

# Guide to Partnering with Michigan Education Corps:



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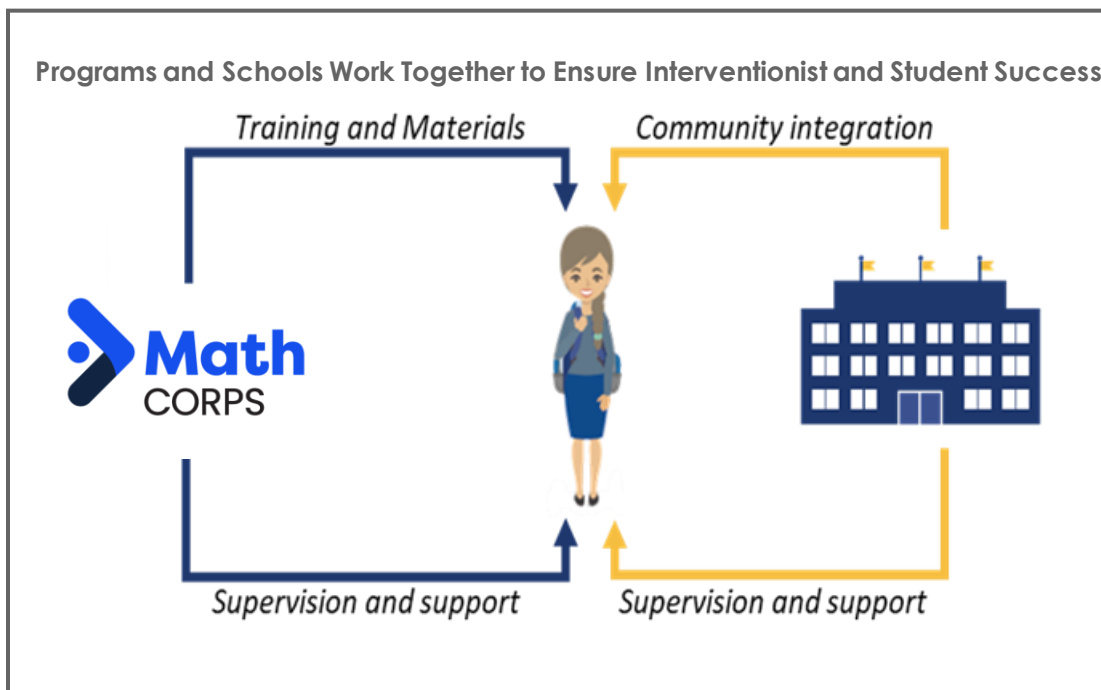
This Guide contains important information about being a host site with MEC Math Corps. Questions about MEC Math Corps or site selection should be directed to Renee Borg at [rborg@hopenetwork.org](mailto:rborg@hopenetwork.org).

# MEC Math Corps Fact Sheet

**MEC Math Corps** is an evidence-based math-intervention program delivered by AmeriCorps Members that provides 90 minutes of weekly intervention to students in groups of two to three to improve foundational math skills required for long-term academic success and algebra readiness. MEC Math Corps typically serves students in grades 4 through 8.

