

LETTER OF AGREEMENT
BETWEEN
KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION
AND
FARNSLEY MIDDLE SCHOOL/JEFFERSON COUNTY PUBLIC SCHOOLS

To Implement the



Access to Algebra Program



This AdvanceKentucky Letter of Agreement is entered into upon mutual agreement to the terms outlined by and between **Kentucky Science and Technology Corporation (KSTC)** a Kentucky nonprofit corporation, and **Farnsley Middle School/Jefferson County Public Schools** and documents the role of **Farnsley Middle School/Jefferson County Public Schools** and **Kentucky Science and Technology Corporation** with respect to a multi-year replication of the AdvanceKentucky's Access to Algebra Program.

SECTION 1.0 – TERM OF AGREEMENT

The Term of the Agreement shall commence on April 22, 2020 and end on July 31, 2023, subject to annual renewals between **Farnsley Middle School/Jefferson County Public Schools** and the **Kentucky Science and Technology Corporation** based on ongoing performance and pending availability of funding.

SECTION 2.0 - RECITALS

- a) **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 including the Access to Algebra program. 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 prepared for advanced STEM coursework in high school including a focus on inclusion of students traditionally underrepresented in advanced courses.
- b) *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 Access to Algebra Program in a given school, including **Farnsley Middle School/Jefferson County Public Schools**.
- c) **Farnsley Middle School/Jefferson County Public Schools** expressed interest to **Kentucky Science and Technology Corporation** addressing how it intends to implement and operate the Access to Algebra Program in its school with full integrity to the concept of increasing the number of

students participating in advanced math courses and meeting college readiness benchmarks in math.

- d) **Kentucky Science and Technology Corporation** conducted an initial assessment of the **Farnsley Middle School/Jefferson County Public Schools** math 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 advanced middle school math.
- e) **Kentucky Science and Technology Corporation** has determined that committing Program funding to support **Farnsley Middle 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 students meeting national math benchmarks.
- f) **Farnsley Middle School/Jefferson County Public Schools** agrees to implement and support proven strategies outlined in the Access to Algebra Program to significantly increase the number of students meeting benchmark on a national math assessment, to increase the number of students eligible for 8th grade Algebra 1, 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 Access to Algebra 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 Access to Algebra Program for Jefferson County Public Schools by providing:**
 - i. Content Area Support: Experienced and well-respected staff and teacher trainers with first-hand familiarity and success in building successful accelerated math programs;
 - ii. Logistical Support: to maximize the use of technology, materials and resources necessary for a successful Program;
 - iii. Goal Setting: A results-oriented culture characterized by measuring the number of students taking and succeeding in advanced MS math courses across all demographics.
- b) **Administrative support from Jefferson County Public Schools that will address:**
 - i. Culture: Cultivate, support, and maintain a culture of high expectations for teachers and students that is inclusive, i.e., embraces an open enrollment approach in advanced courses.
 - ii. Accelerated Math Program: Establish accelerated math pathways starting in Grade 6 or 7, with outreach to the 5th and 6th grades as course schedules are determined.
 - iii. Teacher Professional Development: Support teacher participation in Laying the Foundation (LTF) professional development and training;
 - iv. Student Recruitment: Actively recruit all students to be a part of an accelerate math program with specific attention to the following areas:
 - o *Underrepresented Students*: Create access to accelerated math courses for underrepresented school populations and recruit underrepresented school populations.

- o *Remove Barriers to Accelerated Math Participation:* Identify district, school, or department policy, unreasonable entrance exams, or gatekeeping of any kind that directly or indirectly hinders accelerated math participation.
- v. *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 math faculty and support teachers by providing access to advanced level, content-focused teacher training that supports MS math classrooms.
- iii. *Exam Expectations:* as a school-wide strategy encourage all students to perform with their best effort on the PSAT 8/9 exam.

