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Sherry Robinson, Chair - District 5
Linda Gearheart, Vice-Chair - District 1
Dr. Chandra Varla, Member - District 2
Rhonda Meade, Member - District 4
Junior Newsome, Member - District 3

Consent Agenda Item (Action Item): Approval of letter agreement with AdvanceKentucky to the terms outlined by and between Kentucky Science and Technology Corporation (KSTC) and Prestonsburg High School/Floyd County Schools. This agreement documents the role of Prestonsburg High School/Floyd County Schools and KSTC with respect to a multi-year replication of the National Math and Science Initiative College Readiness Program. Each year beginning June 1, 2019 and continuing until July 31, 2022, under mutually agreed upon annual renewals of the terms of this Agreement and pending availability of funds, KSTC will provide services to the mentioned Floyd County Schools and outlined in the agreement.

Applicable Statute or Regulation: Policy 0.1.11 General Powers and Duties of the Board

Fiscal/Budgetary Impact: No fiscal/budgetary impact

History/Background: 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 College Board's Advanced Placement Program (AP) in mathematics, science, and English (MSE) courses and pre-AP preparation. 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 goal is to increase the number of students with qualifying scores on AP exams and includes a focus on inclusion of students traditionally underrepresented in advanced courses.

Recommended Action: Approve letter of agreement with Kentucky Science and Technology Corporation and Prestonsburg High School/Floyd County Schools.


Principal

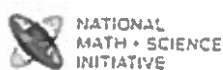

Director


Superintendent

Date: 5.1.2019

LETTER OF AGREEMENT
BETWEEN
KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION
AND
PRESTONSBURG HIGH SCHOOL/FLOYD COUNTY 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 May 1, 2019 by and between *Kentucky Science and Technology Corporation (KSTC)* a Kentucky nonprofit corporation, and *Prestonsburg High School/Floyd County Schools* and documents the role of *Prestonsburg High School/Floyd County 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, 2019 and end on July 31, 2022, subject to annual renewals between *Prestonsburg High School/Floyd County 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 *Prestonsburg High School/Floyd County Schools*.
 - d) *Prestonsburg High School/Floyd County 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.
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- e) *Kentucky Science and Technology Corporation* conducted an initial assessment of the *Prestonsburg High School/Floyd County 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 *Prestonsburg High School/Floyd County 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) *Prestonsburg High School/Floyd County 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 College Readiness 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 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 AP Calculus
 - o AP Computer Science A
 - o AP Chemistry
 - 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 with a growth mindset 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.
 - vii. **District/school calendars:** implement a school calendar that supports Advanced Placement—graduation scheduled after AP exams are complete; prom, end of year concerts, senior trips, etc. scheduled well before AP exams or after.

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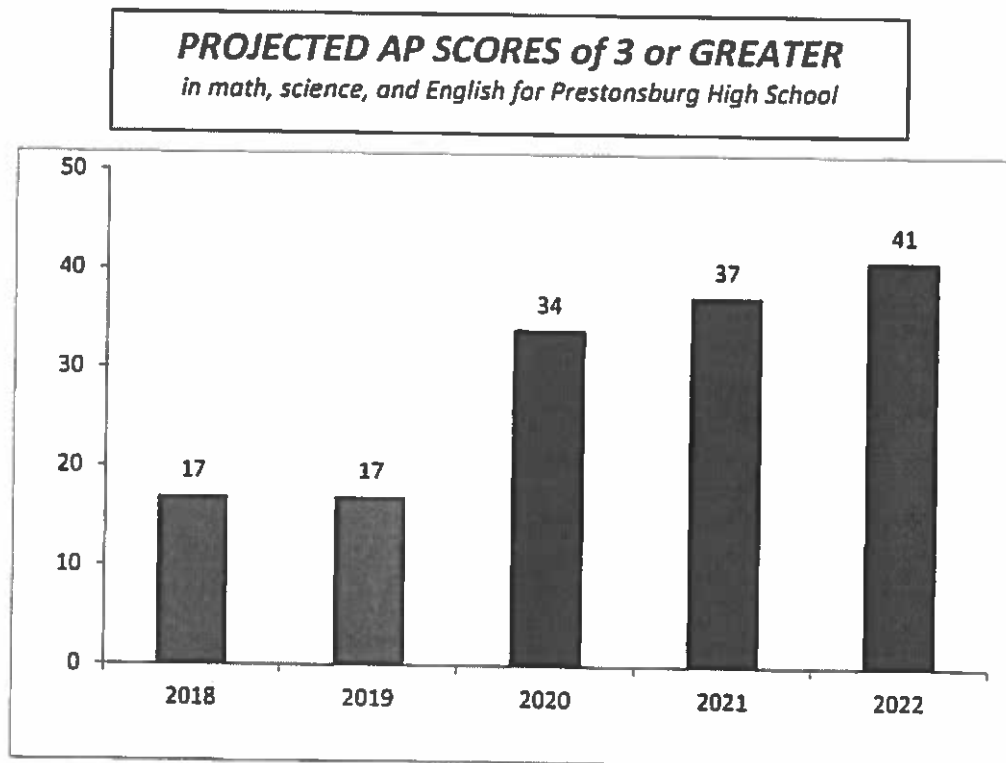
- viii. **Accurate Data Reporting:** Provide the *Kentucky Science and Technology Corporation* with data, documentation, and Program information in a timely and meaningful fashion. (Attachment B).

