

## GUIDE TO BECOMING A MEC MATH CORPS SITE 2021-22



Considering partnering with MEC Math Corps? This Guide contains the information administrators should know. Please read carefully prior to submitting your Site Application.

If you have any questions, please contact Renee Borg, Director of Programming and Operations at [rborg@hopenetwork.org](mailto:rborg@hopenetwork.org) or 616-490-4408

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## MEC MATH CORPS FACT SHEET

Math Corps is an **evidence-based** math intervention program delivered by AmeriCorps Members that provides **90 minutes of weekly interventions** to **4th-8th grade** students in **groups of 2 or 3 students** to improve **foundational** math skills required for long-term academic success and **algebra readiness**.

What are Math Corps services?

- Math Corps is an evidence-based, standard protocol, math intervention program aligned with State of Michigan Math Standards to deliver interventions to students in grades 4 through 8. The program includes scripted inventories to guide service delivery.
- Math Corps activities are aligned with Common Core State Standards and State Math Standards related to whole and rational number understanding and algebra.
- AmeriCorps members (also referred to as “Interventionists”) are the engine for Math Corps. The Interventionist is trained to deliver an entire intervention package to Tier 2 students during a pre-year and periodic training. The tutor is also supported by an external Math Corps Coaching Specialist and a staff member at partnering schools (Internal Coach).
- Tutors are intended to be fully integrated into the school community and Internal Coaches help with that integration. Tutors who feel like they are part of the school community tend to have greater satisfaction and are better positioned to help the students in the school.
- Each partnering school also has a MEC Program Staff who provides support for program-related requirements.

Which students are eligible to receive Math Corps services?

- Interventionists, Coaches, and teachers work together to identify students for support using state test scores.
- Students served by Math Corps are typically in need of “Tier 2” support within a tiered model of service delivery. They are likely below grade-level expectations and in need of additional opportunities to practice key skills so that they can better access core instruction.
- Students receiving Special Education or English Language services are eligible on a case-by-case basis, as determined by the Internal Coach in collaboration with the Math Corps Coaching Specialist.

When are services delivered?

- Intervention sessions are delivered during the school day outside of core math instruction times.
- Students participating in Math Corps receive 90 minutes of Intervention per week.

How does an Interventionist know what to teach?

- All lessons have been developed to align with the Common Core State Standards and Michigan Math Standards in Number & Operation and Algebra strands.
- Formative assessments are built into the Math Corps program model to ensure tutors know which unit to start in, when additional practice is needed and when it’s time to move on to the next skill.

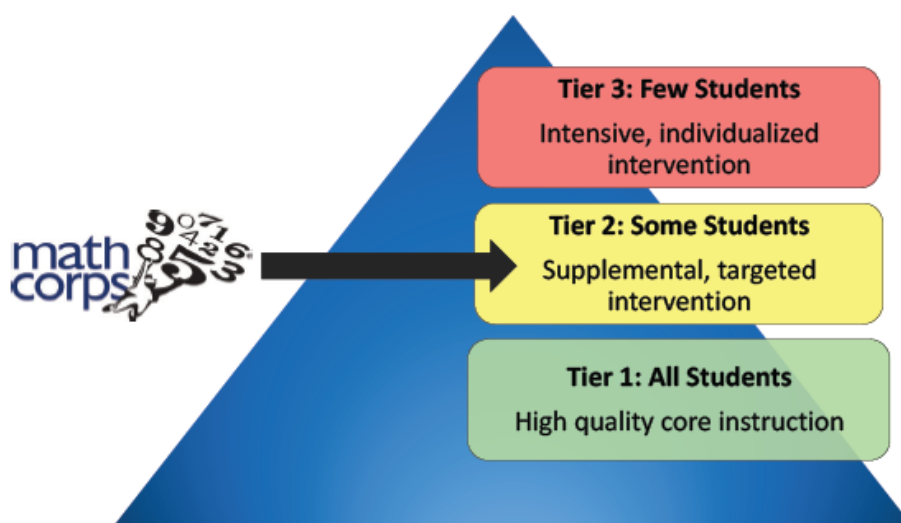
Who are Math Corps Interventionists?

- Math Corps Interventionists serve as AmeriCorps members who focus on solving a societal problem – in this case, a

gap in foundational math skills. AmeriCorps is often referred to as the “domestic Peace Corps.”

