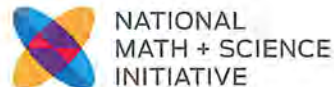


**LETTER OF AGREEMENT**  
**BETWEEN**  
**KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION**  
**AND**  
**JEFFERSONTOWN HIGH SCHOOL/JEFFERSON COUNTY PUBLIC SCHOOLS**

To Implement AdvanceKentucky  
Kentucky's Affiliate to the National Math and Science Initiative (NMSI)  
College Readiness Program



This AdvanceKentucky Letter of Agreement is entered into as of February 18, 2015 by and between **Kentucky Science and Technology Corporation (KSTC)** a Kentucky nonprofit corporation, and **Jeffersontown High School/Jefferson County Public Schools** and documents the role of the **Jeffersontown High School/Jefferson County Public Schools** and **Kentucky Science and Technology Corporation** with respect to a multi-year replication the National Math and Science Initiative College Readiness Program.

**SECTION 1.0 – TERM OF AGREEMENT**

The Term of the Agreement shall commence on June 1, 2015 and end on July 31, 2018, subject to annual renewals between **Jeffersontown High School/Jefferson County Public Schools** and the **Kentucky Science and Technology Corporation** based on ongoing performance and pending availability of funding. KSTC is authorized to implement the program through an ongoing association with the National Math and Science Initiative.

**SECTION 2.0 - RECITALS**

- a) The *National Math and Science Initiative* (NMSI) was formed in 2006 to address one of this nation's greatest economic and intellectual threats: the declining number of students who are prepared for and take rigorous college courses in mathematics and science. To flourish in the 21st century, the United States must continue to generate intellectual capital that can drive the research and development activities that fuel the economic engine of our future prosperity. The primary goal of NMSI and **Kentucky Science and Technology Corporation** is to increase the number of students scoring 3 or higher on AP math, science and English exams. This mission is served by partnering with **Kentucky Science and Technology Corporation** to support Kentucky schools that are committed to fully engaging in this open enrollment approach.
- b) **Kentucky Science and Technology Corporation** is a non-profit corporation that oversees the coordination, planning, management, implementation and funding of AdvanceKentucky, its teacher training and incentive program involving the College Board's Advanced Placement Program (AP) in mathematics, science, and English (MSE) courses and pre-AP preparation for these courses. This program includes extensive formal and informal training of teachers, additional time on task for students, financial incentives based on academic results, cultivation of teachers who provide leadership to the Program by mentoring other teachers, and measurement and accountability for results. The overall goals are to increase the number of students receiving qualifying scores on MSE AP Exams as a measure of college preparation, increase the number of

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students taking MSE AP Exams, and increase the number of students attending and graduating from college – including a focus on inclusion of students traditionally underrepresented in AP.

- c) *Based on the continued and proven success of the program under AdvanceKentucky, Kentucky Science and Technology Corporation* solicited responses from eligible public schools that were interested in operating the Program in a given school, including *Jeffersontown High School/Jefferson County Public Schools*.
- d) *Jeffersontown High School/Jefferson County Public Schools* provided an application to *Kentucky Science and Technology Corporation* describing how it intends to implement and operate the Program in its school with full integrity to the concept of open enrollment.
- e) *Kentucky Science and Technology Corporation* conducted an initial assessment of the *Jeffersontown High School/Jefferson County Public Schools* Advanced Placement program to ascertain the School's focus, commitment, and potential for success in the implementation and management of the open enrollment model, with a particular focus on adopting an open enrollment approach serving many more students traditionally underrepresented in AP.
- f) *Kentucky Science and Technology Corporation* has determined that committing Program funding to support *Jeffersontown High School/Jefferson County Public Schools* for the purposes of and on the terms and conditions stated in this Agreement and related teacher-specific agreements will further the stated purposes of increasing the number of qualifying scores on AP Exams in MSE.
- g) *Jeffersontown High School/Jefferson County Public Schools* agrees to implement and support proven strategies outlined in the Program to significantly increase the number of students receiving qualifying scores on MSE AP Exams, to increase the number of students taking MSE AP Exams, and to use the funds paid to the school solely to operate the program in accordance with *Kentucky Science and Technology Corporation's* directions and requirements under the AdvanceKentucky Program, as further described below.



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In furtherance of the previously stated goals, both parties recognize the following key components of AdvanceKentucky that have demonstrated success.

### **SECTION 3.0 – KSTC OPERATIONAL EXPECTATIONS**

In addition to the Elements of Success (***Attachment A***) both parties recognize the following components and strategies to realize the successful implementation of the Program:

- a) **An effective Kentucky-based non-profit organization that will manage and implement the teacher training and incentive programs for Program Schools by providing:**
  - i. *Content Area Support*: Experienced and well-respected staff and teacher trainers with first-hand familiarity and success in building successful MSE AP programs;
  - ii. *Logistical Support*: to maximize the use of technology, materials and resources necessary for a successful MSE AP incentive program;
  - iii. *Goal Setting*: A results-oriented culture characterized by measuring the number of students taking and succeeding in AP and Pre-AP courses across all demographics.
- b) **Administrative support from Program Schools that will address:**
  - i. *Culture*: Cultivate, support, and maintain a culture of high expectations for teachers and students that is inclusive, i.e., embraces an open enrollment approach;
  - ii. *Course Scheduling*: Establish MSE AP and supporting Pre-AP courses as priority in annual master scheduling and support annual offerings of available MSE AP courses. Generally, AP math and science courses in particular should be year-long. Offer AP English Language/Composition in the junior year and AP English Literature/Composition in the senior year. Reduce scheduling conflicts that hinder enrollment in AP courses, e.g., avoid clustering MSE AP courses in the senior year.
  - iii. *Growth of AP Programs*: Over the duration of the grant build upon current AP offerings by adding/considering additional AP classes:
    - Computer Science
    - Biology
  - iv. *Pre-AP Program*: Identify specific courses in grades 9-10 as pre-AP courses taught by teachers with relevant pre-AP training; establish pre-AP pathways for all MSE courses starting in Grade 8, with outreach to the 7<sup>th</sup> Grade as course schedules are determined.
  - v. *Teacher Professional Development*: Actively recruit highly qualified teachers to participate in Pre-AP and AP professional development and training;
  - vi. *Student Recruitment*: Actively recruit all students to be a part of the AP program with specific attention to the following areas:
    - *Underrepresented Students*: Create access to AP for underrepresented school populations and recruit underrepresented school populations.
    - *Student Recruitment and Preparation*: AP recruitment strategies that include both near-term and longer-term enrollments, e.g., data analyses in both high school and middle school pre-AP courses, conduct AP Parent nights for middle and high school, etc.
    - *Remove Barriers to AP Participation*: Remove district, school, or department policy, extraordinary summer reading or assignments, course entrance exams, grade or GPA requirements, or gate-keeping of any kind that directly or indirectly hinders AP participation.