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 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 17 to 41. Specific annual goals for your School are contained in the chart below.



Note: The 2018 data is actual baseline; 2019 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 2020 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 2021 and 2022 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 *Prestonsburg High School/Floyd County Schools* agree as follows:

Each year beginning June 1, 2019 and continuing until July 31, 2022, 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, *Prestonsburg High School/Floyd County 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. 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 D for sample LOA with this individual*.
 - vi. 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 *Attachment E 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 state funding 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.)

School ?

c) Student content review sessions and equipment and supplies costs:

- i. Up to three MSE AP Content Review 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, Prestonsburg High School/Floyd County Schools*.
- 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 *Prestonsburg High School/Floyd County 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 *Prestonsburg High School/Floyd County Schools*, including how all incentives are to be allocated based on reported performance.
- iii. Assist *Prestonsburg High School/Floyd County 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. 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 *Prestonsburg High School/Floyd County Schools*.
- vi. 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 D and E*.
- vii. Provide curricular support as needed to MSE pre-AP and AP teachers and AP Coordinators in the Program.
- viii. Provide assistance and relevant data for School administration.
- ix. Provide Student Content Review Session assistance including planning all sessions and providing appropriate logistical support.
- x. Provide Vertical Team meeting assistance for Pre-AP and AP teachers in the Program.
- xi. Provide access to state and national experts for relevant training and consulting needs.
- xii. Purchase agreed upon Program materials as feasible.

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- xlii. Follow general timeline of activities noted in *Attachment G*.
- e) Each year beginning in June of 2019 and continuing until July 31, 2022 under mutually agreed upon annual renewals of the terms of this Agreement and pending availability of funds, *Prestonsburg High School/Floyd County 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. Pay for substitute days for MSE AP teachers to attend training, or hold training on staff development days.
 - iii. Provide support for MSE AP training sessions and Vertical Team meetings including but ~~not limited to arrangement for facilities and other logistical assistance.~~
 - iv. 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.
 - v. 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.
 - vi. Assist student transportation when needed for Student Content Review Sessions on Saturdays or after school.
 - vii. 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 and Prestonsburg High School/Floyd County Schools* 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)
 - viii. 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.
 - ix. Participate in College Board course audits for eligible AP MSE courses to ensure compliance with high standards.
 - x. Annually report necessary data to *Kentucky Science and Technology Corporation* to measure the results of the Program as described in *Attachment B*.
 - xi. Formally authorize the release of annual results data to *Kentucky Science and Technology Corporation* pertinent to the Program as explained in *Attachment B*.
 - xii. Collaborate with *Kentucky Science and Technology Corporation* on matters regarding the Program.
 - xiii. 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 F*, Kentucky Science and Technology Corporation provides a written funding scenario for *Prestonsburg High School/Floyd County Schools* that outlines and identifies all Program costs supported by *Kentucky Science and Technology Corporation*, any donors, and the School. *Prestonsburg High School/Floyd County 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 *Prestonsburg High School/Floyd County Schools* in implementing and operating the Program. Funding is provided to *Prestonsburg High School/Floyd County Schools*, its designated Administrator, AP teachers and AP Coordinator, qualified students, and vendors to pay for eligible expenses, as identified in the *Attachment F* 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 G*.