## What are MEC Math Corps services?

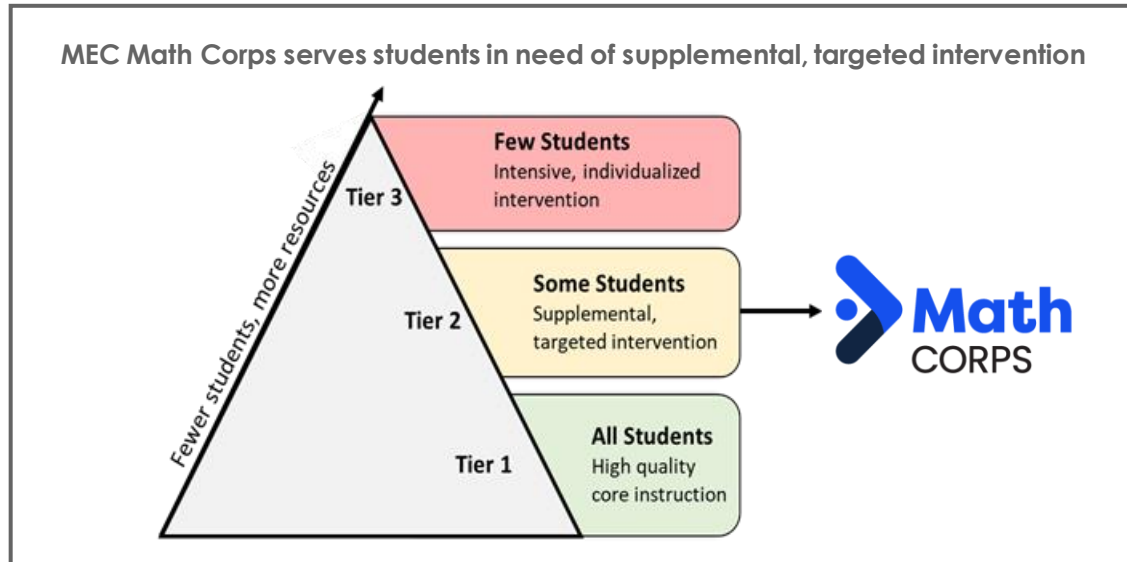
- MEC Math Corps is an evidence-based, standard protocol, math intervention program developed to align with state and Common Core Standards to deliver interventions to students in grades 4 through 8. The program includes scripted inventories to guide service delivery.
- MEC Math Corps activities are 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 MEC Math Corps. Interventionists are initially trained to deliver an entire Tier 2 intervention package. Interventionists are supported by a program coach (Coaching Specialist) and a staff member at the partnering site (Internal Coach).
- Interventionists are intended to be fully integrated into the school community and Internal Coaches help with that integration. Interventionists 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.



## Which students are eligible for MEC Math Corps services?

- Interventionists, Coaches, and teachers work together to identify students for support using state test scores.
- Students served by MEC Math Corps are typically in need of “Tier 2” support within a tiered model of service delivery. They are likely students yet to reach grade-level targets 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 MEC Math Corps Coaching Specialist.



### When are services delivered?

- Interventionists support students during the school day outside of core instruction times or if possible before and after school. Scheduling requires support from teachers, administrators, and the Internal Coach.
- Students participating in MEC Math Corps receive 90 minutes of intervention weekly in groups of two to three.

### How does an interventionist know what to teach?

- Each grade level has a unique scope and sequence that align with the Common Core State Standards.
- Formative assessments are built into the MEC Math Corps program model to ensure Interventionists know which unit to start in, when additional practice is needed and when it's time to move on to the next skill.
- Interventionists typically DO NOT provide homework help.

### Who are the Interventionists?

- Interventionists commit to a year of national service through AmeriCorps. They receive a competitive living allowance and earn hours of service toward an education award to pay for college tuition or pay educational expenses at qualified institutions of higher education, for educational training, or to repay qualified student loans. For member's age 55 years+, this award may be gifted to a child, grandchild, foster child, or stepchild. Retired educators may serve as MEC Interventionists without forfeiting their pension.
- Interventionists come to the program from all walks of life. They may be recently retired, taking a gap year or mid-career break, or seeking experience before pursuing an education degree.
- Although Interventionists are part of the school community, they are **not** employees of the school and/or district and they **may not** be used to replace services provided by the school or site

employees. Likewise, MEC Math Corps Interventionists are not allowed to be assigned to lunchroom duty, playground supervision, etc. at the school.