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- vii. District/school calendars: implement a school calendar that supports Advanced Placement—graduation scheduled after AP exams are complete; prom, end of year concerts, etc. scheduled well before AP exams or after.
- viii. Accurate Data Reporting: Provide the **Kentucky Science and Technology Corporation** with data, documentation, and Program information in a timely and meaningful fashion. (*Attachment B*).

c) **A Classroom Experience that includes:**

- i. High Expectations: High expectations regarding open enrollment and student academic achievement;
- ii. Qualified Faculty: As needed hire/assign highly qualified AP faculty who are trained at College Board conferences and AP Summer Institutes, have College Board approved (audited) syllabi, and adopt the AP philosophy of equity and access.
  - o Ensure that teachers are not assigned additional duties/assignments that require time out of class in the spring—prom, graduation, etc.
  - o Reassign teachers who consistently fail to produce qualifying scores of 3, 4, 5 on AP exams
  - o Support teachers by providing access to advanced level, content-focused teacher training that supports AP and pre-AP classrooms.
- iii. Exam Expectations: as a school-wide strategy encourage students taking AP courses to also take the relevant AP exams and to encourage the following:
  - o avoid exam exemptions for MSE AP courses;
  - o weight or otherwise recognize rigor of AP course grades in calculating GPAs.
  - o Good faith efforts to administer mock exams that closely replicate the AP exam experience.
- iv. Technology and Instructional Materials: Supply math, science, and English departments with equipment, technology, supplies, and college-level texts that are essential to success in AP.
- v. Science Labs: Develop a plan to provide adequate lab time, equipment and materials for AP science courses.



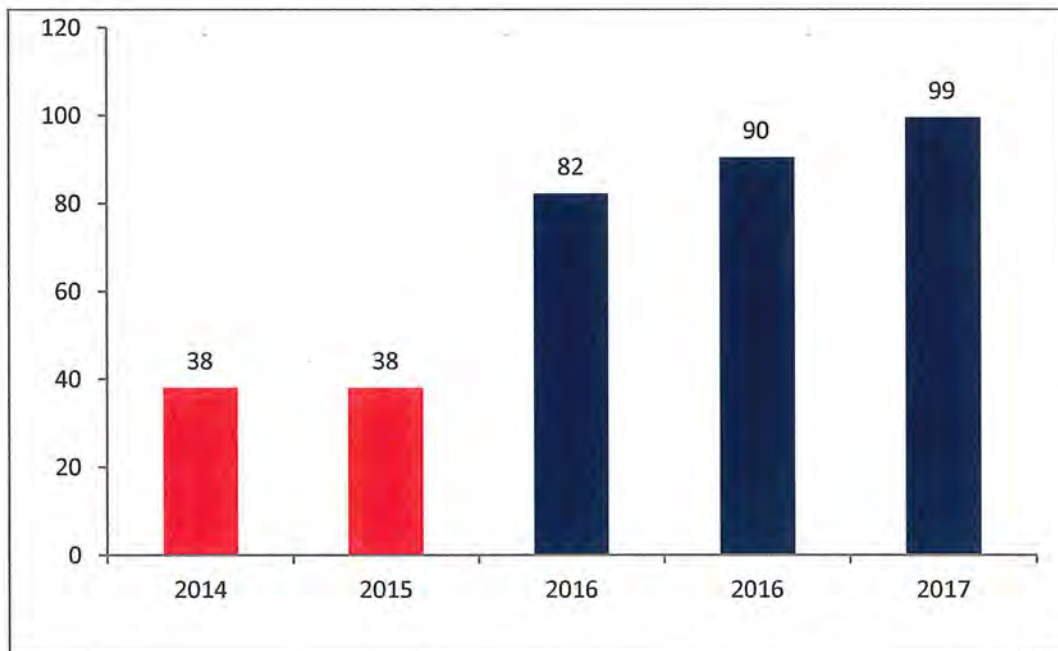
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**SECTION 4.0 – AP MSE PROGRAM GOALS FOR JEFFERSONTOWN HIGH SCHOOL**

- a) Both parties firmly support the goals of KSTC/AdvanceKentucky that center around **Open Enrollment**, namely to have more students prepare for, take and earn qualifying scores on AP MSE exams.
- b) **SCHOOL GOALS:** Increase the number of qualifying scores on AP exams in math, science and English from 38 to 101. Specific annual goals for your School are contained in the chart below.

***PROJECTED AP SCORES of 3 or GREATER***

*in math, science, and English for Jeffersontown High School*



*Note: The 2014 data is actual baseline; 2015 is a place holder number and does not generate any incentive or bonus payments; all others are school-wide goals during the life of this Agreement.*

- c) **GOAL SETTING.** The 2016 Goal noted above will be the same goal used in setting the Administrator and AP Coordinator Threshold Bonus Goal.

*While the above annual goals remain in effect, the 2017 and 2018 Threshold Goals for these two positions will be set in consideration of the higher among three options:*

- (1) The goal set above; or*
- (2) 10% above previous year AP MSE qualifying scores earned by the school; or*
- (3) The sum of the \$1,000 teacher threshold bonus goals set for your MSE AP teachers.*

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**SECTION 5.0 - AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing and the mutual obligations created hereby, ***Kentucky Science and Technology Corporation*** and ***Jeffersontown High School/Jefferson County Public Schools*** agree as follows:

Each year beginning June 1, 2015 and continuing until July 31, 2018, under mutually agreed upon annual renewals of the terms of this Agreement and pending availability of funds, ***Kentucky Science and Technology Corporation*** will provide the following to, or for the benefit of, ***Jeffersontown High School/Jefferson County Public Schools***:

**a) Stipends, incentives and threshold bonuses:**

- i. Each designated *MSE AP teacher* will receive up to a \$500 stipend in return for participating in specific activities. See [Attachment C](#) for sample LOA with these individuals.
- ii. Each designated *MSE AP teacher* will receive \$100 for each student's MSE AP Exam score of 3 or higher. The \$100 will be paid for scores earned by students who appear on the teacher's AP class roster and only for the AP Exams in the subject(s) for which the teacher was approved in advance for this incentive funding. See [Attachment C](#).
- iii. Designated *MSE AP teachers* also will have an opportunity to receive a threshold bonus of \$1,000 based on the total number of that teacher's students receiving an AP Exam score of 3 or higher. A separate LOA for each designated MSE AP teacher detailing in advance the threshold bonus number will be issued by *Kentucky Science and Technology Corporation* by late Fall of each school year. See [Attachment C](#).
- iv. *Students* will receive \$100 for each MSE AP Exam score of 3 or higher. The \$100 will be paid for scores earned by students appearing on the approved teacher's AP class roster and only for the AP Exams in the subject(s) for which the teacher was designated as eligible for funding by KSTC in advance.
- v. Three (3) *Content Coordinators* (AP Teachers) in math, science, and English will serve ***Jeffersontown High School/Jefferson County Public Schools*** and receive a stipend paid by ***Kentucky Science and Technology Corporation*** to ***Jeffersontown High School/Jefferson County Public Schools*** See [Attachment D](#) for sample LOA with each of these individuals.
- vi. A designated school administrator will have an opportunity to receive a threshold bonus of \$1,000 based on the total number of students in all MSE AP courses receiving an AP Exam score of 3 or higher. A separate LOA for the administrator detailing threshold bonus numbers will be issued by *Kentucky Science and Technology Corporation* by late Fall each school year. See [Attachment E](#) for sample LOA with this individual.
- vii. A designated school AP Coordinator will have an opportunity to receive a threshold bonus of \$700 based on the total number of students in all MSE AP courses receiving an AP Exam score of 3 or higher. The contract detailing threshold bonus numbers will be issued by *Kentucky Science and Technology Corporation* by late Fall each school year. See [Attachment F](#) for sample LOA with this individual.



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**b) Teacher training costs and exam fees:**

- i. Funding for up to 50% of all AP MSE Exams not covered by other sources. This amount subject to change pending state and federal policies relative to the Federal Fee Waiver grant that may apply to AP exam fees; after the first year this amount may be negotiated pending available funding sources.
- ii. Funding for registration fees for all designated MSE AP teachers to attend College Board AP Summer Institutes (5-days) and AdvanceKentucky 2-day Fall Forum training; equivalent KSTC-approved training can be substituted for the College Board AP Summer Institutes and for AP teachers. (Schools pay associated travel expenses.)
- iii. Funding for registration fees for up to **five** Pre-AP teachers per school to attend Pre-AP trainings sponsored by AdvanceKentucky. (Schools pay associated travel expenses.)

**c) Student study sessions and equipment and supplies costs:**

- i. Three MSE AP Study Sessions for students per MSE AP course: these sessions can occur over three Saturdays or some other combination as determined by ***Kentucky Science and Technology Corporation, Jeffersontown High School/Jefferson County Public Schools*** and the Content Coordinator(s).
- ii. ***Kentucky Science and Technology Corporation*** will reimburse for technology directly supportive of MSE AP courses up to a base of \$5,000 per school per year plus up to \$25 per actual enrollment in AP MSE courses or capped at enrollment projections, whichever is less. The base is reduced to \$4,000 and \$3,000 in later years of the award.

**d) *Kentucky Science and Technology Corporation* also will implement, manage, and report the results of the Program in collaboration with *Jeffersontown High School/Jefferson County Public Schools* as outlined below:**

- i. Create and provide all forms needed for the Program.
- ii. Provide detailed reports on the results of the Program to external sponsors and ***Jeffersontown High School/Jefferson County Public Schools***, including how all incentives are to be allocated based on reported performance.
- iii. Assist ***Jeffersontown High School/Jefferson County Public Schools*** in recruiting qualified AP and Pre-AP teachers for the Program.
- iv. Annually review each AP teacher's performance based on relevant AP exam results and whether or not they carried out their designated responsibilities that are conditions of earning the AP Teacher stipend. MSE AP teacher responsibilities are listed in the sample LOA in ***Attachment C***.
- v. Assist Program schools in recruiting and developing MSE Content Coordinators.
- vi. Communicate regularly with Content Coordinators and assist them in carrying out their responsibilities. Content Coordinator responsibilities are listed in sample LOA in ***Attachment D***.
- vii. Award earned bonuses to each AP teacher based on AP qualifying scores reported by College Board in comparison to pre-set threshold goals and disburse the bonuses as agreed upon with ***Jeffersontown High School/Jefferson County Public Schools***.
- viii. Award earned bonuses to designated Administrator and AP Coordinator based on MSE AP qualifying scores reported by College Board in comparison to pre-set threshold levels posted in annual LOAs. Designated Administrator and AP Coordinator responsibilities are listed in sample LOAs in ***Attachments E and F***.
- ix. Provide curricular support as needed to MSE pre-AP and AP teachers and Content Coordinators and AP Coordinators in the Program.
- x. Provide assistance and relevant data for School administration.



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- xi. Provide Student Study Session assistance including planning all sessions and providing appropriate logistical support.
  - xii. Provide Vertical Team meeting assistance for Pre-AP and AP teachers in the Program.
  - xiii. Provide access to state and national experts for relevant training and consulting needs.
  - xiv. Purchase agreed upon Program materials as feasible.
  - xv. Follow general timeline of activities noted in *Attachment G*.
- e) Each year beginning in June of 2015 and continuing until July 31, 2018 under mutually agreed upon annual renewals of the terms of this Agreement and pending availability of funds, *Jeffersontown High School/Jefferson County Public Schools* agrees to do the following to promote maximum program efficiency and student results:
- i. Use the PLAN test results for all 10<sup>th</sup> graders, among other resources, to help identify students' capabilities for participating in rigorous MSE courses.
  - ii. Pay or arrange for payment of PLAN exam fees for all 10<sup>th</sup> grade Pre-AP students.
  - iii. Allow Content Coordinators to complete his/her extracurricular responsibilities in setting up Vertical Team meetings and Student Study Sessions.
  - iv. Pay for substitute days for MSE AP teachers to attend training, or hold training on staff development days. There are at most one day x # of AP MSE teachers of substitutes needed for each MSE AP teacher.
  - v. Provide support for MSE AP training sessions and Vertical Team meetings including but not limited to arrangement for facilities and other logistical assistance.
  - vi. Pay for all travel expenses for designated MSE AP teachers to attend College Board AP Summer Institutes (5-days) and AdvanceKentucky 2-day training; equivalent KSTC-approved training may be substituted for AP Summer Institutes for AP teachers.
  - vii. Pay for all travel expenses for up to five MSE Pre-AP teachers per school to attend AdvanceKentucky-sponsored summer institute; equivalent KSTC-approved training may be substituted for Pre-AP teachers.
  - viii. Assist student transportation when needed for Student Study Sessions on Saturdays or after school.
  - ix. Provide college-level textbooks, supplemental reading and support materials, appropriate and up-to-date equipment and software, laboratory supplies, and other curricular and training materials that can enhance and improve the success of MSE AP and Pre-AP classes.
  - x. Participate in College Board course audits for eligible AP MSE courses to ensure compliance with high standards.
  - xi. Annually report data to *Kentucky Science and Technology Corporation* that are necessary to measure the results of the Program as described in *Attachment B*.
  - xii. Formally authorize the release of annual results data to *Kentucky Science and Technology Corporation* pertinent to the Program as explained in *Attachment B*.
  - xiii. Collaborate with *Kentucky Science and Technology Corporation* on matters regarding the Program.
  - xiv. Support the effort of all Program participants during AP Exam preparation and testing, including establishing a testing environment conducive to success.