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 *Prestonsburg High School/Floyd County 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. *Prestonsburg High School/Floyd County 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 *Prestonsburg High School/Floyd County Schools*, and shall not sign as a guarantor or co-signer on any instrument for *Prestonsburg High School/Floyd County 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*.

Letter of Agreement
Between Kentucky Science and Technology Corporation and Prestonsburg High School/Floyd County Schools

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

For KSTC:
Steve Pelphrey
Chief Financial Officer
KSTC
PO Box 1049
Lexington, KY 40588-1049
spelphrey@kstc.com

For Program School District:

Tiffany Warrix
Chief Financial Officer
Floyd County Schools
102 North Front Street
Prestonsburg, KY 41653
606-886-2354

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: Designated Administrator Sample LOA with KSTC

Attachment E: AP Coordinator Sample LOA with KSTC


Attachment F: Estimated KSTC Program Funding and Other School Contribution Scenarios

Attachment G: Year 1 Timeline of Activities, Reports, and Payments

Letter of Agreement
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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: 

Name: F.T. Samuel, Jr.

Title: President

Date: May 1, 2019

DISTRICT

Signed By: _____

Name: Danny Adkins

Title: Superintendent

Date: _____

ADVANCE KENTUCKY

Signed By: 

Name: Anthony Mires

Title: Executive Director

Date: May 1, 2019

SCHOOL

Signed By: _____

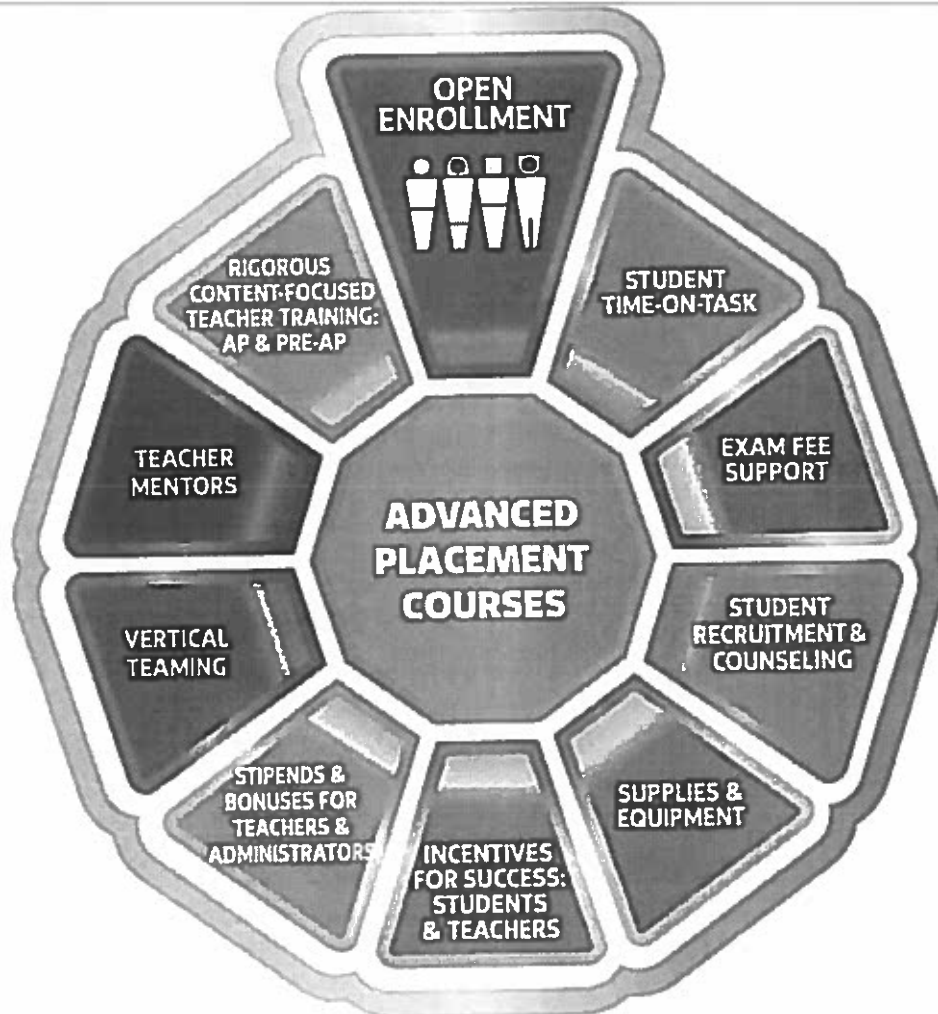
Name: Lori Bricken

Title: Principal

Date: _____

ATTACHMENT A Elements of Success

College Readiness Program



ATTACHMENT A

Elements of Success

(continued)

