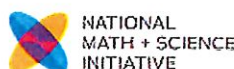


LETTER OF AGREEMENT
BETWEEN
KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION
AND
IROQUOIS HIGH SCHOOL/JEFFERSON COUNTY PUBLIC SCHOOLS

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



This AdvanceKentucky Letter of Agreement, upon mutual agreement to the terms outlined, by and between **Kentucky Science and Technology Corporation (KSTC)** a Kentucky nonprofit corporation, and **Iroquois High School/ Jefferson County Public Schools** and documents the role of **Iroquois High School/ Jefferson County Public Schools** and **Kentucky Science and Technology Corporation** with respect to a multi-year replication of 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, 2017 and end on July 31, 2020, subject to annual renewals between **Iroquois 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 Districts 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 Districts that were interested in operating the Program in a given school, including ***Iroquois High School/ Jefferson County Public Schools***.
- d) ***Iroquois 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 ***Iroquois 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 ***Iroquois 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) ***Iroquois 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.

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 District 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 District 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. 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 additional AP classes:
 - o Computer Science Principles (2017-18)
 - o Biology (2017-18)
 - o Chemistry (2017-18)
 - o Physics
 - o Environmental Science
 - o Statistics
 - o Capstone
 - iv. Pre-AP Program: Establish pre-AP pathways for all MSE courses starting in Grade 8, with outreach to the 7th 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:
 - o Underrepresented Students: Create access to AP for underrepresented school populations and recruit underrepresented school populations.
 - o 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.
 - o 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:**

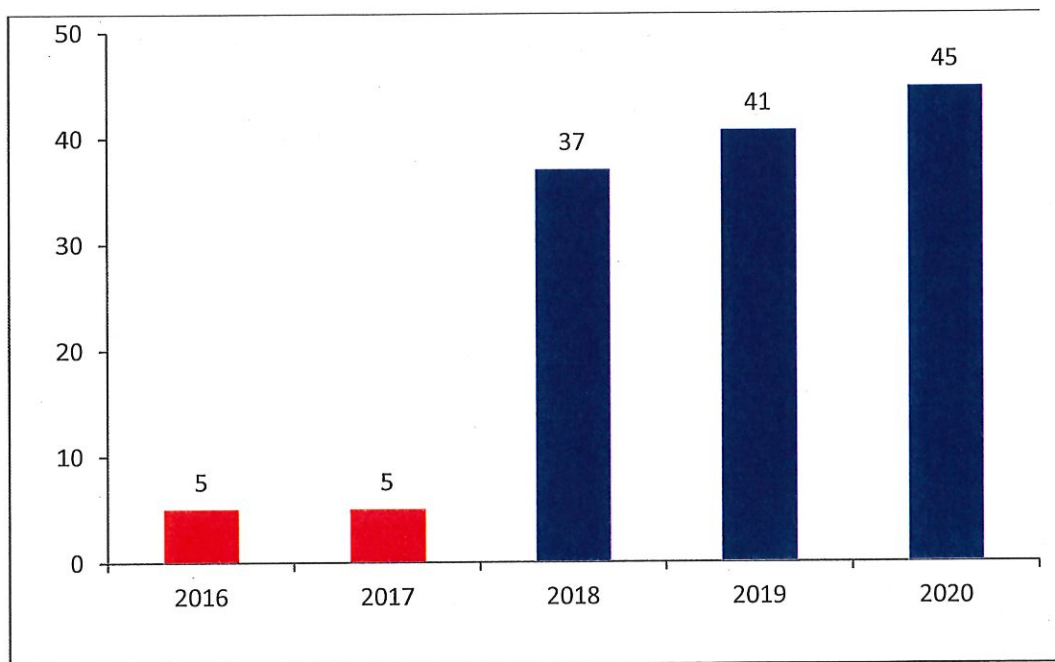
- i. High Expectations: High expectations regarding open enrollment and student academic achievement;
- ii. Qualified Faculty: As needed hire/assign highly qualified AP faculty who are trained at College Board conferences and AP Summer Institutes, have College Board approved (audited) syllabi, and adopt 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.

SECTION 4.0 – AP MSE PROGRAM GOALS FOR IROQUOIS 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) **IROQUOIS HIGH SCHOOL GOALS:** Increase the number of qualifying scores on AP exams in math, science and English from 5 to 45. 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 Iroquois High School



*Note: The **2016** data is actual baseline; **2017** 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 **2018** 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 **2019** and **2020** 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.*

SECTION 5.0 - AGREEMENT

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

Each year beginning June 1, 2017 and continuing until July 31, 2020, 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, ***Iroquois 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 up to \$1,500 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 ***Iroquois High School/Jefferson County Public Schools*** and receive a stipend paid by ***Kentucky Science and Technology Corporation*** to ***Iroquois 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 **Attachments E** for sample LOA with this individual.
- vii. A designated school *AP Coordinator* will have an opportunity to receive a threshold bonus of \$1000 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 **Attachments F** for sample LOA with this individual.

