

**ADMINISTRATIVE CIRCULAR NO. 51**  
Office of the Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 13, 2015

**To:** Senior High Principals, School Site Counselors, AVID Coordinators,  
Math and Science Department Chairs, Future Educators Club Advisors

**Subject:** SAN DIEGO EDUCATION FUND SCHOLARSHIP PROGRAM

- SUPERINTENDENT’S TEACH SAN DIEGO SCHOLARSHIP
- FUTURE EDUCATOR SCHOLARSHIP
- SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) SCHOLARSHIP

**Due Date:** March 23, 2015

**Reference:** San Diego Education Fund (SDEF)

**Action Requested:** Discuss application process with your staff and encourage graduating seniors to apply for scholarships prior to the due date.

**Brief Explanation:**

*Future Educators Scholarships* and the *Superintendent’s Teach San Diego Scholarship* are offered to provide the San Diego Unified School District with an ongoing source of qualified teachers from under-represented groups. The SDEF provides support to students for up to five years of post-secondary training, including four years of undergraduate education and a one-year program leading to a teaching credential. Counseling and mentoring are provided as a part of the program. Students who will graduate in June 2015 are eligible to apply. Funds are paid directly to students in the form of a stipend that may be used to defray expenses related to their education.

Students who apply for these scholarships must have satisfactory citizenship and academic grades, demonstrate community involvement, and have positive references from school staff and community members. They must also demonstrate financial need, sign a letter of intent to pursue a course of study leading to a teaching credential and seek employment as a teacher with the San Diego Unified School District. Scholarship recipients must attend a college or university in San Diego County.

Funding for stipends for the Future Educators Scholarship Program comes from the San Diego Education Fund (SDEF), a nonprofit organization, whose Board of Directors has volunteered to solicit donations from individuals, foundations, corporations and federal grants, as well as contributions from educators. Funding for the stipends for the Superintendent’s Teach San Diego Scholarship is currently provided by Superintendent Cindy Marten.

*Virginia Mashin Scholarships in Mathematics and Science* will be awarded with funding from the estate of educators Virginia and Jack Mashin. The Mashins left a gift of \$688,000 for the

principal to be invested and the income used to issue perpetual scholarships. Virginia was a district math specialist and a calculus teacher at Kearny High School. After her retirement she tutored students in math. She received numerous awards from the San Diego Mathematics Council. Jack Mashin was a coach for over 60 years and is a member of the Coaches Hall of Fame. The Mashins did not have children and lived a frugal life so they could leave a legacy for District students.

*Two additional Jack and Virginia Mashin Scholarships* will be awarded in math and science. In addition to the scholarship funds, the SDEF will provide counseling and mentoring for all students who must attend a college or university in San Diego County.

*STEM Scholarships* will be awarded this year to students who will major in science, technology, engineering or mathematics and attend a college or university in San Diego County. In addition to the scholarship funds, scholarship recipients will receive counseling and mentoring from the San Diego Education Fund. The number of scholarships will depend on the donations received for this program annually.

Attached are application guidelines and materials for the Superintendent's Teach San Diego Scholarship, the Future Educator Scholarship (Attachment 1) and the Science, Technology, Engineering, and Mathematics Scholarship Programs (Attachment 2).

The completed application materials must be received **no later than 5 p.m., Monday, March 23, 2015**. Please send to:

**Mary Castleberry**  
**Eugene Brucker Education Center**  
**4100 Normal Street, Room 3251**  
**San Diego, CA 92103-2682**

A committee will screen applications and select final candidates for an interview.

Questions regarding the application process and requests for additional application materials should be directed to Mary Castleberry, a retired administrator who is a SDEF counselor and mentor at [marycberry@sbcglobal.net](mailto:marycberry@sbcglobal.net), or (858) 752-9771.

APPROVED:



Jenny Salkeld  
Chief Financial Officer

MC:jnn

Attachments

Distribution: Lists B, F, and O

# **SAN DIEGO EDUCATION FUND**

## **SUPERINTENDENT'S TEACH SAN DIEGO SCHOLARSHIP FUTURE EDUCATOR SCHOLARSHIP**

### **Application Information**

Purpose of the Future Educator/Superintendent's Teach San Diego Scholarship Program:

The San Diego Unified School District plans to hire teachers representing the diversity of the students in the District. Many bright students who show promise as prospective teachers cannot afford the expense of attending institutions of higher education. The purpose of the scholarship program is to recruit and provide incentives to attract promising high school students to the teaching profession.

Scholarship recipients who successfully complete degree and credential requirements will be given priority consideration for employment with the district dependent upon district need at the time of certification.