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

FOR STUDENTS (annually)

- **Open Enrollment:** A culture of inclusiveness and preparation for more students to enroll in and be successful in Advanced Placement (AP)* math, science or English (MSE) classes.
- **AP Courses in MSE:** Advanced Placement college-level courses in MSE subjects.
- **Student Time-on-Task:** extracurricular Content Review Sessions and mock exams 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 payments for low-income students). (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 (annually)

- **AP Teacher Mentors:** Master AP teachers mentor colleagues on relevant subject matter on a path to new learning among AP students.
- **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 2 Pre-AP teachers (suggesting at least one per grade level, MS and HS) each for up to 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.
- **Stipends for AP Coordinators:**
- **Equipment & Supplies:** Teachers will have access to \$25 per student enrolled in his/her eligible AP class.
- **AP MSE Teacher Network:** Access to National NMSI and State AdvanceKentucky Networks

ATTACHMENT B

Authorization to Release Data

Prestonsburg High School/Floyd County Schools

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

For School

NAME: _____
Superintendent

SIGNATURE: _____

DATE: _____

* Upon request, District 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/gawra/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) / Prestonsburg High School/Floyd County 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 Content Review Sessions, and regularly encourage all AP students to attend these Content Review 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 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 Prestonsburg High School/Floyd County 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 System.
 - \$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 Content Review 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 2020.
- A Threshold Bonus amount may be earned as follows:
 - If the total number of 2020 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 Prestonsburg High School/Floyd County Schools by May 29, 2020 and subsequently paid to you through the regular Prestonsburg High School/Floyd County Schools 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 8, 2020.

Upon verification of 2019-20 AP Qualifying Scores reported by College Board, any earned Incentives and Threshold Bonus will be reported to the Prestonsburg High School/Floyd County Schools by November 29, 2020, and subsequently paid according to the process outlined in your school's master agreement with AdvanceKentucky.

ATTACHMENT D

Sample Administrator of Record LOA with KSTC

Name

Prestonsburg High School/Floyd County 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).
- By date certain, ensure the submission of the 19/20 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: Content Review 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 2020 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 2020 AP Qualifying Scores in math, science and English, any earned Threshold Bonus will be reported to your Prestonsburg High School/Floyd County Schools by November 29, 2019 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 E

Sample AP Coordinator LOA with KSTC

Name
Prestonsburg High School/Floyd County 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 Content Review Sessions.
 - By date certain, assist the submission of the 19/20 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: Content Review 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 2020 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 2020 AP Qualifying Scores in math, science and English, any earned Threshold Bonus will be reported to your Prestonsburg High School/Floyd County Schools by November 29, 2020 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 F

Estimated Program Funding Scenario

1. FUNDING DISTRIBUTION PROCESS

- A. *Reimbursements by KSTC directly to Prestonsburg High School/Floyd County 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 either payment to individual students or a single check to the school. Eligible exams are those not covered by other sources. Exam fee reimbursements are distributed based on final enrollments submitted in March.
- B. *Reimbursements/Payments by KSTC for Content Review Sessions:*
- District and/or individuals will be reimbursed for purchases of food and prizes for scheduled Content Review Sessions. Original receipts are required in order for KSTC to reimburse /pay these expenses.
 - Contracts for consultants to conduct Content Review 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):*
- LOAs between KSTC and each MSE AP Teacher specify conditions for earning AP Teacher Stipends, Incentive Awards, and Threshold Bonuses.
 - 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 *Prestonsburg High School/Floyd County 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 D*).
- *AP Coordinator Threshold Bonus:* \$1,000 if school-wide AP score goal is met (*Attachment E*).
- *AP Teacher Stipend:* up to \$500 x Number of MSE AP Teachers (see *Attachment C*).
- *Content Review 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 Prestonsburg High School/Floyd County Schools