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**SECTION 6.0 – PROGRAM BUDGET & FUNDING PROCESS**

- a) **Program Budget** - In **Attachment G**, Kentucky Science and Technology Corporation provides a written funding scenario for *Jeffersontown High School/Jefferson County Public Schools* that outlines and identifies all Program costs supported by *Kentucky Science and Technology Corporation*, any donors, and the School. *Jeffersontown High School/Jefferson County Public Schools* shall comply with the budget scenario and *Kentucky Science and Technology Corporation* has the discretion to amend or revise pending compliance with the Program and unanticipated changes in personnel.
- b) **The Funding Process** - Pursuant to this Agreement and its Attachments, *Kentucky Science and Technology Corporation* is committing funding to assist *Jeffersontown High School/Jefferson County Public Schools* in implementing and operating the Program. Funding is provided to *Jeffersontown High School/Jefferson County Public Schools*, its designated Administrator, AP teachers and Content Coordinators, AP Coordinator, qualified students, and vendors to pay for eligible expenses, as identified in the **Attachment G** and subject to *Kentucky Science and Technology Corporation* verification and approval based on results. The General Timeline of Activities, Reports and Payments is outlined in **Attachment H**.

**SECTION 7.0 – GENERAL PROVISIONS**

- a) **Relationship of the Parties** - *Kentucky Science and Technology Corporation* is an independent corporation and, subject to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control and direct the performance of the services provided pursuant to this Agreement. The personnel and staff of *Kentucky Science and Technology Corporation (KSTC)* are employees of *KSTC* and shall not, for any purposes, be considered employees or agents of *Jeffersontown High School/Jefferson County Public Schools*

Nothing in this Agreement shall be deemed or construed to establish a partnership, joint venture, employer-employee relationship or any other relationship between the parties. To the extent permitted by state law, *Jeffersontown High School/Jefferson County Public Schools* shall indemnify KSTC against any damages and costs incurred by KSTC related to this Agreement. KSTC shall not be responsible for any debts or obligations of *Jeffersontown High School/Jefferson County Public Schools*, and shall not sign as a guarantor or co-signer on any instrument for *Jeffersontown High School/Jefferson County Public Schools*

- b) **Limitation on Liability**. To the fullest extent permitted by law and notwithstanding any other provision of this Agreement, neither KSTC nor KSTC's officers, trustees, partners, employees, agents, subcontractors or consultants shall be liable for any claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to this Agreement or the Program, included but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, or express or implied warranty of KSTC.

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c) **Financial Contacts:** For financial transactions, the following people should be contacted:

**For KSTC:**

John Wehrle  
Vice President - Finance  
KSTC  
PO Box 1049  
Lexington, KY 40588-1049  
[jwehrle@kstc.com](mailto:jwehrle@kstc.com)  
859-233-3502 ext 224  
Fax 859-259-0986

**For Program School District:**

J. Cordelia Hardin  
Chief Financial Officer/Treasurer  
Jefferson County Public Schools  
P.O. Box 34020  
Louisville, KY 40232  
[cordelia.hardin@jefferson.kyschools.us](mailto:cordelia.hardin@jefferson.kyschools.us)  
502-485-3200

d) **Incorporation of Attachments.** The following Attachments are hereby incorporated into and made part of this Agreement:

Attachment A: **NMSI Elements of Success**

Attachment B: **Authorization to Release Student Data**  
– *note additional signature required*

Attachment C: **MSE AP Teacher Sample LOA with KSTC**

Attachment D: **MSE Content Coordinator Sample LOA with KSTC**

Attachment E: **Designated Administrator Sample LOA with KSTC**

Attachment F: **AP Coordinator Sample LOA with KSTC**

Attachment G: **Estimated KSTC Program Funding and Other School Contribution Scenarios**

Attachment H: **Year 1 Timeline of Activities, Reports, and Payments**





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To Implement AdvanceKentucky

## ATTACHMENT A

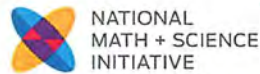
### Elements of Success



*...accelerating learning in math, science and English*

AN INITIATIVE OF  
KENTUCKY SCIENCE & TECHNOLOGY CORPORATION | KSTC

IN PARTNERSHIP WITH



College Readiness Program  
ELEMENTS OF SUCCESS



[education.ky.gov](http://education.ky.gov)

[nms.org](http://nms.org)

[advanceky.com](http://advanceky.com)



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## ATTACHMENT A

### Elements of Success

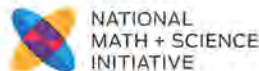
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*...accelerating learning in math, science and English*



IN PARTNERSHIP WITH



#### College Readiness Program ELEMENTS OF SUCCESS

AdvanceKentucky schools commit to simultaneously implementing the interrelated elements of the NMSI College Readiness Program described below.

#### *FOR STUDENTS (annually)*

- ▶ **Open Enrollments:** A culture of inclusiveness and preparation for more students to enroll in and be successful in Advanced Placement (AP)\* math, science and English (MSE) classes.
- ▶ **AP Courses in MSE:** Advanced Placement college-level courses in MSE subjects.
- ▶ **Student Time-on-Task:** Tutoring, 18 hours of extracurricular Student Study Sessions for each AP course and other supports made readily available to students.
- ▶ **Exam Fees:** Supplements to help cover 50% of AP exam fees not provided from other sources (such as KDE Federal Fee Waiver Grant). (School is asked to forego the local \$8 Administrative fee for each exam.)
- ▶ **Incentives:** \$100 per Qualifying Score (3, 4, or 5) on AP exams in MSE.
- ▶ **Structured Tutoring:** Schools that offer additional student supports see sustained achievement gains.
- ▶ **Counseling/Recruiting:** Supportive information (especially in the early grades) to help with student/family decisions to prepare for and enroll in AP.

