

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

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



This AdvanceKentucky Letter of Agreement is entered into as of **July 17, 2019** by and between **Kentucky Science and Technology Corporation**, a Kentucky nonprofit corporation, and **Valley High School/Jefferson County Public Schools** and documents the role of **Valley 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 for Individual Teachers.

**SECTION 1.0 – TERM OF AGREEMENT**

The Term of the Agreement shall commence on July 17, 2019 and end on July 31, 2022, subject to annual renewals between **Valley High School/Jefferson County Public Schools** and **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 and teachers who 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 College Readiness 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 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 applications for individual teachers to participate in the College Readiness Program.

- d) ***Kentucky Science and Technology Corporation*** conducted an initial assessment of the applicant's Advanced Placement program to ascertain the 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.
- e) ***Kentucky Science and Technology Corporation*** has determined that committing Program funding to support the applicant 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.
- f) The applicant 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.

**SECTION 3.0 – 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) **KSTC will manage and implement the AdvanceKentucky AP College Readiness Program for Individual Teachers from 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. KSTC/AdvanceKentucky will provide annual growth goals for applicant. The **2020** goal will be confirmed pending individual teacher results from the 2019 AP exams. The **2021** and **2022** primary threshold goals will be calculated in consideration of the prior two years of exam results.
- b) **Program School will provide administrative support that addresses:**
  - 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. *School Calendars*:
    - o Establish MSE AP and supporting Pre-AP courses as priority in annual master scheduling and support annual offerings of available MSE AP course(s). 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.
    - o Implement a school calendar that supports Advanced Placement by limiting conflicts with the annual AP exam calendar (e.g. prom, end of year concerts, senior trips, etc. scheduled well before AP exams or after)
  - iii. *Teacher Professional Development*: Support qualified teachers with a growth mindset to participate in Pre-AP and AP professional development and training;
- c) **Teachers will provide a classroom experience that includes:**
  - i. *High Expectations*: High expectations regarding open enrollment and student academic achievement;



- ii. **Focus on 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:** Review district, school, or department policies on AP participation, eliminate 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.
- iii. **Commitment to Rigorous Instruction:** by agreeing to complete and adhere to a College Board approved (audited) syllabi and adopt the AP philosophy of equity and access.
- iv. **Exam Expectations:** as a school-wide strategy encourage students taking AP courses to also take the relevant AP exams and administer mock exams that closely replicate the AP exam experience.
- v. **Support Pre-AP Programs:** Promote pre-AP pathways for all relevant MSE courses starting in Grade 8, with outreach to 6<sup>th</sup> and 7<sup>th</sup> Grades.
- vi. **Science Labs:** Develop a plan to provide adequate lab time, equipment and materials for AP science courses.
- vii. **Accurate Data Reporting:** Provide the **Kentucky Science and Technology Corporation** with data, documentation, and Program information in a timely and meaningful fashion. (*Attachment B*).

#### SECTION 4.0 - AGREEMENT

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

Each year beginning July 17, 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, **Valley High School/Jefferson County Public Schools**:

- a) **Stipends, incentives and threshold bonuses:**
  - i. Each *MSE AP teacher* participating in the program will receive the following:
    - up to a \$500 stipend in return for participating in specific activities. See *Attachment C for sample LOA with these individuals*.
    - \$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*.
    - 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. Annually, a revised LOA 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*.
  - ii. *Students* will receive \$100 for each eligible 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.
- b) **Teacher training costs and exam fees:**

- i. Funding for up to **50%** of all AP exams in eligible courses not covered by other sources. This amount is 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 eligible AP teacher(s) 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. (District pays associated travel expenses.)
  - iii. Funding for registration fees for **two** Pre-AP teachers per participating AP teacher to attend Pre-AP trainings sponsored by AdvanceKentucky. (District pays associated travel expenses)
- c) **Content review sessions and equipment and supplies costs:**
  - i. Two MSE AP Study Sessions and a mock exam for students per MSE AP course: these sessions typically occur on Saturdays or as determined by **Kentucky Science and Technology Corporation and Teacher/School**.
  - ii. **Kentucky Science and Technology Corporation** will reimburse up to \$25 per enrollment in a participating AP MSE course for technology directly supportive of MSE AP courses.
- d) **KSTC will also implement, manage, and report the results of the Program in collaboration with Valley 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 **Valley High School/Jefferson County Public Schools**, including how all incentives are to be allocated based on reported performance.
  - iii. 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**.
  - iv. Communicate regularly with Program teachers and assist them in carrying out their responsibilities. Teacher responsibilities are listed in 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 **Valley High School/Jefferson County Public Schools**.
  - vi. Provide curricular support as needed to MSE pre-AP and AP teachers and AP Coordinators in the Program.
  - vii. Provide assistance and relevant data for School administration.
  - viii. Provide Content Review Session assistance including planning all sessions and providing appropriate logistical support.
  - ix. Provide Vertical Team meeting assistance for Pre-AP and AP teachers in the Program.
  - x. Provide access to state and national experts for relevant training and consulting needs.
  - xi. Purchase agreed upon Program materials as feasible.
  - xii. Follow general timeline of activities noted in **Attachment G**.
- e) **Each year beginning in July 17, 2019 and continuing until July 31, 2022 under mutually agreed upon annual renewals of the terms of this Agreement and pending availability of funds, Teacher/School 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. Support each Teacher to complete his/her extracurricular responsibilities in setting up Vertical Team meetings and Content Review Sessions.
  - iii. As needed, pay for substitute days for MSE AP teacher(s) to attend training or hold training on staff development days.