Estimated Program Funding Provided by KSTC to or in support of and Local Contributions by Prestonsburg High School/Floyd County Schools
(See Attachment G for Sample Timeline of Activities, Reports and Payments)

School 19-20 Funding Scenario	2019-20 KSTC Commitment
AP Teacher Stipends <i>\$500 per teacher</i>	\$3,500
Mentor Fees <i>\$500 x estimated mentees</i>	\$3,500
Leader Assembly <i>\$300 per person x two member team (including travel and subs)</i>	\$600
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>	\$2,100
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>	\$3,290
Content Review Sessions (Food/Prizes) <i>\$10 per attendee; assumes 55-60% attendance</i>	\$1,700
Content Review Sessions (Consultants) <i>assumes statewide average per school</i>	\$5,250
Supplies <i>\$25 per MSE enrollment</i>	\$4,250
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>	\$3,400
Teacher Incentives <i>Equal student incentives</i>	\$3,400
Teacher Bonus <i>Uses prior year statewide per teacher avg (actual up to \$1500 per teacher)</i>	\$5,250
Administrator Bonus <i>Assumes 50% of schools earn bonus</i>	\$1,000
TOTAL 19-20 FUNDING SCENARIO	\$55,390

Letter of Agreement
Between Kentucky Science and Technology Corporation and Prestonsburg High School/Floyd County Schools

3. OTHER ESTIMATED FUNDING/SUPPORT PROVIDED BY PRESTONSBURG HIGH SCHOOL/FLOYD COUNTY SCHOOLS

<i>Other Estimated Funding Provided by Prestonsburg High School/Floyd County Schools</i>	2019-20
<i>Travel Expenses for five-day AP teacher training (AP Summer Institutes)</i>	\$3,553
<i>Travel Expenses for two-day Fall Forum training for AP teachers (Fri-Sat during academic year - Lexington)</i>	\$977
<i>Travel Expenses for four-day Pre-AP/LTF teacher training (summer – Lexington)</i>	\$4,171
<i>LTF Registrations Fees in excess of ten teachers supported by AdvanceKY funding</i>	\$0
<i>Substitutes (to be negotiated to accommodate training for AP and Pre-AP teachers)</i>	\$700
TOTAL SUPPORT PROVIDED BY Prestonsburg High School/Floyd County Schools	\$9,401

ATTACHMENT G

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

2019 Training

- Summer 2019—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 9-12, 2019 (Lexington) LTF Summer Institute (Registration Required—see advanceky.com)
- August 2019 (Lexington) Leader Assembly for leader team: Administrator of Record, AP Coordinator
- TBA— Fall Forum—Two-Day Content Training for all MSE teachers

Data Reporting to AdvanceKentucky

- Spring 2019—Est. Aggregate 19/20 Enrollments/Demographics & Teacher Roster by MSE AP Course (Excel Form provided)
- July 2019—AP Score Reports from College Board (CB) Online Score Report for Existing Schools and Instructional Planning Reports (IPR).
- August 2019—New Schools report aggregate AP MSE scores & IPRs (Excel form provided & IPRs)
- September 3—Submit 19/20 Student Unit Record Enrollment Report (Excel Form provided)
- March 6, 2020—Per Student AP Score Projections by Teachers and Students' Intentions to take Exam (Online "Data Reporting")
- Teacher Attendance at PD including Content Review Sessions Vertical Team Meetings (Online "Data Reporting")

Flow of Funding From AdvanceKentucky

- Summer 2019—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 Content Review Sessions (food and prizes) (Original Receipts must accompany Invoice from School/Individual.)
- By November 8, 2019—Invoice AdvanceKY to request reimbursement for eligible equipment/supplies. (Must be accompanied by copies of all vendor invoices to document School purchases)
- May 2020—Reimbursement for eligible AP Exam Fees processed to submit to students
- By June 26, 2020—AdvanceKY Payment of AP Teacher Stipends based on attendance reported at online data reporting system
- By November 29, 2020—AdvanceKY Payments for Incentives and Bonuses

19/20 Individual Letters of Agreement

- October 2019—AP Teachers, 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)