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 (five days) and AdvanceKentucky two-day Fall Forum training; equivalent KSTC-approved training can be substituted for the College Board AP Summer Institutes and for AP teachers. (District pays associated travel expenses.)
- iii. Funding for registration fees for up to **five to ten** Pre-AP teachers per school to attend Pre-AP trainings sponsored by AdvanceKentucky. (District pays associated travel expenses.)

c) Student study sessions and equipment and supplies costs:

- i. Up to three MSE AP Study Sessions and a mock exam 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, Iroquois High School/ Jefferson County Public Schools** and the Content Coordinator(s).
- ii. Pending final negotiation **Kentucky Science and Technology Corporation** will reimburse up to \$5,000 and up to \$25 for each enrollment in a participating AP MSE course for technology directly supportive of MSE AP courses.

d) Kentucky Science and Technology Corporation also will implement, manage, and report the results of the Program in collaboration with Iroquois 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 **Iroquois High School/ Jefferson County Public Schools**, including how all incentives are to be allocated based on reported performance.
- iii. Assist **Iroquois 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 **Iroquois High School/ Jefferson County Public 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 **Iroquois 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 2017 and continuing until July 31, 2020 under mutually agreed upon annual renewals of the terms of this Agreement and pending availability of funds, ***Iroquois High School/ Jefferson County Public Schools*** agrees to do the following to promote maximum program efficiency and student results:
- i. Use appropriate resources to help identify students' capabilities for participating in rigorous MSE courses.
 - ii. Allow each Content Coordinator to complete his/her extracurricular responsibilities in setting up Vertical Team meetings and Student Study Sessions.
 - iii. Pay for substitute days for MSE AP teachers to attend training, or hold training on staff development days.
 - iv. Provide support for MSE AP training sessions and Vertical Team meetings including but not limited to arrangement for facilities and other logistical assistance.
 - v. Pay for all travel expenses for designated MSE AP teachers to attend College Board AP Summer Institutes (five days) and AdvanceKentucky two-day training; equivalent KSTC-approved training may be substituted for AP Summer Institutes for AP teachers.
 - vi. Pay for all travel expenses for a pre-negotiated number of MSE Pre-AP teachers to attend AdvanceKentucky-sponsored summer institute; equivalent KSTC-approved training may be substituted for Pre-AP teachers.
 - vii. Assist student transportation when needed for Student Study Sessions on Saturdays or after school.
 - viii. Negotiate funds for equipment and instructional materials to be spent for technology directly supportive of MSE AP courses as determined by ***Kentucky Science and Technology Corporation, Iroquois High School/ Jefferson County Public Schools*** and the Content Coordinators up to \$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 \$5,000 is reduced to \$4,000 and \$3,000 in later years of the award)
 - 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 necessary data to ***Kentucky Science and Technology Corporation*** 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.

SECTION 6.0 – PROGRAM BUDGET & FUNDING PROCESS

- a) **Program Budget** - In **Attachment G**, Kentucky Science and Technology Corporation provides a written funding scenario for ***Iroquois 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. ***Iroquois 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 ***Iroquois High School/ Jefferson County Public Schools*** in implementing and operating the Program. Funding is provided to ***Iroquois 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 ***Iroquois 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. ***Iroquois 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 ***Iroquois High School/ Jefferson County Public Schools***, and shall not sign as a guarantor or co-signer on any instrument for ***Iroquois 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
Senior Vice President – Finance & Human Resources
KSTC
PO Box 1049
Lexington, KY 40588-1049
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
502-485-3200

Karen Lawrence
Iroquois HS Bookkeeper (Cost Center#335)
4615 Taylor Blvd.
Louisville, KY 40215
Karen.lawrence@jefferson.kyschools.us
502.485-8269

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**

Letter of Agreement
Between Kentucky Science and Technology Corporation and Iroquois High School/Jefferson County Public Schools

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates set forth below.