#### *FOR TEACHERS, ADMINISTRATORS, AND SCHOOLS (annually)*

- ▶ **MSE Content Coordinators:** Stipend paid to each of three Coordinators to set up three student study sessions and implement four Vertical Teams meetings each year; supplement paid to schools hosting Study Sessions for multiple schools.
- ▶ **AP Teacher Mentors:** Master AP teachers mentor colleagues on relevant subject matter on a path to new learning among AP students (Fee paid to Mentor per mentee served).
- ▶ **AP Consultants/Contractors:** Stipends are paid for conducting an extracurricular study session.
- ▶ **Training:** Rigorous content-focused 5-day summer institute (or pre-approved equivalent) for all AP teachers (for first 2 years), annual 2-day Fall Forum training for AP teachers, and 4-day Laying the Foundation training for 5 Pre-AP teachers (suggesting at least one per MSE subject area) each for 3 yrs.
- ▶ **Vertical Teaming:** Four meetings where high school and middle school teachers collaborate in the skills preparation of students for success in AP classes.
- ▶ **Stipend & Incentives for AP Teachers:** Up to \$500 stipend to support additional responsibilities in extra training and teaching AP and \$100 per qualifying score achieved by students in their eligible AP classes.
- ▶ **Threshold Bonuses:** Achieving pre-set learning targets measured through Qualifying Scores (by course and by school) triggers bonus for AP teachers of \$1,000, and if school-wide goal is met \$1,000 for designated school administrator and \$700 for designated AP Coordinator.
- ▶ **Equipment & Supplies:** Up to \$5,000 base for equipment and \$25 per student enrolled in eligible AP classes. Equipment base cap for years 2 and 3 are \$4,000 and \$3,000 respectively.
- ▶ **Access to National NMSI and State AdvanceKY Networks**

\*Advanced Placement, AP and Pre-AP are registered trademarks of the College Entrance Examination Board.

## ATTACHMENT B

### Authorization to Release Data

#### Jeffersontown High School/Jefferson County Public Schools

Data is needed to verify results and track participation in the Advanced Placement Teacher Training and Incentive Program. **Jeffersontown High School/Jefferson County Public Schools** agrees to comply with all state and federal privacy laws with respect to the collection and sharing of data described below.

Permission is granted by **Jeffersontown High School/Jefferson County Public Schools** to release data\* on its program and services to **Kentucky Science and Technology Corporation** for all students who participated in AP MSE programs while enrolled at this secondary school. Data to be released include:

- School
- MSE AP Course Name
- MSE AP Teacher
- Number of Students Enrolled by MSE AP Course
- Enrolled Students in each MSE AP Course by Teacher† and by:
  - Student Name
  - State Student ID
  - Date of Birth
  - Gender
  - Ethnicity
  - Socio-Economic Status
  - ESL/ELL
  - Grade Level
  - Exam status (taker vs. non-taker)
  - Score on MSE AP Exam
  - Teacher-Projected Exam Score

Information will be released consistent with the Family Educational Rights and Privacy Act, *state law* and the **Jeffersontown High School/Jefferson County Public Schools District's** policy regarding the confidentiality of data. This authorization will include data for students graduating in 2014 through 2018.

**For Jeffersontown High School**  
Jefferson County Public Schools Superintendent

**NAME:** Donna M. Hargens, Ed.D.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
\*

Upon request, schools are to grant AdvanceKY written authorization via form letter to College Board access to online AP score reports from May AP exams: <https://scores.collegeboard.org/pawra/home.action>

†

Students need to identify the teacher of record on each AP exam taken in order to verify which students in his/her respective class has earned a qualifying score.



## ATTACHMENT C

### Sample AP Teacher LOA with KSTC

#### Teacher Name

AP (course name) / Jeffersontown High School/Jefferson County Public Schools

**I. AP Teachers Support the Goals of the AP Program with an Open Enrollment Approach**

- Student Access: Increase the number of students enrolled in math, science, English (MSE) AP courses.
- Student Success: Increase the number of students achieving a 3 or greater on MSE AP Exams.
- College Readiness: Serve the best interest of students to learn more for a better chance of success in college.
- High Expectations: Reach ambitious qualifying score goals but in a fair and reasonable manner.

**II. Expectations for AP MSE Teachers**

- Attend the four (4) scheduled vertical team meetings.
- Attend a two-day AdvanceKentucky Fall Forum teacher training.
- Attend a week-long AP Summer Institute or equivalent, as determined by KSTC.
- Tutor AP students for a minimum of four hours outside of class each month.
- Attend/observe and assist with three (3) Student Study Sessions, and regularly encourage all AP students to attend these Student Study Sessions.
- Teach the AP curriculum as outlined in the College Board guidelines and approved through your College Board Course Audit.
- Respond to AdvanceKentucky Content Director and the local AP Content Coordinator for your subject area as he/she carries out responsibilities to AdvanceKentucky, including keeping your personal data up-to-date in the online Data Reporting System and reporting your attendance as noted under the Stipend section below (payment of stipend is based on these online records).

**III. Stipend, Incentives and Threshold Bonus for AP MSE Teachers Paid by KSTC to School/District**

- Stipend (up to \$500 Total):
  - \$30 for each post-meeting report entered in to the AdvanceKY Online Data Reporting System after participation in the four (4) vertical team meetings (maximum of \$120).
  - \$80 for attending AdvanceKentucky Two-Day AP Teacher Training (Friday evening, Saturday). Attendance to be entered into the AdvanceKY Online Data Reporting.
  - \$180 for attending the week-long summer institute or equivalent, as determined by KSTC. Attendance to be entered into the AdvanceKY Online Data Reporting System.
  - \$40 for post-session report entered into the AdvanceKY Online Data Reporting System after attending and assisting with each of the three (3) Student Study Sessions. (maximum of \$120)
- AP Qualifying Score Incentives are valued at:
  - \$100 for each student who appears on your roll and receives a score of 3 or greater on the AP [Subject] Exam taken in May 2016.
- A Threshold Bonus amount may be earned as follows:
  - If the total number of 2016 AP qualifying scores in AP [Subject] earned by students enrolled in this course school-wide meets a threshold of at least:
    - XX – then you will earn \$1,000.