- Math Corps Interventionists are individuals engaged in a commitment of service, *during the school year*, in meeting needs in their local communities through AmeriCorps and are commonly referred to as “members” or “Interventionists.”
- Math Corps Interventionists maintain a stable, regular schedule of hours at a site<sup>1</sup> and are supervised by an Internal Coach at the site.
- Math Corps Interventionists are not employees of the school district nor are they paraprofessionals; they may not be used to supplant services provided by the site or school employees
- Interventionists receive a modest living allowance and earn hours of service toward an education award to pay educational expenses at qualified institutions of higher education, for educational training, or to repay qualified student loans.

## Multi-tiered System of Support (MTSS)



<sup>1</sup> Sites have the option for Interventionist(s) to serve in-person, virtual or hybrid to meet site specific needs.  
Guide to Becoming a MEC Math Corps Site 2021-22

## IS MEC MATH CORPS A GOOD FIT FOR YOUR SITE?

MEC Math Corps thrives in a wide variety of contexts. There are a few bare minimum considerations:

- ☐ Does your school serve students in fourth, fifth, sixth, seventh and/or eighth grade?
- ☐ Is student contact time sufficient for an Interventionist schedule? Interventionists should strive for 90 minutes of intervention practice with students, three times per week.
- ☐ Is there time for research-based math interventions to occur during the school day?
- ☐ Do classroom teacher support having research-based math interventions occur during the school day?
- ☐ And one, final, critical factor: Is there someone on your staff with the talent and capacity to serve as the Internal Coach? **Please turn to the “[Description of Internal Coach](#)” in this document and review it.**
- ☐ How will the Internal Coach’s schedule reflect time for Math Corps duties (approx. 6-9 hours per member per month) plus training for new Internal Coaches?
  - ☐ How will you compensate the Internal Coach for required training dates?
  - ☐ How will you compensate the Internal Coach for time spent on Math Corps duties throughout the year?
  - ☐ Name of proposed Internal Coach: \_\_\_\_\_

Here are some other factors that we’ll want to know in order to customize a Math Corps award for your site:

- ☐ What curriculum are you currently using, if applicable, and what assessments do you use and for what purpose?
- ☐ In which space(s) would interventions occur?
- ☐ To which computer(s) would Interventionist(s) have regular, reliable access?
- ☐ What secure (locked) storage could the Interventionist utilize when in-person tutoring occurs (for student files, for personal effects, etc.)? Interventionists can serve in-person, virtually or in a hybrid situation.
- ☐ Is a Multi-Tiered Systems of Support framework of service delivery utilized at your site? In what areas (e.g., academic, behavior)?
- ☐ Estimate the number of students who performed below proficiency in math on the most recent Math MSTEP.
- ☐ What do we need to know about your district or school in order to be in compliance with your policies for partnerships? For example, with whom should we work on the following if they come up?
  - ☐ We run extensive background checks and cannot pay for or ask Interventionists to pay for any additional background checks
  - ☐ Posting open Math Corps Interventionist positions on a district or site employment page (Recruitment contact: \_\_\_\_\_)
  - ☐ Posting a site sign with the AmeriCorps logo, Math Corps logo, and potentially the logo of any funder who is sponsoring the program at your site
  - ☐ If Interventionist serve virtual or hybrid, will the district or school provide access to the district platform to allow for interventions to occur? This may include a district email to allow access.

### The Process to Apply

**To complete a Site Application, please click on this link:** <http://bit.ly/MECMathCorps2021-22>

Create a “new user” account, even if you applied last year. You will create your own username/password.

Complete the application. *You may save partial work and log in prior to March 12, 2021 to finish or make changes.*

**By March 12, 2021:** Save and submit the completed application.

This year MEC will offer four start dates and schools will be able to select their desired start date for their first Interventionist. If a position isn’t filled by the selected start date, MEC will continue to recruit for openings until the final offered start date. Here are the scheduled start dates:

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Week of August 30, 2021</li><li>• Week of September 13, 2021</li><li>• Week of November 8, 2021</li><li>• Week of January 17, 2022</li></ul> |
|--|--|