#### Minimum Requirements

To be eligible applicant must:

- Commit to teach in the San Diego Unified School District for at least three years
- Graduate from a school in the San Diego Unified School District in the spring of 2015
- Be a United States citizen or have permanent residency status
- Attend college in San Diego County.
- Demonstrate financial need.
- Pursue a college course of study leading to a teaching credential
- Remain in contact with the San Diego Education Fund throughout college and for three years after receiving credential
- Provide information for the San Diego Education Fund to maintain a data base regarding its scholarship recipients
- Participate in two SDEF scholar activities during the year, if selected as a recipient

#### Criteria for Selection

Selection will be based on your high school record, your application, recommendations, demonstrated community service or leadership skills, participation in extracurricular activities, and/or work experience. Financial need and membership in high school Future Educators Clubs will also be considerations. Following a review of application materials, a panel of representatives from the San Diego Education Fund will interview finalists.

#### Funding Level

Funding for recipients attending a local community college is \$1,000 per year. Funding for recipients attending a four-year university is \$2,000 per year. Scholarships are renewable each year up to five years based on good academic standing and approved course of study.

For more information, you may call Mary Castleberry at (858) 752-9771 or by email at [marycberry@sbcglobal.net](mailto:marycberry@sbcglobal.net).

## Application Material

Included in this packet you will find the following:

- Scholarship Application Form** Please complete this form (type or print legibly).
- Application Essay Form** Complete the essay using your own words.
- Two reference forms.** At least one reference must be from a teacher or your school principal. The other reference may include a teacher, an employer, a religious leader, etc. Parents or family members are **not** acceptable references. Distribute one form to each of your two chosen references and ask them to return the completed reference to you in a sealed envelope with their signature on the flap. Include these two references in your application packet
- Application Checklist:** Before submitting your application, use the **checklist** to ensure you have completed all the necessary paperwork. You do not need to include the checklist.

You must also include:

- Financial Need Evidence** A copy of your completed FAFSA, including the section that shows family income must be attached.
- Your official high school transcript**
- A wallet size head photo**

## Deadline for Receiving Application Materials

Application materials must be received **no later than 5 p.m., Monday, March 23, 2015.**

Please note: **The review committee will consider only applications received by the deadline.**

*Delay in mail service is not an acceptable excuse for lateness*

## Time Line for Selection

Notification to applicants will be made after April 10, 2015.



At which grade level are you interested in teaching?

Elementary (K-6)\_\_\_\_Middle (6-8)\_\_\_\_Senior High (10-12) \_\_\_\_Undecided \_\_\_\_

If you checked middle or senior high, which subject(s) are you interested in teaching?

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List any community service activities in which you have participated (e.g., working for a charity organization, church or other volunteer work):

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List extracurricular activities you have been involved in and indicate your role (e.g., class treasurer, member of the Science Club, cheerleading, sports, clubs (other than FEA), etc.)

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List any work experience below:

Name of  
Employer

Dates of  
Employment

Hours  
per Week

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Is there something we should know about you that is not revealed in the preceding questions?

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My signature below certifies that all information on this application is true to the best of my knowledge. I intend to pursue a course of study leading to a teaching credential in a college or university in San Diego County. Upon completion of my college and credential program, I will seek employment with the San Diego Unified School District. I agree to a possible selection interview, and if selected, I am willing to participate in news-related publicity. I agree to keep in contact with the San Diego Education Fund for three years after receiving my teaching credential.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent of Guardian: \_\_\_\_\_ Date \_\_\_\_\_

**Return this form along with your essay, copy of your FAFSA, references, and transcript by 5:00 p.m Monday, March 23, 2015 to:**

**Attn: Mary Castleberry  
Eugene Brucker Education Center, Room 3251  
4100 Normal Street  
San Diego, CA 92103-2682**

## APPLICATION ESSAY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

In the space below (or as an attachment), please provide an essay that describes why you would like to become a teacher and how receiving a scholarship would bring you closer to achieving this goal. The essay should provide evidence of a passion for serving youth in the community, and include a description of a teacher who inspired you.



## SCHOLARSHIP REFERENCE FORM

The person whose name appears below has applied for a scholarship to begin studies toward a teaching credential and has listed your name as a reference. Please complete the information below and return this form in a sealed envelope to the student who requested this reference.

Applicant's Name: \_\_\_\_\_

Your relationship to applicant: \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In two or three short paragraphs**, please indicate why or why not the applicant deserves a scholarship award to become a teacher. Your observations should be focused on those qualities possessed (or not) by the applicant necessary to be a potential educator: desire to teach, leadership, warmth, ability to communicate effectively, persistence, dedication, intellectual curiosity, and academic achievement.

Overall recommendation (please check one):

\_\_\_\_ Excellent potential    \_\_\_\_ Good potential    \_\_\_\_ Fair potential

## SCHOLARSHIP REFERENCE FORM

The person whose name appears below has applied for a scholarship to begin studies toward a teaching credential and has listed your name as a reference. Please complete the information below and return this form in a sealed envelope to the student who requested this reference.