**IV. Payment Process**

*The earned Stipend will be reported/paid to your school/district by **May 27, 2016** and subsequently paid to you through the regular school/district payroll process. The amount of each Stipend will be paid based on your AP Teacher records posted in the AdvanceKY online Data Reporting System as of **May 13, 2016**.*

*Upon verification of 2014 AP Qualifying Scores reported by College Board, any earned Incentives and Threshold Bonus will be reported to the school/district by **November 30, 2016**, and subsequently paid according to the process outlined in your school's master agreement with AdvanceKentucky.*

**Signatures required by KSTC President, AdvanceKY Executive Director, & AP Content Coordinator**

## ATTACHMENT D

### Sample MSE Content Coordinator LOA with KSTC

#### Teacher Name

Content Coordinator: AP Subject Area (e.g. Math)  
Jeffersontown High School/Jefferson County Public Schools

#### I. Content Coordinators Support the Goals of the AP Program with an Open Enrollment Approach

- Student Access: Increase the number of students enrolled in math, science, English (MSE) AP courses.
- Student Success: Increase the number of students achieving a 3 or greater on MSE AP Exams.
- College Readiness: Serve the best interest of students to learn more for a better chance of success in college.
- High Expectations: Reach ambitious qualifying score goals but in a fair and reasonable manner.

#### II. Responsibilities of AdvanceKentucky Content Coordinators

- Coordination
  - Attend Leader Training at least the first year in this position, as a condition of serving as Content Coordinator; in subsequent years this includes confirming the annual calendar for Student Study Sessions (SSS) and Vertical Team Meetings (VTM) and learn the use of the Content Coordinator dashboard in the AdvanceKY On-line Data Reporting System available to assist in meeting your responsibilities;
  - Routinely remind all participating AP teachers in your subject area to keep their personal attendance records up-to-date in the 'Teacher Report' in the AdvanceKY On-line Data Reporting System after each Student Study Session, Vertical Team Meeting and any other eligible professional development training;
  - Reinforce reminders of the year-end posting deadline for attendance data entries for processing timely AP Teacher Stipend payments.
- Vertical Team Meetings (VTM)
  - Arrange four (4) Vertical Team Meetings among AP and Pre-AP teachers in relevant subject(s), including relevant subject area high school and middle school teachers.
  - After each of the four (4) Vertical Team meetings, enter names of all teachers in attendance into the AdvanceKY Online Data Reporting System;
  - Submit 'Coordinator's Report' after each Vertical Team meeting via the AdvanceKY Online Data Reporting System, including VTM agenda sent to AdvanceKY Content Directors.
- Student Study Sessions (SSS)
  - Arrange three (3) Student Study Sessions within your subject area involving all relevant AP Exam(s). Most will be held jointly with other schools in your area, which will require critical advance preparation and coordination, including sharing information in advance with another school hosting the session.
  - Ten (10) days prior to each SSS, report or ensure the reporting in the AdvanceKY On-line Data Reporting System of each student by AP course in your school expected to attend SSS and report total projected number to "Host Site" Content Coordinator;
  - Immediately after each SSS, report or ensure the reporting in the AdvanceKY On-line Data Reporting System of actual attendance by student in your school;
  - Collect 'Student' and 'Teacher' Sign-in Sheets' after each Student Study Sessions and retain for 18 months;
  - As needed submit original receipts attached to any request for reimbursement for food and prizes for a Student Study Sessions that you or your school purchased;



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- Submit 'Coordinator's Report' after each Student Study Sessions via the AdvanceKY On-line Data Reporting System, including names of participating schools and grand total attendance from each school.

**III. Stipend for Content Coordinator**

AdvanceKentucky Content Coordinator Deliverables and Associated Stipend Amounts			
<i>Per Event (\$)</i>	<i>Events (#)</i>	<i>Maximum (\$)</i>	<i>Deliverables</i>
\$50	1	\$50	Attend Leader Training and/or Online Reviews / Set VTM and SSS Annual Schedules
\$50	4	\$200	Arrange Vertical Team Meetings (VTM) and report agenda to AdvanceKY
\$25	3	\$75	Prior to each Student Study Session, input projected attendance per student in AdvanceKY Data Reporting System and report projected totals to "Host Site" Content Coordinator
\$25	3	\$75	Immediately after each Student Study Session, input actual attendance per student and complete Content Coordinator report in AdvanceKY Data Reporting System
<i>Base</i>		<i>\$ 400</i>	<i>Maximum Annual Base Stipend for a Content Coordinator</i>
\$150	3	\$450	Stipend Supplement to Host Extracurricular Student Study Session for Multiple Schools
<i>Maximum</i>		<i>\$ 850</i>	<i>Maximum Annual Stipend for a Host Site Content Coordinator</i>

**IV. Payment Process**

*The Stipend will be reported/paid to the school/district by **May 27, 2016**, and subsequently paid to the Content Coordinator through the regular school/district payroll process. The amount of each Stipend will be paid based on your Content Coordinator records posted in the AdvanceKY online Data Reporting System as of **May 13, 2016**.*

**Signatures required by KSTC President, AdvanceKY Executive Director, & AP Content Coordinator.**

## ATTACHMENT E

### Sample Designated Administrator LOA with KSTC

**Name**  
**Jeffersontown High School/Jefferson County Public Schools**

**I. AP Teachers Support the Goals of the AP Program with an Open Enrollment Approach**

- Student Access: Increase the number of students enrolled in math, science, English (MSE) AP courses.
- Student Success: Increase the number of students achieving a 3 or greater on MSE AP Exams.
- College Readiness: Serve the best interest of students to learn more for a better chance of success in college.
- High Expectations: Reach ambitious qualifying score goals but in a fair and reasonable manner.

**II. Expectations for Designated Administrator**

- Support and encourage growth and success of the AP program.
- Encourage a master class schedule that allows students to pursue desired MSE AP courses.
- Identify a person on your staff as campus AP Coordinator.
- Make a good faith effort to schedule Spring semester activities so as to not interfere with AP preparation or AP Exams.
- Make AP testing environment a priority.
- Expect teachers and students to participate in all aspects of the AP Training and Incentive Program.
- Consider making staff assignments that will enhance the AP Program.
- Make a good faith effort to schedule graduation after the last AP Exam Administration.
- Welcome Teacher Mentors onto your campus if being served by external consultants.
- Communicate the benefits of pre-AP and AP courses to parents/families, such as hosting parent meetings to raise awareness of and interest in AP and outreach to middle local school(s).
- Assign three AP MSE Content Coordinators and oversee the carrying out of their program responsibilities.
- By date certain, ensure the submission of the 12/13 AP enrollment roster by student, grade, demographics, course and teacher.
- Monitor teacher and coordinator activity, to ensure tutoring activities and proper AP exam administration.
- Enter and update AP MSE teacher roster in the AdvanceKY Online Data Reporting System.
- Monitor reporting of teacher attendance at PD sessions: Study Sessions, Vertical Team Meetings, AP Summer Institute, and November Two-Day Fall Forum in the AdvanceKY Online Data Reporting System.
- Ensure AP MSE enrollments are up-to-date in the AdvanceKY Online Data Reporting System.
- Ensure AP MSE score projections are entered in the AdvanceKY Online Data Reporting System.