## Is MEC Math Corps a Good Fit for Your Site?

**MEC Math Corps thrives in a wide variety of contexts.**

**Please consider the following before applying:**

- ❑ Does your school serve students in fourth, fifth, sixth, seventh and/or eighth grade?
- ❑ Is student contact time sufficient for an Interventionists schedule? Full-time Interventionists serve a caseload of 24-30 students and part-time Interventionists serve a caseload of 12-16 students.
- ❑ Is there support for research-based math interventions to occur during the school day outside of core instruction?
- ❑ Is there someone on your staff with the interest, capacity, and time to serve as the Internal Coach? **Please go to page 10 for the “Description of Internal Coach” in this document and review it. Review this with the identified staff person in advance of applying to host MEC Interventionists. Ensure they understand the role and time commitment.**
- ❑ How will the Internal Coach's schedule reflect time for MEC Math Corps duties (approx. 6-9 hours per Interventionist per month, which is 2-3 hours per week)? How will the Internal Coach's schedule include approximately 5 hours of training?
  - Do you need to compensate the Internal Coach for the time completing required training?
  - How will you compensate the Internal Coach for time spent on MEC Math Corps duties throughout the year?
  - Are there tasks/duties/responsibilities that need to be removed from this individual's workload to accommodate MEC Math Corps duties?

**Here are some other factors that are helpful to consider:**

- ❑ What curriculum are you currently using, if applicable, and what assessments do you use and for what purpose?
- ❑ To which computer(s) or other device(s) and internet would Interventionist(s) have regular, reliable access? Regular access to an electronic device is required and must include a camera and microphone, along with login credentials.
- ❑ What secure (locked) storage could the Interventionist utilize (for student files, for personal effects, etc.)?
- ❑ How is the Response to Intervention/Multi-Tiered Systems of Support model 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 their previous year's state accountability test. Is there enough for an MEC Interventionist(s) caseload of a minimum of 24 students (full-time) or 12 (part-time)?

- What local district or agency policies for partnerships will MEC need to follow? For example:
  - Background checks. MEC is required to run extensive background checks for any MEC Interventionist prior to placement in a school. MEC, nor Interventionists, may pay for additional background checks beyond what MEC is required to conduct. **If additional background checks are required, that will be a site cost.**
  - Interventionist Recruitment. How can we partner to post open Interventionist positions on a district or site employment page or share the opportunity on social media?
  - MEC Partner Sign. Our grant requires posting a sign (provided by MEC) with the AmeriCorps logo, MEC Math Corps logo, and potentially the logo of any funder who is sponsoring the program at your site. Where could this sign be posted? (Most sites post this sign at the main office or tutoring location).

# MEC Math Corps and Instruction in the General Education Classroom

MEC Math Corps is a *supplemental* intervention program for students who have yet to reach grade-level targets with regular classroom instruction alone. Research indicates that students who are not yet working on grade level skills in math tend to need additional support with fundamental skills in Number and Operations. MEC Math Corps uses instructional strategies that align with research and expert recommendations for students who need additional support 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. MEC 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.

	Classroom Teachers and Instruction	MEC Math Corps Interventionists and Intervention
<b>Implementers</b>	Certified teachers with training in many instructional strategies Strong knowledge of student learning	Explicit training with intervention protocols Strong knowledge of MEC 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. Each grade level scope and sequence begins with lessons from the previous <b>grade-level and then moves on to grade-level skills.</b> Because MEC Math Corps serves students in hundreds of schools, there may be cases in which Interventionists may approach content in a variety of ways some of which may be slightly different from the teacher (e.g., multiplication using partial products v traditional algorithm addition and subtraction of fractions).
<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 an intervention script. Interventionist(s) <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 scripts 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. Interventionist(s) 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.