KENTUCKY SCIENCE AND TECHNOLOGY
CORPORATION

Signed By:  X

Name: Kris Kimel

Title: President

Date: 4/12/2017

JEFFERSON COUNTY PUBLIC SCHOOLS

Signed By: _____

Name: Dr. Donna Hargens

Title: Superintendent

Date: _____


ADVANCE KENTUCKY

Signed By: 

Name: Anthony Mires

Title: Executive Director

Date: 4/10/17

IROQUOIS HIGH SCHOOL

Signed By: 

Name: Clay Holbrook

Title: Principal

Date: 5/23/17

ATTACHMENT A

Elements of Success



NATIONAL
MATH + SCIENCE
INITIATIVE

College Readiness Program ELEMENTS OF SUCCESS



ATTACHMENT A

Elements of Success

(continued)



NATIONAL
MATH + SCIENCE
INITIATIVE

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, up to 15 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 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 to 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 Pre-AP teachers 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/\$1,500, and if school-wide goal is met \$1,000 for designated school administrator and \$1000 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

Iroquois High School/ Jefferson County Public Schools

Data is needed to verify results and track participation in the Advanced Placement Teacher Training and Incentive Program. *Iroquois 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 *Iroquois 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 *Iroquois High School/ Jefferson County Public Schools* policy regarding the confidentiality of data. This authorization will include data for students graduating in 2017 through 2020.

For Iroquois High School

NAME: Dr. Donna Hargens
Jefferson County Public Schools Superintendent

SIGNATURE: _____

DATE: _____



* Upon request, Jefferson County Public Schools are to grant AdvanceKY written authorization via form letter to College Board access 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) / Iroquois 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 Iroquois High School/Jefferson County Public Schools

- 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 2018.
- A Threshold Bonus amount may be earned as follows:
 - If the total number of 2018 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.
 - XX – then you will earn \$1,500.

IV. Payment Process

*The earned Stipend will be reported/paid to your school/district by **May 25, 2018** 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 11, 2018**.*

*Upon verification of 2017 AP Qualifying Scores reported by College Board, any earned Incentives and Threshold Bonus will be reported to the school/district by **November 30, 2017**, 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 Teacher

ATTACHMENT D

Sample MSE Content Coordinator LOA with KSTC

Teacher Name

Content Coordinator: AP Subject Area (e.g. Math)
Iroquois 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 Districts 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;
 - Submit 'Coordinator's Report' after each Student Study Sessions via the AdvanceKY On-line Data Reporting System, including names of participating Districts and grand total attendance from each school.

Letter of Agreement
Between Kentucky Science and Technology Corporation and Iroquois High School/Jefferson County Public Schools

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 / 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 Districts
<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 25, 2018**, 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 11, 2018**.*

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

ATTACHMENT E

Sample Administrator of Record LOA with KSTC

Name
Iroquois 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 17/18 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 **2018** 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 **2018** AP Qualifying Scores in math, science and English, any earned Threshold Bonus will be reported to your school/district by **November 30, 2018** 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 Admin.

ATTACHMENT F

Sample AP Coordinator LOA with KSTC

Name

Iroquois 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 17/18 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 **2018** 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 **2018** AP Qualifying Scores in math, science and English, any earned Threshold Bonus will be reported to your school/district by **November 30, 2018** 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 Iroquois High School/ Jefferson County Public Schools for:

- Equipment/Materials/Supplies upon receipt of copies of vendor invoices received by the school.
- Applicable 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 individual students not covered by other source. Exam fee reimbursements are distributed based on final enrollments submitted in March.

B. Reimbursements/Payments by KSTC for Student Study Sessions:

- District and/or individuals will be reimbursed for purchases of food and prizes for scheduled Student Study Sessions. 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 Districts) are issued by KSTC and are not included in the funding scenario.

C. Payments by KSTC for Student Incentives:

Student incentive awards are processed as checks made payable to each student and delivered in bulk to Principal and/or Administrator of Record for distribution.

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 Training:** KSTC pays registration fees and travel expenses for this training.
- **Teacher Training Expenses:** KSTC pays registration fees ONLY and **Iroquois 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:** Up to \$1,500 if 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:** \$1,000 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 \$850 for each of three CCs per school (see Attachment D).
- **Student Study Sessions:** approx. \$10/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 (1st yr) + \$25 per actual enrollment in AP MSE courses or capped at enrollment projections, whichever is less.

Letter of Agreement
Between Kentucky Science and Technology Corporation and Iroquois High School/Jefferson County Public Schools

B. Estimated Program Funding Provided by KSTC to or in support of and Local Contributions by Iroquois High School / Jefferson County Public Schools