Applicant's Name: \_\_\_\_\_

Your relationship to applicant: \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In two or three short paragraphs**, please indicate why or why not the applicant deserves a scholarship award to become a teacher. Your observations should be focused on those qualities possessed (or not) by the applicant necessary to be a potential educator: desire to teach, leadership, warmth, ability to communicate effectively, persistence, dedication, intellectual curiosity, and academic achievement.

Overall recommendation (please check one):

Excellent potential  Good potential  Fair potential

# **FUTURE EDUCATOR/SUPERINTENDENT'S SCHOLARSHIP PROGRAM**

## **CHECKLIST**

**Use this checklist to be sure you have completed all parts of the application process.**

**In your completed application packet, did you include?**

- Scholarship Application form
- Application Essay
- Financial Aid Evidence (FAFSA, including the section that shows family income)
- Two references
- Official copy of your high school transcript
- Wallet size head shot photo

Send application packet to:

**Mary Castleberry  
Eugene Brucker Education Center, Room 3251  
4100 Normal Street  
San Diego, CA 92103-2682  
Due by 5 p.m., Monday, March 23, 2015**

**SAN DIEGO EDUCATION FUND  
SCIENCE, TECHNOLOGY, ENGINEERING, AND  
MATHEMATICS SCHOLARSHIP PROGRAMS**

**Application Information**

The San Diego Education Fund oversees several scholarships to support students in their pursuit of science, technology, engineering, and mathematics degrees. The three scholarship programs are:

- Virginia Mashin Mathematics Scholarships
  - Jack and Virginia Mashin Mathematics and Science Scholarships
  - Science, Technology, Engineering and Mathematics (STEM) Scholarships.
1. *Two Virginia Mashin Mathematics Scholarships* will be awarded this year to one female student and one male student who will major in mathematics and attend a college or university in San Diego County. In addition to the scholarship funds, scholarship recipients will receive counseling and mentoring from the San Diego Education Fund.
  2. *Two Jack and Virginia Mashin Scholarships* will be awarded this year to one female student and one male student who will major in mathematics or science and attend a college or university in San Diego County. In addition to the scholarship funds, scholarship recipients will receive counseling and mentoring from the San Diego Education Fund.

The Mashins left a gift of \$688,000 for the principal to be invested and the income to be used to grant perpetual scholarships. Virginia Mashin was district mathematics specialist and a calculus teacher at Kearny High School. After her retirement, she tutored students in math. She received numerous awards from the San Diego Mathematics Council. Jack Mashin was a coach for over 60 years and is a member of the Coaches Hall of Fame. The Mashins did not have children and lived a frugal life so they could leave a legacy for District students.

3. *STEM Scholarships* will be awarded this year to students who will major in science, technology, engineering or mathematics and attend a college or university in San Diego County. In addition to the scholarship funds, scholarship recipients will receive counseling and mentoring from the San Diego Education Fund. The number of scholarships will depend on the donations received for this program annually.

**MINIMUM REQUIREMENTS:**

The basis for selection shall include:

- Graduating from a school in the San Diego Unified School District in the spring of 2015.
- High academic achievement in all areas with demonstrated academic excellence in mathematics or science
- Meet the UC/CSU University admission requirements
- Demonstrate financial need
- Be a United States citizen or have permanent residency status

- Love of our country and devotion to our form of government
- Participation in both school and community activities
- Plan to attend a college or university in San Diego County
- Remain in contact with the San Diego Education Fund throughout college and for three years thereafter if selected as a recipient.
- Provide information for the San Diego Education Fund to maintain a data base regarding its scholarship recipients
- Participate in two SDEF scholar activities scheduled during the year if selected as a recipient.

#### Criteria for Selection

Selection will be based on your high school record, your application, recommendations, demonstrated community service or leadership skills, participation in extracurricular activities, and/or work experience and financial need. Following a review of application materials, a panel of representatives from the San Diego Education Fund will interview finalists.

#### Funding Level

Funding for the 2015-2016 school year is a total of \$2,500.00 paid in two installments of \$1,250.00 each. Scholarships are renewable each year up to four years based on good academic standing and approved course of study. The amount of the award may change from year to year.

For more information, you may contact Mary J. Castleberry at [marycberry@sbcglobal.net](mailto:marycberry@sbcglobal.net) or (858) 752-9771.