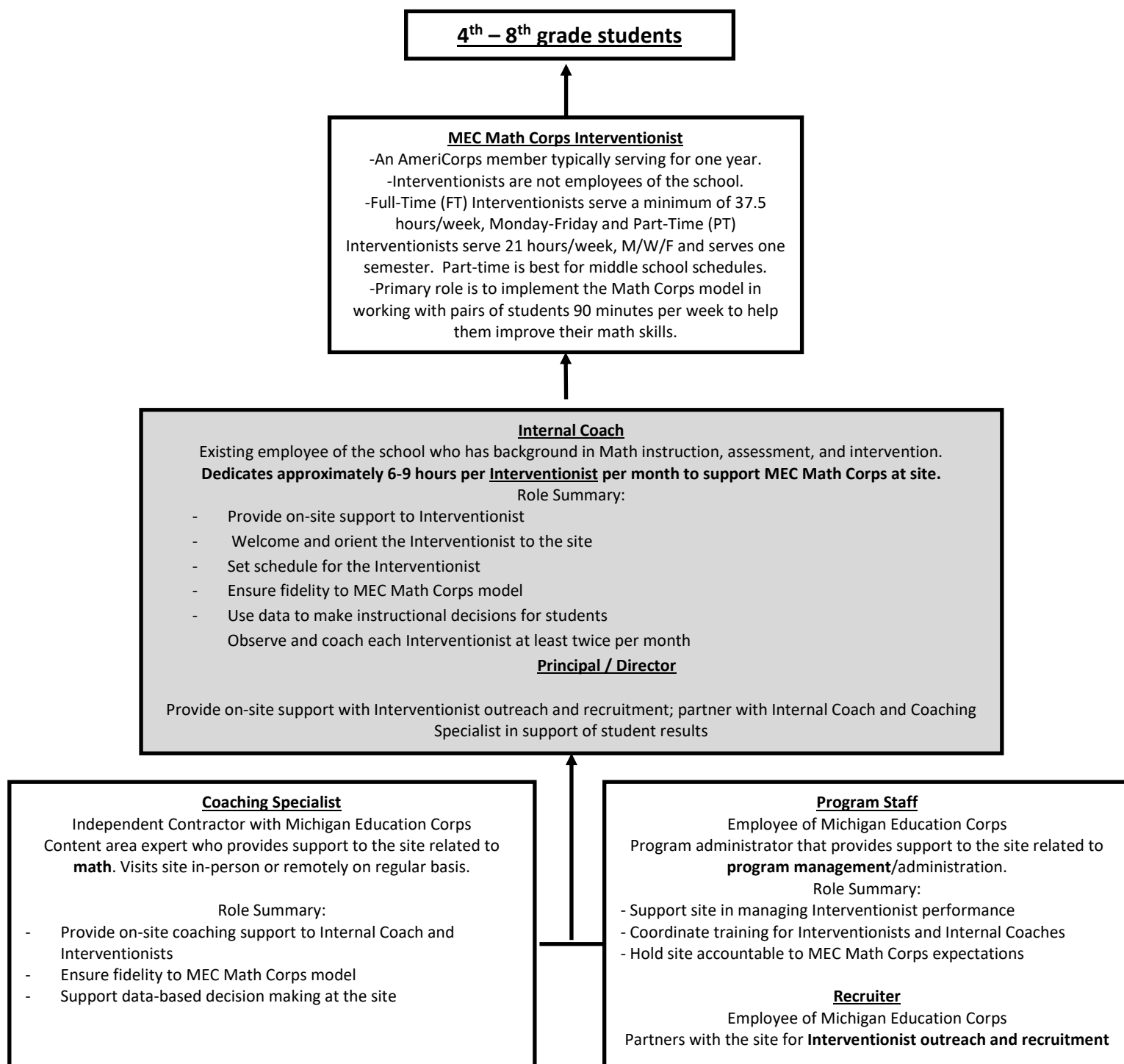
## MEC MATH CORPS AND INSTRUCTION IN THE GENERAL EDUCATION CLASSROOM

MEC Math Corps is a supplemental intervention program for students who struggle to reach grade-level proficiency with regular classroom instruction alone. Research indicates that students who struggle in math tend to struggle with fundamental skills in Number and Operations. MEC Math Corps uses instructional strategies that align with research and expert recommendations for supporting students who struggle in the area of math.