**III. Threshold Bonus**

If the total number of **2016** AP qualifying scores in math, science and English earned by students at your school meets a threshold of at least **XX** then you will earn \$1,000.

**IV. Payment Process**

*Upon verification of relevant **2016** AP Qualifying Scores in math, science and English, any earned Threshold Bonus will be reported to your school/district by **November 30, 2016** and subsequently paid according to the process outlined in your school's master letter of agreement.*

**Signatures required by KSTC President, AdvanceKY Executive Director, and Designated Administrator.**



## ATTACHMENT F

### Sample AP Coordinator LOA with KSTC

**Name**  
**Jeffersontown High School/Jefferson County Public Schools**

**I. AP Teachers Support the Goals of the AP Program with an Open Enrollment Approach**

- Student Access: Increase the number of students enrolled in math, science, English (MSE) AP courses.
- Student Success: Increase the number of students achieving a 3 or greater on MSE AP Exams.
- College Readiness: Serve the best interest of students to learn more for a better chance of success in college.
- High Expectations: Reach ambitious qualifying score goals but in a fair and reasonable manner.

**II. Expectations for AP Coordinator**

- Support AP recruitment, reporting and testing.
- Support and encourage growth and success of the AP program.
- Encourage a master class schedule that allows students to pursue desired MSE AP courses.
- Make a good faith effort to schedule Spring semester activities so as to not interfere with AP preparation or AP Exams.
- Ensure appropriate AP testing environment that allows dedicated attention to the exam.
- Expect teachers and students to participate in all aspects of the AP Training and Incentive Program.
- Support good faith efforts to schedule graduation after the last AP Exam Administration.
- Monitor activities to ensure proper tutoring activities and AP exam administration as needed.
- Communicate the benefits of pre-AP and AP courses to parents/families, such as hosting parent meetings to raise awareness of and interest in AP, outreach to middle local school(s), and sending letters identifying students for AP.
- Monitor/analyze student data that may assist in identification of potential AP students.
- Be aware of and encourage school schedule/site(s) for Vertical Team Meetings and Student Study Sessions.
- By date certain, assist the submission of the 12/13 AP enrollment roster by student, grade, demographics, course and teacher.
- Enter and update AP MSE teacher roster in the AdvanceKY Online Data Reporting System.
- Assist monitoring teacher reporting of attendance at PD sessions: Study Sessions, Vertical Team meetings, AP Summer Institute, and November Two-Day Fall Forum Training in the AdvanceKY Online Data Reporting System.
- Assist in ensuring AP MSE enrollments are up-to-date in the AdvanceKY Online Data Reporting System.
- Assist in ensuring AP MSE score projections are entered in the AdvanceKY Online Data Reporting System.

**III. Threshold Bonus**

If the total number of **2016** AP qualifying scores in math, science and English earned by students at your school meets a threshold of at least **XX** then you will earn **\$700**.

**IV. Payment Process**

*Upon verification of relevant **2016** AP Qualifying Scores in math, science and English, any earned Threshold Bonus will be reported to your school/district by **November 30, 2016** and subsequently paid according to the process outlined in your school's master letter of agreement.*

**Signatures required by KSTC President, AdvanceKY Executive Director, and Designated AP Coordinator.**

## ATTACHMENT G

### Estimated Program Funding Scenario

#### 1. FUNDING DISTRIBUTION PROCESS

- A. Reimbursements by KSTC directly to Jeffersontown High School/Jefferson County Public Schools for:**
- Equipment/Materials/Supplies upon receipt of copies of original vendor invoices received by the school.
  - AP and Pre-AP Teacher Training Registration Fees and training provided by KSTC (for KY APSI vendors, we may pay them directly on behalf of your teachers).
  - Supplemental support for Exam Fees is processed as payment to students. Not Covered by Other Sources.
- B. Reimbursements/Payments by KSTC for Student Study Sessions:**
- Schools and/or individuals will be reimbursed for purchases of food and prizes for scheduled Student Study Sessions. Only in selected instances when a school also is hosting a joint Session involving students from one or more schools outside its district, KSTC will entertain a request for a Cash Advance. In either case, original receipts are required in order for KSTC to reimburse /pay these expenses.
  - Contracts for consultants to conduct Student Study Sessions (whether for students from individual or multiple schools) are issued by KSTC.
- C. Payments by KSTC for Student Incentives:**
- Student incentive awards are checks made in the name of each student and delivered in bulk to Principal for distribution. KSTC will ask for verification that students receive checks.
- D. Payments by KSTC for Teacher and Administrator Awards upon Authorization by KSTC (see LOA Samples in [Attachments C, D, E, F](#)):**
- LOAs between KSTC and each MSE AP Teacher specify conditions for earning AP Teacher Stipends, Incentive Awards, and Threshold Bonuses.
  - LOAs between KSTC and each Content Coordinator cover stipend for role and responsibilities.
  - LOAs between KSTC and Designated Administrator and AP Coordinator cover conditions for earning Threshold Bonuses.

#### 2. ASSUMPTIONS FOR FUNDING PROVIDED BY KSTC

- **Leader Team Training:** KSTC pays registration fees and travel expenses for this training.
- **Teacher Training Expenses:** KSTC pays registration fees ONLY and **Jeffersontown High School/Jefferson County Public Schools** pays associated travel expenses.
- **Teacher and Student Incentives** based on \$100 per qualifying score: assumes 100% of annual school goal scores.
- **AP Teacher Threshold Bonus:** \$1,000 if threshold AP score goal is met (see [Attachment C](#)).
- **Administrator Threshold Bonus:** \$1,000 if school-wide AP score goal is met ([Attachment E](#)).
- **AP Coordinator Threshold Bonus:** \$700 if school-wide AP score goal is met ([Attachment F](#)).
- **AP Teacher Stipend:** up to \$500 x Number of MSE AP Teachers (see [Attachment C](#)).
- **Content Coordinator (CC) Stipend:** up to \$400 for each of three CCs per school (see [Attachment D](#)).
- **Student Study Sessions:** approx. \$5/student in attendance for food, prizes, materials.
- **AP Exam Fees:** initially calculated as 50% of *non-free/reduced lunch* enrollments.
- **Technology/Instructional Materials/Supplies:** \$5,000 (1<sup>st</sup> yr) + \$25 per actual enrollment in AP MSE courses or capped at enrollment projections, whichever is less.