# Site Expectations in Implementing MEC Math Corps

1. **Identify a staff person to fill the role of Internal Coach** and allocate 2-3 hours/week or 6-9 hour/month per Interventionist for the person to complete training and fulfill the responsibilities of MEC Math Corps. Responsibilities include providing on-site supervision, approving bi-weekly timesheets, regular check-ins, coaching and general support of the MEC Math Corps Interventionist. Classroom teachers and administrators are typically not good candidates for the Internal Coach role because it is difficult to find time to conduct observations during the school day.
2. Collaborate with MEC staff to **find high-quality MEC Math Corps Interventionists** for your site. The majority of our candidates are connected to the program by our site partners. Your participation in recruitment is very welcome (and essential!), as you are the experts in who is best for serving your kids at your school.
3. **Educate teachers and school staff** prior to the program start about the MEC Math Corps model to capture buy-in, support and shared understanding for implementation.
4. **On day 1, provide a site orientation for the Interventionist. This includes welcoming the Interventionist to the site**, introducing them to staff, and giving a tour (where do they put their lunch? Where are the restrooms? Where will interventions occur?).
5. Provide a space for the Interventionist to use, including a locked storage cabinet (for files and personal items), a device, e.g., computer with working camera and microphone, and access to the site's internet with login credentials.
6. Have a mechanism in place to **identify 4th-8th grade students** who need additional support to meet state math standards.
7. Follow MEC Math Corps' eligibility guidelines to **determine which students are eligible** for MEC Math Corps services.
8. Schedule 10-15 minutes per day for communications or schedule weekly meetings with MEC Interventionist.
9. Support the Interventionist's **implementation of MEC Math Corps'** research-based math interventions.
10. Collaborate with Interventionist and Coaching Specialist to **create the intervention schedule**.
11. Support **curriculum-based assessments** to guide instruction and interventions.
12. **Oversee progress monitoring** for participating students to guide interventions. Interventionists are responsible for using STAR Math, as well as recording this data, and tutor logs, into MCDMS, the online data management system used by MEC Math Corps.
13. **Ensure that MEC Math Corps Interventionists consistently serve a full caseload** of students at any given time – at minimum 24 students for full-time Interventionist(s) or 12 students for part-time Interventionist(s).
14. **Adhere to the exit criteria** guidelines set by MEC Math Corps, which establish when a student is ready for exit from MEC Math Corps services.
15. **Provide demographic data & state-assigned student ID number** for students receiving MEC Math Corps services. Support the MEC 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 MEC Math Corps Site Agreement.
16. Ensure **service site is accessible** to people with disabilities.
17. Pay the **MEC Participation Fee**.

18. Our program has a **disciplinary process** that applies to all MEC Interventionists. If an issue of concern arises that could be disciplinary, in most cases, Internal Coaches should and are expected and encouraged to address those immediately and directly with the Interventionist and document the conversation. Internal coaches will then notify MEC staff. MEC staff are always available to provide additional guidance. Details are provided in the AmeriCorps/Program Orientation, documents, and training provided by MEC to Internal Coaches prior to the start of programming. If there are any questions, please contact Tom Bobo at [tbobo@hopenetwork.org](mailto:tbobo@hopenetwork.org).



# Description of MEC Math Corps Interventionists

**Role Description:** Math Interventionists work with students in groups of two or three, 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.

## MEC Math Corps Interventionist

<b>Who is this person?</b>	Someone recruited from the community – 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 MEC Math Corps interventions to groups of 3 students (typically in three 30-minute or two 45-minute intervention sessions each week).
<b>Are there other things that the Interventionist is expected to do?</b>	The Interventionist is required to complete ongoing MEC Math Corps training and participate in professional development with their Coach(es) and/or MEC Staff. Interventionists are required to complete data entry to track student progress and data must be entered weekly. Interventionists may also participate in supplemental activities at their site or in their community with the approval of MEC Program staff. The Interventionist may <b>not supplant</b> an employee of the school or district.
<b>What is the time commitment?</b>	<ul style="list-style-type: none"> <li>• Full-Time (FT) Interventionist serves 37.5 hours/week (7.5 hours per day, Monday – Friday)</li> <li>• Part-Time (PT) Interventionist serves 21 hours/week (7 hours per day, 3 days per week)</li> </ul> Cohorts of Interventionists start at designated times and commit to serving through the end of the school year. MEC will host four separate start dates: August 29, 2022, September 6, 2022, October 24, 2022, and January 9, 2023.
<b>What are the financial benefits?</b>	<ul style="list-style-type: none"> <li>• Bi-weekly, competitive living stipend</li> <li>• Segal AmeriCorps Education award up to \$4,546.50 to pay for college tuition or student loans</li> <li>• Student loan forbearance on federal loans</li> <li>• Health insurance (MEC pays monthly premium) and child care assistance (if eligible) (FT members only)</li> </ul>
<b>What are the non-financial benefits?</b>	<ul style="list-style-type: none"> <li>• Earn the Michigan Youth Development Associate Credential (MI-YDA). MEC provides a scholarship to cover all costs</li> <li>• Develop 21st century skills such as data-driven decision making, communication skills and problem solving</li> <li>• Make an impact on the community</li> <li>• Serve students every day through one-on-one, research-based interventions</li> <li>• Gain resume-building professional experience</li> <li>• Earn college credit while studying at participating institutions</li> <li>• Learn math intervention strategies</li> <li>• Play a vital role for children to help close math achievement gaps and position them for long-term success in school and life</li> </ul>
<b>How do they get involved?</b>	Start the completing a MEC Math Corps application online at <a href="http://mieducation.org">mieducation.org</a> . Applications will open on April 4 <sup>th</sup> .