- iv. Pay for all travel expenses for designated MSE AP teacher(s) 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.
- v. Pay for all travel expenses for MSE Pre-AP teachers to attend AdvanceKentucky-sponsored summer institute.
- vi. Assist student transportation when needed for Content Review Sessions on Saturdays or after school.
- vii. As needed, 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 course(s).
- viii. Participate in College Board course audits for eligible AP MSE course(s) to ensure compliance with high standards.
- ix. Annually report necessary data to *Kentucky Science and Technology Corporation* to measure the results of the Program as described in [Attachment B](#).
- x. Formally authorize the release of annual results data to *Kentucky Science and Technology Corporation* pertinent to the Program as explained in [Attachment B](#).
- xi. Collaborate with *Kentucky Science and Technology Corporation* on matters regarding the Program.
- xii. Support the effort of all Program participants during AP Exam preparation and testing, including establishing a testing environment conducive to success.

#### SECTION 5.0 – PROGRAM BUDGET & FUNDING PROCESS

- a) **Program Budget:** In [Attachment D](#), *Kentucky Science and Technology Corporation* provides a written funding scenario for *Valley 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. *Valley 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 *Valley High School/Jefferson County Public Schools* in implementing and operating the Program. Funding is provided to *Valley High School/Jefferson County Public Schools*, its AP teachers, AP Coordinator, qualified students, and vendors to pay for eligible expenses, as identified in the [Attachment D](#) 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 E](#).

#### SECTION 6.0 – 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 *Valley 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. *Valley 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 *Valley*

***High School/Jefferson County Public Schools***, and shall not sign as a guarantor or co-signer on any instrument for ***Valley 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.
- c) **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: **Estimated KSTC Program Funding and Other School Contribution Scenarios**

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

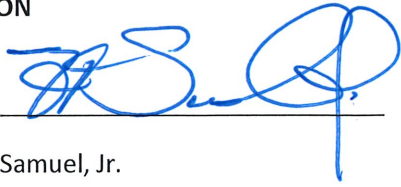
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates set forth below.



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

**KENTUCKY SCIENCE AND TECHNOLOGY  
CORPORATION**

Signed By: \_\_\_\_\_



Name: F.T. Samuel, Jr.

Title: President

Date: 13 MAY, 2019

**DISTRICT**

Signed By: \_\_\_\_\_

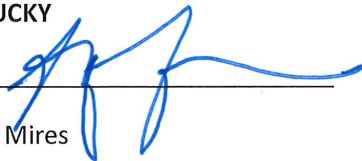
Name: Dr. Marty Pollio

Title: Superintendent

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

**ADVANCE KENTUCKY**

Signed By: \_\_\_\_\_



Name: Anthony Mires

Title: Executive Director

Date: 5/13/19

**SCHOOL**

Signed By: \_\_\_\_\_



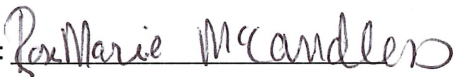
Name: Jeffrey Gossett

Title: Principal

Date: 5/28/2019

**TEACHER**

Signed by: \_\_\_\_\_



Name: RoseMarie McCandless

Content Area: Computer Science

Date: 5/30/19

## ATTACHMENT A Elements of Success





## 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

**Valley High School/Jefferson County Public Schools**

Data is needed to verify results and track participation in the Advanced Placement Teacher Training and Incentive Program. **Valley 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 **Valley 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 **Valley High School/Jefferson County Public Schools** policy regarding the confidentiality of data. This authorization will include data for students graduating in 2020 through 2022.

For School

NAME: \_\_\_\_\_  
District Superintendent

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

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

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\* Districts will provide AdvanceKY with relevant College Board AP score reports

† 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) / Valley 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**

- Teach the AP curriculum as outlined in the College Board guidelines and approved through your College Board Course Audit.
- Lead 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 as needed outside of class.
- Attend/observe and assist with two (2) Content Review Sessions, and regularly encourage all AP students to attend these Content Review Sessions.
- Respond to AdvanceKentucky Content Director and the assigned AP Mentor 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 Valley 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) 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 Valley High School/Jefferson County Public Schools by **May 24, 2020** and subsequently paid to you through the regular Valley High School/Jefferson County Public 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 10, 2020**.*