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**B. Estimated Program Funding Provided by KSTC to or in support of Jeffersontown High School / Jefferson County Public Schools**

(See [Attachment H](#) for Sample Timeline of Activities, Reports and Payments)

<b>Jeffersontown High School 15-16 Funding Scenario</b>	<b>2015-16 KSTC Commitment</b>
<b>AP Teacher Stipends</b> <i>\$500 per teacher</i>	4,500
<b>Content Coordinator Stipends</b> <i>\$400 base per person + avg stipend for hosting</i>	1,395
<b>Mentor Fees</b> <i>\$500 x estimated mentees</i>	4,500
<b>Leader Training</b> <i>\$220 per person x 5 member team</i>	1,100
<b>AP Summer Institute for AP Teachers</b> <i>\$600 per AP teacher</i>	5,400
<b>Fall Forum Two-Day AP Teacher Training</b> <i>\$300 per AP teacher</i>	2,700
<b>LTF Pre-AP Teacher Training</b> <i>\$795 per Pre-AP teacher</i>	3,975
<b>Exam Fees</b> <i>Applies formula to estimated exam takers NOT on FRL</i>	7,934
<b>Student Study Sessions (Food/Prizes)</b> <i>\$5 per attendee; assumes 55-60% attendance</i>	1,500
<b>Student Study Sessions (Consultants)</b> <i>assumes statewide average per school</i>	5,250
<b>Supplies</b> <i>\$25 per MSE enrollment</i>	10,750
<b>Equipment</b> <i>\$5000 for first year; declines to \$4k, \$3k</i>	5,000
<b>Student Incentives</b> <i>\$100 per qualifying score in school goal</i>	8,200
<b>Teacher Incentives</b> <i>Equal student incentives</i>	8,200
<b>Teacher Bonus</b> <i>\$1000 per bonus; uses statewide pp avg</i>	4,500
<b>Administrator Bonus</b> <i>Assumes 50% of schools earn bonus</i>	500
<b>AP Coordinator Bonus</b> <i>Assumes 50% of schools earn bonus</i>	350
<b>TOTAL 15-16 FUNDING SCENARIO</b>	<b>\$75,754</b>

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**3. ESTIMATED OTHER FUNDING/SUPPORT PROVIDED BY JEFFERSONTOWN HIGH SCHOOL/JEFFERSON COUNTY PUBLIC SCHOOLS**

<i>Estimated Other Funding Provided by Jeffersontown High School/Jefferson County Public Schools</i>	<b>2015-16</b>
<i>Travel Expenses for 5-day AP teacher training (AP Summer Institutes)</i>	<b>\$1,553</b>
<i>Travel Expenses for 2-day Fall Forum training for AP teachers (Fri-Sat during academic year - Louisville)</i>	<b>\$311</b>
<i>Travel Expenses for 4-day Pre-AP/LTF teacher training (summer – Louisville or Lexington)</i>	<b>\$690</b>
<i>Substitutes (to be negotiated to accommodate training for AP and Pre-AP teachers)</i>	<b>\$900</b>
<b>TOTAL SUPPORT PROVIDED BY Jeffersontown High School/Jefferson County Public Schools</b>	<b>\$3,454</b>



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**ATTACHMENT H**  
**Timeline of Activities, Reports and Payments**  
**(Sample 18-Month Cycle)**

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**15/16 Checklist for Schools**

**Data Reporting to AdvanceKY**

- Spring 2015—Est. Aggregate 15/16 Enrollments/Demographics & Teacher Roster by MSE AP Course (Form)
- July 2015—AP Score Reports from College Board (CB) (Scores and Instructional Planning Reports (IPR) available to AdvanceKY on-line for schools already in the program)
- August 2015—New Schools report aggregate AP MSE scores & IPRs (Excel form & IPRs)
- September 1—Official 15/16 Student Unit Record Enrollment Report (Online Data Reporting System)
- March 13, 2016—Per Student AP Score Projections by Teachers and Students' Intentions to take Exam (Online)
- Teacher Attendance at PD including Student Study Sessions Vertical Team Meetings (Online "Data Reporting")

**2015 Training**

- Summer 2015—AP Summer Institutes (AP Teachers). KY Locations and dates can be found on the AdvanceKY website. (AdvanceKY receives APSI rosters from WKU, MSU and UofL; Schools report to AdvanceKY registrations outside KY)
- July 2015—Leader Training (AP Subject Area Content Coordinators, Administrators, AP Coordinators)
- July 14-17, 2015 (Lexington) and July 21-24, 2015 (Louisville) (two options for Pre-AP Teachers) NMSI Teacher Training Summer Institutes (Registration Required—see [www.advanceky.com](http://www.advanceky.com))
- November 20-21, 2015—Fall Forum—Two-Day Content Training (For all MSE AP Teachers – with concurrent briefing for Administrators/AP Coordinators)

**Funding From AdvanceKY**

- Summer 2015—Request Reimbursement for APSI Fees for Teachers attending APSI's outside of KY (Invoice from APSI Vendor/Site Required Naming Teacher)
- As Needed During School Year—Request Reimbursement for Student Study Sessions (food and prizes) (Original Receipts must accompany Invoice from School/Individual.)
- November 6, 2015—Invoice AdvanceKY to Request Reimbursement for Eligible Equipment and Supplies (Must be accompanied by copies of all Vendor Invoices to document School purchases)
- May 2016—Reimbursement for Eligible AP Exam Fees Processed to Submit to Students
- By June 30, 2016—AdvanceKY Payment of AP Teacher Stipends based on attendance reported at online data reporting system and Content Coordinators Stipends
- By November 30, 2016—AdvanceKY Payments for Incentives and Bonuses

**15/16 Individual Letters of Agreement**

- September 2015—AP Teachers, AP Content Coordinators, AP Coordinator, Administrator of Record (AP Teacher Threshold Bonus Score Levels set based on baseline of the higher of Prior 2 years of AP Exam Passing Scores; these goals are NOT based on current-year enrollments.)

**Open Enrollment-Student Recruitment**

- Data Analysis—ACT Explore, ACT Plan, PSAT, ILPs, etc to Support Student Outreach
- Parent Nights for High School and Middle School (Request AdvanceKY for supply of "Why Take AP?" Flyer)

2015-2016

○ Ongoing or Pending

● Completed or Past Due

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