# Description of Internal Coach

<b>Role</b>	The Internal Coach is designated by an administrator and will be trained by MEC Math Corps to provide math support and oversight to the MEC Math Corps Interventionists. Internal Coaches will uphold the MEC Math Corps model and act as a liaison between school staff, the Interventionists, and the program.
<b>Person</b>	<p>An Internal Coach is an employee of the service site. An Internal Coach should have interest in and time available to dedicate to the program, including supporting members, completing required training, and participating in coaching sessions. It may be beneficial for an Internal Coach to be knowledgeable about interventions or math instruction.</p> <p>Challenges occur when this responsibility is assigned to staff without creating dedicated time during school hours for MEC Math Corps coaching. Administrators should review the requirements of the Internal Coach position with assigned staff prior to completing a site application.</p>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Average of 6-9 hours of coaching and Interventionist support (including adequate supervision) <u>per Interventionist</u> per month</li> <li>• Approximately 5 hours of required training             <ul style="list-style-type: none"> <li>Required training + coaching for <b>1 Interventionist</b> = approx. 0.1 FTE</li> <li>Required training + coaching for <b>2 Interventionists</b> = approx. 0.15 FTE</li> <li>Required training + coaching for <b>3 Interventionists</b> = approx. 0.2 FTE</li> </ul> </li> </ul>
<b>Training</b>	Internal Coaches are required to complete about 5 hours of training, and will have access to additional information and professional development through our learning management system, if needed. Training information will be sent to Internal Coaches before the start of the program year, and <b>must be completed within 14 calendar days or 10 business days</b> of an Interventionist starting service at the school/site.
<b>Responsibilities</b>	<p>Provide an <b>on-site orientation</b> for the Interventionist(s) to introduce them to your site. This includes:</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 MEC Math Corps Coaching Specialist.</p> <p><b>Develop a consistent weekly schedule</b> with the Interventionist that accounts for the daily and weekly hours commitment of their position: Full-Time (FT) Interventionist serves 37.5 hours/week; and a Part-Time (PT) Interventionist serves 21 hours/week. 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 MEC 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 MEC Math Corps Coaching Specialist</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 MEC Math Corps Coaching Specialist visits depending on the site's needs &amp; Internal Coach's experience with MEC Math Corps. Additionally, MEC Math Corps Coaching Specialists, Internal Coaches, and Interventionists engage in discussions and review of student data/progress. "Visits" can be defined as in-person or virtual.</p> <p>Work closely with MEC 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 regarding confidentiality, safety, dress code, attendance, etc.</p>

As needed, participate in **special site visits** to highlight and demonstrate the effectiveness of the MEC Math Corps program, as applicable. These site visits may include media, legislators, corporations, funders, MEC Advisory Board, etc.

**Approve Interventionist timesheets** once every two weeks and complete an **Interventionist performance evaluation** two times per year.

Complete a **semi-annual online program survey** and participate in **semi-annual site visits** with MEC program staff. Advance notice will be provided.

# The Cost of MEC Math Corps

The chart below breaks down the cost associated with MEC Math Corps.