*Upon verification of 2019-20 AP Qualifying Scores reported by College Board, any earned Incentives and Threshold Bonus will be reported to the Valley High School/Jefferson County Public Schools by **November 29, 2020**, 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**  
Estimated Program Funding Scenario

**1. FUNDING DISTRIBUTION PROCESS**

- A. Reimbursements by KSTC directly to *Valley 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 or as a single check to the district. Eligible exams are those not covered by other sources. Exam fee reimbursements are distributed based on final enrollments submitted to AdvanceKentucky.
- B. Reimbursements/Payments by KSTC for Content Review Sessions:**
- If applicable, Host 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 paid directly to contractors.
- 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 designated Administrator of Record for distribution.
- D. Payments by KSTC for Teacher Awards upon Authorization by KSTC (see LOA Samples in *Attachments C*):**
- LOAs between KSTC and each MSE AP Teacher specify conditions for earning AP Teacher Stipends, Incentive Awards, and Threshold Bonuses.

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

- *Teacher Training Expenses:* KSTC pays registration fees ONLY and *Valley High School/Jefferson County Public Schools* pays associated travel expenses.
- *Teacher and Student Incentives* based on \$100 per qualifying score: assumes 100% of average first year teacher goals.
- *AP Teacher Threshold Bonus:* Up to \$1,500 if AP score goal is met (see *Attachment C*).
- *AP Teacher Stipend:* up to \$500 for each MSE AP Teachers (see *Attachment C*).
- *Content Review Sessions:* approx. \$25/student in attendance for food, prizes, materials.
- *AP Exam Fees:* initially calculated as 50% non-free/reduced lunch enrollments.
- *Technology/Instructional Materials/Supplies:* \$25 per actual enrollment in supported AP MSE course or capped at enrollment projections, whichever is less.

**B. Estimated Program Funding Provided by KSTC to or in support of Valley High School/Jefferson County Public Schools for Applicant. The District Estimate is provided to help District's anticipate costs to support program participation and are not a commitment for funding.**

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

School 19-20 Funding Scenario	2019-20 KSTC Commitment	2019-20 District Estimate
<b>AP Teacher Stipends</b> <i>\$500 per teacher</i>	\$500	\$0
<b>Mentor Fees</b> <i>\$650 + associated travel and registration</i>	\$1350	\$0
<b>AP Summer Institute for AP Teachers</b> <i>\$750 per AP teacher</i>	\$750	\$0
<b>Travel for AP Summer Institute</b> <i>Assumes 4 nights lodging, RT mileage, and average Per Diem (Program Average; actual contributions will vary)</i>	\$0	\$725
<b>Registration for Fall Forum Two-Day AP Teacher Training</b> <i>\$300 per AP teacher</i>	\$300	\$0
<b>Travel for Fall Forum Two-Day AP Teacher Training</b> <i>Assumes one night of lodging and RT mileage (Program Average; actual contributions will vary)</i>	\$0	\$250
<b>Registration for LTF Pre-AP Teacher Training</b> <i>\$795 per Pre-AP teacher</i>	\$1590	\$0
<b>Travel for LTF Pre-AP Teacher Training</b> <i>Assumes 3 nights lodging, RT mileage, and evening Per Diem x 2 teachers (Program Average; actual contributions will vary)</i>	\$0	\$650
<b>Mock Exam Scoring</b> <i>(\$15 per student exam)</i>	\$450	\$0
<b>Content Review Sessions (Food/Prizes/Consultants)</b> <i>\$15 per attendee x 2 sessions; assumes 85% attendance</i>	\$1,275	\$0
<b>Transportation for Students to attend Content Review Sessions</b> <i>(Assumes program average of \$175 per sessions x 2 sessions, actual contributions will vary)</i>	\$0	\$350
<b>Exam Fees</b> <i>Applies formula to estimated exam takers NOT on FRL</i>	\$640	\$0
<b>Equipment and Supplies</b> <i>\$25 per MSE enrollment</i>	\$750	\$0
<b>Student Incentives</b> <i>\$100 per qualifying score based on applicant goal</i>	\$700	\$0
<b>Teacher Incentives</b> <i>Equals student incentives based on applicant growth goal</i>	\$700	\$0
<b>Teacher Bonus</b> <i>Assumes max threshold goal available to teacher</i>	\$1500	\$0
<b>TOTAL 19-20 FUNDING SCENARIO</b>	<b>\$10,505</b>	<b>\$1,975</b>



**ATTACHMENT E**  
**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, ECU and UofL; Schools submit invoices for reimbursement to AdvanceKY for registrations outside KY)
- Summer 2019 (Lexington) LTF Summer Institute (Registration Required—see [www.advanceky.com](http://www.advanceky.com))
- TBD— 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 8, 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 11, 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 29, 2020—AdvanceKY Payment of AP Teacher Stipends based on attendance reported at online data reporting system and Content Coordinators Stipends
- By November 30, 2020—AdvanceKY Payments for Incentives and Bonuses

***19/20 Individual Letters of Agreement***

- October 2019—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)