*Given the relatively focused nature of MEC Math Corps content and instruction, it is critical for schools to recognize that MEC Math Corps **does not** replace or perfectly mirror core instruction. Math Corps is designed to help students develop core skills in math that will allow them to respond better to instruction in the regular classroom, which (1) focuses on a much broader range of content and (2) is associated with a more diverse arrangement of instructional activities. Math Corps differs from regular instruction in important ways and it is critical for sites to be familiar with those differences before partnering with Math Corps.*

	Classroom Teachers and Instruction	Math Corps Interventionists and Intervention
<b>Implementers</b>	Certified teachers with training in many instructional strategies  Strong knowledge of student learning	Explicit training with manualized intervention protocols  Strong knowledge of Math Corps instructional strategies
<b>Students</b>	Reach <u>all</u> students. Work with students who have a wide variety of skills, from very low to very high.	Serve students who meet specific criteria (below grade-level proficiency). DO NOT work with high performing students
<b>Content</b>	Responsible for all grade-level standards and provide instruction to that end.	Target specific common core standards in the area of Number and Operations. <b>Some lessons are at grade-level and others are below grade-level.</b>  Because Math Corps serves students in many schools, there may be cases in which Interventionists may approach content in a manner that is slightly different than the teacher (e.g., horizontal vs. vertical addition and subtraction).
<b>Instruction</b>	Employ many different instructional strategies, including (but not limited to): <ul style="list-style-type: none"> <li>- Direct instruction</li> <li>- Cooperative learning</li> <li>- Group activities</li> <li>- Classroom projects</li> <li>- Homework with feedback</li> <li>- Class discussions</li> <li>- “Challenge” problems that require students to apply core math skills</li> </ul>	Follow a manualized intervention plan. Interventionists’ <b>model</b> skills, <b>guide</b> students in their use of those skills, and challenge students to demonstrate those skills <b>independently</b> .  Follow lesson plans that target <b>conceptual understanding, procedural fluency, and basic application</b> .  May not adopt the same instructional strategies as teachers.
<b>Pace and Sequence</b>	Teachers vary in their instructional pacing; however, teachers are often forced to move through the curriculum at a pace that allows them to cover all of the necessary material.  In addition to a broad scope of content, teachers generally follow a sequence of instruction that is consistent with the curriculum adopted by the school.	Pacing driven by student performance. Students must demonstrate mastery before moving on to the next standard in the sequence.  Follow a manualized sequence. Interventionists may teach concepts after they have been covered in the classroom, but they may also address skills that have yet to be covered. That is the nature of a program that focuses exclusively on one area of math competency.

## SUPPORTING ROLES IN MEC MATH CORPS



## SITE EXPECTATIONS IN IMPLEMENTING MEC MATH CORPS

1. Identify a staff person to fill the role of [Internal Coach](#) and allocate sufficient time for the person to attend training and fulfill the responsibilities of Math Corps, including providing on-site supervision and support of the Math Corps Interventionist. Classroom teachers and administrators are not good candidates for Internal Coaches because it is difficult to find time to conduct observations during the school day.
2. Collaborate with MEC staff to find high-quality [Interventionists](#) for your site. The majority of our Interventionist candidates come from you. Your participation in outreach and recruitment is essential.
3. Educate your teachers about the MEC Math Corps model to capture buy-in and support.
4. Welcome the Interventionist to the site, introduce to staff, must provide an orientation to the site, etc. In addition, designate Intervention space that allows students to focus on the task. For in-person service, provide work space for the Interventionist to use, including a locked filing cabinet and computer access.
5. Have a mechanism in place to identify 4<sup>th</sup>-8<sup>th</sup> grade students who are in need of additional support to meet state math standards.
6. Follow Math Corps' eligibility guidelines to determine which students are eligible for Math Corps services.
7. Support the Interventionist's implementation of Math Corps' research-based math interventions.
8. Create and provide Interventionists' with their intervention schedule.
9. Support curriculum-based assessments to guide instruction and interventions.
10. Oversee progress monitoring for participating students to guide interventions. Interventionists are responsible for using STAR Math, as well as recording this data, and Interventionist logs, into MCDMS, the online data management system used by Math Corps.
11. Ensure that Math Corps Interventionists consistently serve a full caseload of students at any given time – at minimum 24 students for full-time Interventionists or 12 students for part-time Interventionists.
12. Adhere to the exit criteria guidelines set by Math Corps, which establish when a student is ready to be exited from Math Corps services.
13. Provide demographic data & state-assigned student ID number for students receiving Math Corps services. Support the Math Corps program in following federal (i.e., FERPA) and state regulations for data security and sharing. A detailed description of data required from the site for participating students is provided in the Math Corps Site Agreement.
14. Pay the school participation fee of \$5,000 per Interventionist.
15. Identify a school staff person who will serve as an Internal Coach and will provide member supervision including corrective feedback (e.g., professionalism, punctuality), and create student tutoring schedules.



