award letter from the district.

## Section 6: Agreements from Teacher and 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 2024-25 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 application approval.
- D. Teacher understands that classes in the nonpublic school may take place when district 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 school district responsibilities.

### ***Nonpublic School***

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Nonpublic School Name:

Lead School Administrator:

Signature:

Date (mm/dd/yy):

### ***Teacher***

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Name:

Signature:

Date (mm/dd/yy):

## ***6.2 Teacher Agreement for Eligibility Option 3 Only***

In addition to the required agreements in 6.1, the following must be signed by teachers who selected Teacher Eligibility Criteria option #3 (see Section 3: Teacher Eligibility).

- 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: Notification to School District and Application Submission

### 7.1 Required Notification to School District

Upon receiving notification from a nonpublic school that a teacher employed by the school district plans to participate in this grant program, a school district may submit to the Commissioner or designee a valid objection within 10 business days (send to: Greg Kocher at [NonpublicSTEMGrant@doe.nj.gov](mailto:NonpublicSTEMGrant@doe.nj.gov)). 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.

### 7.2 School District Notice & Application Submission

#### Applicant Instructions

The nonpublic school application notice to the school district and the application submission occur simultaneously<sup>1</sup>. Applicant nonpublic schools must complete the following notification and application submission steps by **March 18, 2024**, in order to satisfy the 10 business day notification window requirement.

- Send email to the applicant teacher's *superintendent* and *school business administrator*. (You may search the [NJDOE School Directory](#) for contact information), and copy [NonpublicSTEMGrant@doe.nj.gov](mailto:NonpublicSTEMGrant@doe.nj.gov)
  - Title the email "NJDOE Teach STEM Application & School District Notification for [teacher's full name]"
  - Attach the completed Teach STEM grant application and all relevant documentation/components to the email.
  - Insert the email language from "Applicant's Email Content" (see below) in the body of the email that includes the application and all relevant documentation/components.

<sup>1</sup> To simplify the process for nonpublic schools and districts, the notification and submission process has been changed from prior years.

## **Applicant's Email Content**

Dear School District Superintendent,

The following email content is provided by the NJDOE Office of Nonpublic Schools for our nonpublic school to share with you.

A teacher in your school district, [teacher's name], is applying to participate in the NJDOE's Teach STEM Classes in Nonpublic Schools Grant Program, in which eligible school teachers will teach STEM subject classes in nonpublic schools, outside of the teacher's responsibilities to your school district. The grant program is funded and administered through the NJDOE Office of Nonpublic School Programs. Approval by a district board of education is not required for an eligible teacher to participate in this program. A required component of the program is to notify the teacher's school district of the potential partnership and give the superintendent the opportunity to provide a valid objection to the Commissioner or Commissioner designee prior to application acceptance by the NJDOE.

The proposed 2024-25 teaching schedule, teacher information, and nonpublic school are listed in Sections 2 and 4 of this grant application. The teacher's teaching schedule at the nonpublic school shall not conflict with the teacher's school district responsibilities. The school district meetings shall take priority over responsibilities at the nonpublic school.

The NJDOE will reimburse the school district for all compensation paid to the teacher for participation in the program, including all appropriate taxes. The district should compensate participating teachers in accordance with the same schedule they are paid their regular salary.

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

A school district teacher who wishes to participate may do so without district board approval. However, a school district may object to the teacher's proposed partnership under the following criteria:

- I. The proposed teaching hours at the nonpublic school conflict with the teacher's school district 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 school district.

If the school district feels the proposed partnership meets one of the above criteria for a valid objection, the superintendent must follow the steps below *within 10 business days of receipt of this email, and in no case later than April 1, 2024*. If no objection is submitted within this timeframe, the teacher will be deemed eligible to participate in this program, per the legislation.

1. Forward this email *and application* to the NJDOE at [NonpublicSTEMGrant@doe.nj.gov](mailto: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 proposed partnership, based on the criteria above.

Thank you for your consideration.

[signature of nonpublic school applicant]

## 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.	<p>Options 1a and 1b: Provide one of the following:</p> <ul style="list-style-type: none"> <li>• Proof of certification or</li> <li>• Tracking number</li> </ul> <p>Option 1b: Also provide one of the following:</p> <ul style="list-style-type: none"> <li>• Teacher’s 2023-24 teaching schedule, as provided by school district, or</li> <li>• Letter from school district stating subjects taught, or</li> <li>• Other official proof of STEM subject taught</li> </ul>	
Option 2	Provide proof of enrollment in academic program	
Option 3	Provide relevant signatures in Section 6.2	

**Section 4: Nonpublic School STEM Class Information & Student Impact**

<b>Application Component Checklist</b>	<b>Point Value</b>	<b>Provide or Complete</b>	<b>Check if completed</b>
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**

<b>Application Component Checklist</b>	<b>Provide or Complete</b>	<b>Check if completed</b>
Salary information	Complete required information	
Proof of salary	Provide letter/email from HR, award letter, individual contract, or payroll screenshot	

**Section 6: Agreements from Teacher & Nonpublic School**

<b>Application Component Checklist</b>	<b>Provide or Complete</b>	<b>Check if completed</b>
Agreements	Provide relevant signatures	

**Section 7: Notification to School District and Application Submission**

<b>Application Component Checklist</b>	<b>Provide or Complete</b>	<b>Check if completed</b>
Email notification to school district superintendent and school business administrator	Notification is provided in the body of the email, along with the attached application and all documents	