## **Application Material**

Included in this packet you will find the following:

- Scholarship Application Form.** Please complete this form (type or print legibly).
- Application Essay Form.** Complete the essay using your own words.
- Two reference forms:** At least one reference must be from a mathematics teacher for the Virginia Mashin Mathematics Scholarships; at least one reference must be from a mathematics or science teacher for the Jack and Virginia Mashin Scholarships as well as the STEM Scholarships. The other reference may include a school principal, teacher, an employer, a religious leader, etc. Distribute one form to each of your two chosen references and ask them to return the completed reference to you in a sealed envelope with their signature on the flap. Include these two references in your application packet.
- Application Checklist:** Before submitting your application, use the **checklist** to ensure you have completed all the necessary paperwork. You do not need to include the checklist

You must also include:

- Financial Need Evidence Form.** Attach copy of completed FAFSA including the section that shows family income.
- Your official high school transcript**
- A wallet size head photo**

## **Deadline for Receiving Application Materials**

Application materials must be received **no later than 5 p.m., Monday, March 23 2015.**  
Please note: **The review committee will consider only applications received by the deadline.**  
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## **Time Line for Selection**

Notification to applicants will be made by April 10, 2015.



List any community service activities in which you have participated (e.g., working for a charitable organization, church or other volunteer work):

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List extracurricular activities you have been involved in and indicate your role (e.g., class treasurer, member of the Science Club, cheerleading, sports, clubs, etc.)

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List any work experience below:

Name of Employer	Dates of Employment	Hours per Week
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Is there something we should know about you that is not revealed in the preceding questions that would help us to decide to give you a scholarship?

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My signature below certifies that all information on this application is true to the best of my knowledge. I intend to pursue a course of study in mathematics or science. I agree to a possible selection interview, and if selected, I am willing to participate in news-related publicity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

**Return this form along with your essay, financial need evidence, references, and transcript by 5p.m. Monday, March 23, 2015 to:**

**Mary J. Castleberry  
San Diego Unified School District  
Eugene Brucker Education Center, Room 3251  
4100 Normal Street  
San Diego, CA 92103-2682**

**SAN DIEGO EDUCATION FUND  
SCIENCE, TECHNOLOGY, ENGINEERING,  
AND MATHEMATICS SCHOLARSHIP PROGRAMS**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

In the space below (or as an attachment), write an essay which describes how receiving this scholarship would bring you closer to achieving your goals.

**SAN DIEGO EDUCATION FUND  
SCIENCE, TECHNOLOGY, ENGINEERING AND  
MATHEMATICS SCHOLARSHIP PROGRAMS  
SCHOLARSHIP REFERENCE FORM**

The person whose name appears below has applied for a scholarship to begin studies towards a science, technology, engineering or mathematics degree and has listed you as a reference. Please complete the information below and return this form in a sealed envelope with your signature on the flap to the student who requested this reference.

Applicant's Name: \_\_\_\_\_

Your relationship to the applicant \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In two or three short** paragraphs, please indicate why or why not the applicant deserves a scholarship award. Your observations should be focused on those qualities possessed (or not) by the applicant necessary to achieve academic excellence and graduate with a degree in science, technology, engineering, or mathematics.

Overall recommendation (please check one):

\_\_\_\_ Excellent potential \_\_\_\_ Good potential \_\_\_\_ Fair potential

**SAN DIEGO EDUCATION FUND  
SCIENCE, TECHNOLOGY, ENGINEERING AND  
MATHEMATICS SCHOLARSHIP PROGRAMS  
SCHOLARSHIP REFERENCE FORM**

The person whose name appears below has applied for a scholarship to begin studies towards a science, technology, engineering or mathematics degree and has listed you as a reference. Please complete the information below and return this form in a sealed envelope with your signature on the flap to the student who requested this reference.

Applicant's Name: \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Your relationship to the applicant? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In two or three** short paragraphs, please indicate why or why not the applicant deserves a scholarship award. Your observations should be focused on those qualities possessed (or not) by the applicant necessary to achieve academic excellence and graduate with a degree in science, technology, engineering, or mathematics.

Overall recommendation (please check one):

\_\_\_\_ Excellent potential \_\_\_\_ Good potential \_\_\_\_ Fair potential

**SAN DIEGO EDUCATION FUND  
SCIENCE, TECHNOLOGY, ENGINEERING, AND  
MATHEMATICS SCHOLARSHIP PROGRAMS**

**CHECKLIST**

**Use this checklist to be sure you have completed all parts of the application process.**

**In your completed application packet, did you include?**

- Scholarship Application Form
- Application Essay
- Financial Aid Evidence (FAFSA), including section that shows family income
- Two references with at least one from your mathematics or science teacher
- Official copy of your high school transcript
- Wallet size head shot photo
- Did you send the application packet to:

**Mary J. Castleberry  
\*Eugene Brucker Education Center, Room 3251  
4100 Normal Street  
San Diego, CA 92103-2682  
Due by 5 p.m. Monday, March 23, 2015**