Description of cost	MEC pays	Site pays*
MEC Participation Fee**		✓
Interventionist recruitment efforts	✓	
Background checks on Interventionists	✓	***
Interventionist living allowance & benefits	✓	
Worker's Compensation / AD&D policy for Interventionists	✓	
Interventionist transportation costs to attend MEC Math Corps-required training	✓	
Interventionist transportation costs 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, stickers)		✓
Computer with video camera, and Internet access for Interventionist and Internet access for Interventionist (whether in-person or virtual)		✓
Workspace for the Interventionist, including locked storage cabinet (in-person)		✓
Salary of Internal Coach to fulfill MEC Math Corps responsibilities, including required training		✓
Salary of Math Corp Coaching Specialists and Program Staff to fulfill MEC Math Corps responsibilities	✓	
MEC Math Corps manual, including assessment needs and intervention materials (math manipulatives)	✓	
Expenses related to Internal Coach attendance at MEC Math Corps training: <ul style="list-style-type: none"> <li>• Training content fees for regularly schedule MEC Math Corps trainings</li> <li>• Training content fees for make-up MEC Math Corps trainings (approx. \$75/hr.)</li> <li>• Travel expenses, if applicable (e.g. mileage, pay, etc.)</li> </ul> Salary of Internal Coach to attend training days, if applicable	✓	✓

\* The expenses incurred by a site for participating in MEC Math Corps are considered in-kind contribution by the site. If this is a barrier to partnership, please contact the MEC Executive Director, Dr. Holly Windram, at [hwindram@hopenetwork.org](mailto:hwindram@hopenetwork.org).

\*\* MEC charges a \$5,000 per Interventionist fee for each Interventionist awarded to each school. Example funding options include Title 1, 31a, Additional Time Grant, and ARP PATHS funds.

\*\*\*If site or district policy requires a background check above and beyond what is conducted by MEC, that fee is not paid by the program, nor may it be passed on to the Interventionist. It is expected the site or district will cover any additional background checks.

# Michigan Education Corps Participation Fee

MEC is non-profit. MEC charges a \$5,000 fee per Interventionist as part of the agreement with sites to receive the MEC Math Corps program. The fee is \$5,000 per 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 for the participation fee 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.

MEC does not reimburse the \$5,000 participation fee once an Interventionist has tutoring minutes (regardless of how many minutes) with one or more students. 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. *It is prohibited for schools to hire the Interventionist while they are serving their AmeriCorps term of service. MEC will not reimburse a school or district if the AmeriCorps member is hired by the school or district, nor will MEC replace the Interventionist, unless school or district is willing to pay an additional \$5,000 participation fee.*

In some cases, a part-time Interventionist can only replace a full-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 MEC 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, MEC WILL CHARGE* the participation fee for the number of Interventionists agreed upon in the site agreement.

# Next Steps to Partnering with MEC Math Corps

## Prepare to Submit Your Application

- ❑ Identify a staff member to serve as an Internal Coach, and review the expected responsibilities as described on page 10.
- ❑ Identify a staff member to serve as a Recruitment Contact and Interview Contact (if different).
- ❑ Determine the number of MEC Math Corps members and type for which to apply. Typically, one to two Interventionists are placed at a site.
- ❑ [Complete and submit your site application.](#) Site applications are reviewed on a rolling basis.

## After You Apply

- ❑ Receive communication with site award decisions and details.
- ❑ Communicate with MEC program staff to further discuss the partnership.
- ❑ [Complete the site onboarding training course.](#) Share this with the identified Internal Coach, teachers, and other relevant staff.
- ❑ Begin recruiting using the recruitment launch kit (provided to sites after the site agreement is signed).

## Before the Program Year Begins

- ❑ Sign the Site Agreement.
- ❑ Ensure the Internal Coach is ready to complete program-required tasks and training and has the capacity to dedicate 6-9 hours per member, per month.
- ❑ Educate staff about MEC Math Corps.
- ❑ Prepare to welcome MEC Math Corps Interventionist(s) to your site by determining a designated workspace and communicating with the MEC Math Corps Interventionist(s) once they are selected and prior to the start of training. Interventionist contact information will be sent prior to the start of training.