SECTION 4.0 – ACCESS TO ALGEBRA PROGRAM GOALS FOR FARNSELEY MIDDLE SCHOOL

- a) **Open Enrollment:** Both parties firmly support the goals of KSTC/AdvanceKentucky that center around **Open Enrollment** in advanced math, namely to have more students prepare for and meet 8th grade benchmark for math on a national exam.
- b) **Farnsley Middle School Goals:** Increase the number, set by AdvanceKentucky, of 8th grade students meeting benchmark above 2020 baseline.
- c) **Future Goal Setting:** Fair and reasonable school goals will be set annually by AdvanceKentucky based on prior year PSAT 8/9 results.

SECTION 5.0 - AGREEMENT

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

Each year beginning June 1, 2020 and continuing until July 31, 2023, 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, **Farnsley Middle School/Jefferson County Public Schools**:

- a) **Stipends, incentives and threshold bonuses:**
 - i. Each designated *MS math teacher* will receive up to a **\$340** stipend in return for participating in specific activities. See [Attachment C](#) for sample LOA with these individuals.
 - ii. Designated *MS math teachers* also will have an opportunity to receive a threshold bonus up to **\$500** based on the total number of 8TH grade students meeting math benchmark. A separate LOA for each designated MS math 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](#).
 - iii. *Students* will receive **\$50** for meeting benchmark. The **\$50** will be earned by 8th grade students who have either met national benchmark on the PSAT 8/9 or a pre-determined growth goal determined by AdvanceKentucky.

- iv. One MS math teacher will serve as *Content Coordinator for Farnsley Middle School/Jefferson County Public Schools* and receive up to \$400 paid by *Kentucky Science and Technology Corporation to Farnsley Middle School/Jefferson County Public Schools*. This stipend is in addition to any stipend earned as a classroom teacher. See [Attachment D](#) for sample LOA with this individual.
 - v. A designated *School Administrator* will have an opportunity to receive a threshold bonus of \$500 based on the total number of 8TH grade students meeting math benchmark. A separate LOA for each designated MS math 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 [Attachments E](#) for sample LOA with this individual.
- b) **Teacher training costs and exam fees:**
- i. *Kentucky Science and Technology Corporation* will provide funding for 7th and 8th grade PSAT 8/9 exams.
 - ii. *Kentucky Science and Technology Corporation* will provide funding for registration fees and negotiated travel costs for all MS math teachers to attend Pre-AP trainings sponsored by AdvanceKentucky.
- c) **Equipment and supplies costs:**
- i. Pending final negotiation *Kentucky Science and Technology Corporation* will reimburse up to \$1,000 and up to \$15 for each 8th grade enrollment in a participating math course for equipment and supplies directly supportive of MS math courses.
- d) ***Kentucky Science and Technology Corporation* also will implement, manage, and report the results of the Program in collaboration with Farnsley Middle 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 *Farnsley Middle School/Jefferson County Public Schools*, including how all incentives are to be allocated based on reported performance.
 - iii. Annually review each MS math department's performance based on PSAT 8/9 exam results and whether they carried out their designated responsibilities that are conditions of earning the MS math teacher stipend. MS math teacher responsibilities are listed in the sample LOA in [Attachment C](#).
 - iv. Assist *Farnsley Middle School/Jefferson County Public Schools* in recruiting and developing MS math Content Coordinators.
 - v. Communicate regularly with Content Coordinators and assist them in carrying out their responsibilities. Content Coordinator responsibilities are listed in sample LOA in [Attachment D](#).
 - vi. Award earned bonuses to each MS math teacher based on the number of 8th grade students meeting the PSAT 8/9 math benchmark as reported by College Board in comparison to pre-set threshold goals and disburse the bonuses as agreed upon with *Farnsley Middle School/Jefferson County Public Schools*.
 - vii. Award earned bonuses to designated administrator based on the number of 8th grade students meeting the PSAT 8/9 math benchmark as reported by College Board in comparison to pre-set threshold goals posted in annual LOAs. Designated administrator responsibilities are listed in sample LOAs in [Attachments E and F](#).
 - viii. Provide curricular support as needed to MS math teachers and Content Coordinators in the Program.
 - ix. Provide assistance and relevant data for school administration.
 - x. Provide Vertical Team meeting assistance for MS math teachers in the Program.