16. Ensure service site is accessible to people with disabilities.

## Michigan Education Corps Participation Fee

Michigan Education Corps is non-profit. Michigan Education Corps charges a \$5,000 per Interventionist as part of the agreement to receive the MEC Math Corps program. The fee is \$5,000 for an interventionist whether Part-Time or Full-Time. This fee helps cover expenses to recruit, onboard, train and coach a new Interventionist prior to them starting to tutor students at a school. Example funding options include Title 1, 31a, Additional Time Grant, General School Fund, etc. MEC will also work with schools to approach community partners to cover this and/or additional costs as needed.

Michigan Education Corps does not reimburse the \$5,000 participation fee once an Interventionist has tutoring minutes (regardless of how many minutes) with one or more students. Further, if an Interventionist starts at a school and then leaves of their own accord or is dismissed by MEC staff (i.e. after a few weeks or even a few months), MEC will work diligently to replace that Interventionist. MEC will not charge an additional participation fee for the replacement Interventionist.

In *some* cases, a full-time Interventionist can only be replaced by a part-time Interventionist. There is no participation fee reduction if a school has a full-time Interventionist and that Interventionist must be replaced with a part-time Interventionist. MEC will work with sites on a case-by-case basis and strive for minimal disruption to the amount Math Corps service provided with Interventionist transitions if they occur. Further, if MEC can replace a full-time Interventionist with two part-time Interventionists, MEC will not charge an additional participation fee for the additional, second Interventionist. Finally, if MEC is unable to place Interventionists with the fully awarded request, MEC will only charge for the number of Interventionists actually placed at the school.

In summary, MEC will charge the participation fee one time for each unique Interventionist awarded to a service site and only when the individual has tutoring minutes with one or more students (regardless of how many minutes) at their site.

When a school site is awarded with the requested number of Interventionists and the site agreement is signed, and then the *school later requests fewer* number of Interventionists, Michigan Education Corps **WILL CHARGE** the participation fee for the number of Interventionists agreed upon in the site agreement.

## DESCRIPTION OF MATH INTERVENTIONISTS

**Role Description:** Math Interventionists serve students (in groups of 2-3) who need help building their math skills. They use prescribed, research-based math interventions and conduct progress monitoring to ensure the student is on track. Interventionists *typically* make a one-year commitment to service.

	Math Interventionist
<b>Who is this person?</b>	An AmeriCorps member. This person is recruited from the community by MEC staff in partnership with the school. This person could be a recent college graduate, a parent, a retiree, etc.
<b>What does the Interventionist do at the site?</b>	The Interventionist provides 90 minutes of targeted Math Corps interventions to pairs of students (typically in three 30-minute or two 45-minute Intervention sessions each week).
<b>Can Interventionist serve virtually or in a hybrid situation?</b>	Yes! Interventionist(s) can serve in a variety of ways to meet site expectations.
<b>Are there other things the Interventionist is expected to do?</b>	The Interventionist is required to attend ongoing Math Corps training, when scheduled.
<b>What is the time commitment?</b>	<p>- Full-Time (FT) Interventionist serves 37.5 hours/week, Monday-Friday</p> <p>- Part-Time (PT) Interventionist serves 21 hours/week, Monday, Wednesday, and Friday for one semester or for the full school year. Part-time is recommended for middle schools.</p> <p>MEC will offer four start dates for the 2021-22 program year:</p> <ul style="list-style-type: none"> <li>• Week of August 30, 2021</li> <li>• Week of September 13, 2021</li> <li>• Week of November 8, 2021</li> <li>• Week of January 17, 2022</li> </ul> <p>You may select the start date that best meets your site needs when you complete the site application.</p>
<b>What are the financial benefits?</b>	<p>-Bi-weekly, competitive living stipend</p> <p>-Segal AmeriCorps Education Award up to \$4,441.50 to pay for college tuition or student loans</p> <p>-Student loan forbearance on federal loans</p> <p>-Health insurance and childcare assistance (FT)</p>

<b>What are the non-financial benefits?</b>	<ul style="list-style-type: none"> <li>- Serve students every day through one-on-one, research-based tutoring.</li> <li>- Gain resume-building professional experience</li> <li>- Earn post-secondary credit</li> <li>- Serve during the school day- keep evenings free for family time, another job or classes</li> </ul>
<b>How do they get involved?</b>	Interested Interventionists start the process by completing a Math Corps application online at (forthcoming)

## DESCRIPTION OF INTERNAL COACH

On-site math coaching is a critical element to the success of Math Corps and its students. The ability to provide adequate coaching support must be carefully considered in becoming a Math Corps site.