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

Iroquois High School 17-18 Funding Scenario	2017-18 KSTC Commitment
AP Teacher Stipends <i>\$500 per teacher</i>	\$4,000
Content Coordinator Stipends <i>\$400 base per person + avg stipend for hosting</i>	\$1,395
Mentor Fees <i>\$500 x estimated mentees</i>	\$4,000
Leader Training <i>\$300 per person x 5 member team (including travel and subs)</i>	\$1,100
AP Summer Institute for AP Teachers <i>\$650 per AP teacher</i>	\$5,200
Fall Forum Two-Day AP Teacher Training <i>\$300 per AP teacher</i>	\$2,400
LTF Pre-AP Teacher Training <i>\$795 per Pre-AP teacher</i>	\$7,950
Exam Fees <i>Applies formula to estimated exam takers NOT on FRL</i>	\$4,158
Student Study Sessions (Food/Prizes) <i>\$10 per attendee; assumes 55-60% attendance</i>	\$2,200
Student Study Sessions (Consultants) <i>assumes statewide average per school</i>	\$5,250
Supplies <i>\$25 per MSE enrollment</i>	\$5,500
Equipment <i>\$5000 for first year (declines to \$4k in year 2 and \$3k in year 3)</i>	\$5,000
Student Incentives <i>\$100 per qualifying score in school goal</i>	\$3,700
Teacher Incentives <i>Equal student incentives</i>	\$3,700
Teacher Bonus <i>Uses prior year statewide per teacher avg (actual up to \$1500 per teacher)</i>	\$6,000
Administrator and AP Coordinator Bonus <i>Assumes 50% of schools earn bonus</i>	\$1,000
TOTAL 17-18 FUNDING SCENARIO	\$62,553

Letter of Agreement
Between Kentucky Science and Technology Corporation and Iroquois High School/Jefferson County Public Schools

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

<i>Other Estimate Funding Provided by Iroquois High School/Jefferson County Public Schools</i>	2017-18
<i>Travel Expenses for 5-day AP teacher training (AP Summer Institutes)</i>	<i>\$3,713</i>
<i>Travel Expenses for two-day Fall Forum training for AP teachers (Fri-Sat during academic year - Louisville)</i>	<i>\$753</i>
<i>Travel Expenses for four-day Pre-AP/LTF teacher training (summer – Louisville or Lexington)</i>	<i>\$1,608</i>
<i>LTF Registrations Fees in excess of five supported by AdvanceKY funding</i>	<i>\$0</i>
<i>Substitutes (to be negotiated to accommodate training for AP and Pre-AP teachers)</i>	<i>\$800</i>
<i>TOTAL SUPPORT PROVIDED BY Iroquois High School/Jefferson County Public Schools</i>	<i>\$6,874</i>

ATTACHMENT H

Timeline of Activities, Reports and Payments **(Sample 18-month cycle)**

2017 Training

- Summer 2017—AP Summer Institutes (AP Teachers). KY Locations and dates can be found on the AdvanceKY website. (AdvanceKY is billed directly for APSIs at WKU and UofL; Schools submit invoices for reimbursement to AdvanceKY for registrations outside KY)
- July 12-15, 2017 (Lexington) LTF Summer Institute (Registration Required—see www.advanceky.com)
- August 25, 2017 (Louisville) Leader Assembly for five-member leader team: Administrator of Record, AP Coordinator, three Content Coordinators (MSE)
- October 27-28, 2017 (Louisville)— Fall Forum—Two-Day Content Training for all MSE teachers

Data Reporting to AdvanceKentucky

- Spring 2017—Est. Aggregate 17/18 Enrollments/Demographics & Teacher Roster by MSE AP Course (Excel Form provided)
- July 2017—AP Score Reports from College Board (CB) Online Score Report for Existing Schools and Instructional Planning Reports (IPR). (For schools in years 2 or 3 of the program, these will be available to AdvanceKentucky on-line.)
- August 2017—New Schools report aggregate AP MSE scores & IPRs [Excel form provided & IPRs]
- September 1—Submit 17/18 Student Unit Record Enrollment Report (Excel Form provided)
- March 9, 2018—Per Student AP Score Projections by Teachers and Students' Intentions to take Exam (Online "Data Reporting")
- Teacher Attendance at PD including Student Study Sessions Vertical Team Meetings (Online "Data Reporting")

Flow of Funding From AdvanceKentucky

- Summer 2017—Request Reimbursement for APSI Registration Fees for Teachers attending APSI's outside of KY (Include copy of invoice from APSI Vendor/Site Required Naming Teacher/Subject)
- As Needed during School Year—Request Reimbursement for Student Study Sessions (food and prizes) (Original Receipts must accompany Invoice from School/Individual.)
- By November 10, 2017—Invoice AdvanceKY to request reimbursement for eligible Equipment/Supplies. (Must be accompanied by copies of all Vendor Invoices to document School purchases)
- May 2018—Reimbursement for eligible AP Exam Fees Processed to submit to Students
- By June 29, 2018—AdvanceKY Payment of AP Teacher Stipends based on attendance reported at online data reporting system and Content Coordinators Stipends
- By November 30, 2018—AdvanceKY Payments for Incentives and Bonuses

17/18 Individual Letters of Agreement

- October 2017—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 two years of AP Exam Qualifying Scores; these goals consider but are NOT based on current-year enrollments.)

Open Enrollment-Student Recruitment

- Data Analysis—Support Student Outreach
- Parent Nights for High School and Middle School (Request AdvanceKentucky to attend or supply "Why Take AP?" Flyer)