Internal Coach Description	
<b>Role</b>	The Internal Coach is designated by the principal and will be trained by Math Corps to provide math support and oversight to the Math Corps Interventionists. Internal Coaches will uphold the Math Corps model and act as a liaison between teachers and Interventionists or Michigan Education Corps program staff.
<b>Person</b>	<p>School psychologists, RTI Specialists, or math specialists are excellent candidates for Internal Coaches. Classroom teachers and administrators are <u>not</u> good candidates for Internal Coaches because it is difficult to find time to conduct observations during the school day. <b>We highly recommend that you do <u>not</u> select a classroom teacher or administrator to serve as Internal Coach.</b></p> <p>An Internal Coach should:</p> <ul style="list-style-type: none"> <li>➤ Be knowledgeable about the use of curriculum-based measurement</li> <li>➤ Be knowledgeable about scripted math interventions (Standard Treatment Protocol)</li> <li>➤ Have time available to dedicate to the program, including attending required training for new Internal Coaches and coaching sessions</li> <li>➤ Be knowledgeable in math instruction</li> </ul> <p>We recommend that principals be thoughtful about <i>incorporating</i> this responsibility into a staff person's position. Challenges occur when a principal assigns this responsibility to a staff person who already has many other responsibilities.</p>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Average of 6-9 hours of coaching and support <u>per Interventionist</u> per month</li> </ul> <hr/> <p style="text-align: center;">Required training + coaching for <b>1 Interventionist</b> = approx. 0.1 FTE</p> <hr/> <p style="text-align: center;">Required training + coaching for <b>2 Interventionists</b> = approx. 0.15 FTE</p> <hr/>

	<p>Required training + coaching for <b>3 Interventionists</b> = approx. 0.2 FTE</p> <hr/>
<b>Training</b>	<p>Complete a series of self-paced, online training modules lasting approximately 8-15 hours. Training will be sent to Internal Coaches at the beginning of the program year or when they register with the program and should be completed within two weeks of a tutor starting.</p>
<b>Responsibilities</b>	<p>Provide required <b>on-site orientation</b> for the Interventionist to introduce them to your site</p> <p>Provide support to allow the Interventionist to develop professionally throughout the year, including inviting the Interventionist to participate in <b>professional development opportunities</b> at the service site and in the community</p> <p><b>Complete intervention integrity checklists</b> for each intervention observed, provide feedback to the Interventionist, and submit forms to Math Corps Master Coach.</p> <p><b>Develop a consistent weekly schedule</b> with the Interventionist that accounts for the daily and weekly hour's commitment of their position: Full-Time (FT) Interventionist serves 37.5 hours/week, Monday - Friday; and a Part-Time (PT) Interventionist serves 21 hours/week at the site, M/W/F for one semester or the full year. Part-time is recommended for middle schools due to schedules. Interventionists should work with a full caseload of students at any given time.</p> <p>Work collaboratively with the Interventionist to <b>select and exit students</b> according to Math Corps criteria.</p> <p>Ensure the Interventionist is <b>accurately reporting student data</b>, including assessment scores and demographic information</p> <p><b>Consult with the Master Coach</b>, who meets with the Internal Coach and Interventionists to do observations, conduct fidelity checks for assessment and interventions, and review student progress. The frequency of Master Coach visits depending on the site's needs &amp; Internal Coach's experience with Math Corps. Additionally, Master Coaches, Internal Coaches, and Interventionists engage in discussions and review of student data/progress.</p> <p>Work closely with Michigan Education Corps program staff and site administration to <b>proactively</b> manage Interventionist performance and address issues as they arise. Interventionists are expected to adhere to site policies and procedures, and MEC policies regarding confidentiality, safety, dress code, attendance, etc.</p> <p>Participate in <b>special site visits</b> to highlight and demonstrate the effectiveness of the Math Corps program. These site visits may include media, legislators, corporations, and other parties involved in funding</p> <p><b>Approve Interventionist timesheets</b> once every two weeks and complete an <b>Interventionist performance evaluation</b> two times per year</p> <p>Complete a <b>semi-annual online program survey</b> and participate in <b>semi-annual site visits</b> with Michigan Education Corps program staff</p>

## COSTS OF MEC MATH CORPS

Michigan Education Corps has a site participation fee to help cover program related expenses. **The participation fee is \$5,000 per Interventionist (regardless if the Interventionist is full-time or part-time).** An invoice will be sent when an Interventionist has been placed in your school. You will be asked in the application to state if the site (or district) will be paying this fee. *Important Note: All MEC Math Corps manipulatives are property of Michigan Education Corps.*

The expenses incurred by a site while it participates in MEC Math Corps above and beyond the participation fee are considered the site's in-kind contribution to the program.

Description of cost	MEC pays	Site pays *
Participation Fee		✓
Interventionist recruitment efforts	✓	✓
Background checks on Interventionists	✓	**
Interventionist living allowance & benefits	✓	
Worker's Compensation policy for Interventionists	✓	
Interventionist mileage to attend Math Corps-required training, is applicable	✓	
Interventionist mileage to attend site-required training (if applicable)		✓
Cost of including Interventionists in site-sponsored training		✓
Cost of photocopies of intervention lessons		✓
Misc. supplies used by Interventionist (e.g. markers, paper)		✓
Computer and Internet access for Interventionist		✓
Work space for the Interventionist, including locked file cabinet		✓
Salary of Internal Coach to fulfill Math Corps responsibilities		✓ ***
Payment to Coaching Specialist to fulfill Math Corps responsibilities	✓	
Math Corps manual, including assessment & intervention materials	✓	
<u>Expenses related to Internal Coach's attending of Math Corps training:</u>		
Training content fees for <b>regularly scheduled</b> Math Corps trainings	✓	✓ (\$75/hr.)
Training content fees for <b>make-up</b> Math Corps trainings		
Travel expenses (e.g. lodging, , food, parking, materials), if applicable	✓	
Salary of Internal Coach to attend training days		✓
Cost of substitute to allow Internal Coach to attend <u>all</u> training days		✓

\* The expenses incurred by a site when it participates in Math Corps are considered the site's in-kind contribution to the program,

\*\* If site or district policy requires a background check above and beyond what is conducted by Math Corps, that fee is not paid by the program, nor may it be passed on to the Interventionist.

\*\*\* Challenges occur when a principal assigns this responsibility to a staff position without concretely opening dedicated time in that position for Math Corps coaching. We recommend that principals be thoughtful about *incorporating* this responsibility into a staff person's position.

## PARTNERSHIP TIMELINE

February 12, 2021	Site Application released online. To receive a Site Application, please click on the link: <a href="http://bit.ly/MECMathCorps2021-22">http://bit.ly/MECMathCorps2021-22</a>
March/April 2021	MEC Math Corps Interventionist application released online
March/April-early August 2021	Recruitment and selection period for MEC <a href="#">Math Corps Interventionist</a> position
March 12, 2021	Site Application due to Renee Borg at <a href="mailto:rborg@hopenetwork.org">rborg@hopenetwork.org</a> by EOD
March 29, 2021	Award Notification and Site Agreements to schools
April 30, 2021	Signed Site Agreement returned to Michigan Education Corps to <a href="mailto:rborg@hopenetwork.org">rborg@hopenetwork.org</a>
June 4, 2021	<a href="#">Internal Coach</a> is identified and registered for Math Corps training, if new Internal Coach – online training tentative for early August
April 2021-mid August 2021	Recruitment and selection period for MEC Math Corps Interventionist position
	Four start dates for MEC Math Corps: <ul style="list-style-type: none"> <li>• Week of August 30, 2021</li> <li>• Week of September 13, 2021</li> <li>• Week of November 8, 2021</li> <li>• Week of January 17, 2022</li> </ul>

-Dates included in this timeline are subject to change based on Program need. MEC will, in turn, communicate any date changes as soon as they are known.

-Site Awards are dependent on federal and state funding typically confirmed in early summer 2021.

-Extenuating circumstances such as unexpected retirement or leave of absence of an Internal Coach must be communicated to Renee Borg by the building Principal or designee immediately. Not notifying MEC staff of these circumstances in a timely manner may jeopardize your site's opportunity for future partnership. MEC risks losing state and federal funding if our program requirements we have committed to in our grants are compromised.