- xi. Purchase agreed upon Program materials as feasible.
- xii. Follow general timeline of activities noted in [Attachment G](#).

e) For implementation of the Access to Algebra Program, Kentucky Science and Technology Corporation will provide reimbursement for the following Program Costs:

- I. **Kentucky Science and Technology Corporation** will provide funding for 7th and 8th grade 2020 Spring PSAT 8/9 exams.
- II. **Kentucky Science and Technology Corporation** will reimburse up to \$1,000 and up to \$15 for each 2020-2021 8th grade enrollment in a participating math course for equipment and supplies directly supportive of MS math courses.
- III. Upon final negotiation, each designated *MS math teacher* will receive up to a **\$340** stipend in return for participating in specific activities during the 2020-2021 school year.
- IV. Upon final negotiation, one *MS math teacher* will serve as *Content Coordinator for Farnsley Middle School/Jefferson County Public Schools* and receive up to **\$400** for specific activities during the 2020-2021 school year. This stipend is in addition to any stipend earned as a classroom teacher.
- V. A designated *school administrator* will have an opportunity to receive a threshold bonus of \$500 based on the total number of students meeting national benchmark on the PSAT 8/9 exam. A separate LOA for the administrator detailing threshold bonus numbers will be issued by **Kentucky Science and Technology Corporation** by late Fall each school year. See [Attachment E](#) for sample LOA with this individual.
- VI. All 2020-2021 8th grade *students* are eligible to receive **\$50**. The **\$50** will be earned by 8th grade students who have either met national benchmark on the PSAT 8/9 or a pre-determined growth goal.
- VII. Funding for content review session(s) to help prepare students for the PSAT 8/9.

f) Each year upon annual renewals of the terms of this Agreement and pending availability of funds, Farnsley Middle 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 MS math courses with specific emphasis on 8th grade Algebra 1.
- ii. Allow Content Coordinator to complete his/her extracurricular responsibilities in setting up Vertical Team meetings.
- iii. Provide support for MS math Vertical Team meetings including but not limited to arrangement for facilities and other logistical assistance.
- iv. Negotiate funds for equipment, instructional materials, and technology directly supportive of MS math courses as determined by **Kentucky Science and Technology Corporation, Farnsley Middle School/Jefferson County Public Schools** and the Content Coordinators up to \$1,000 per school per year plus up to \$15 per actual enrollment 8th grade MS math enrollment.
- v. Annually report necessary data to **Kentucky Science and Technology Corporation** to measure the results of the Program as described in [Attachment B](#).
- vi. Formally authorize the release of annual results data to **Kentucky Science and Technology Corporation** pertinent to the Program as explained in [Attachment B](#).
- vii. Collaborate with **Kentucky Science and Technology Corporation** on matters regarding the Program.
- viii. Support the effort of all Program participants during PSAT 8/9 testing by establishing a testing environment conducive to success and by ensuring students are prepared for the exam, which may include a prior Content Review Session for students.

SECTION 6.0 – PROGRAM BUDGET & FUNDING PROCESS

- a) **Program Budget** - In **Attachment F**, Kentucky Science and Technology Corporation provides a written funding scenario for **Farnsley Middle School/Jefferson County Public Schools** that outlines and identifies all Program costs supported by **Kentucky Science and Technology Corporation**, any donors, and the School. **Farnsley Middle 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 **Farnsley Middle School/Jefferson County Public Schools** in implementing and operating the Program. Funding is provided to **Farnsley Middle School/Jefferson County Public Schools**, its designated Administrator of Record, MS math teachers and Content Coordinators, 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 **Farnsley Middle 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. **Farnsley Middle 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 **Farnsley Middle School/Jefferson County Public Schools**, and shall not sign as a guarantor or co-signer on any instrument for **Farnsley Middle 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) **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
859-233-3222

Letter of Agreement
Between Kentucky Science and Technology Corporation and Farnsley Middle School/Jefferson County Public Schools

For District:

John Sewsankar
JCPS Grants and Awards Accounting
3332 Newburg Road
Louisville, KY 40215
john.sewsankar@jefferson.kyschools.us
502-485-3455

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

Attachment A: **AdvanceKentucky Access to Algebra Program Elements of Success**

Attachment B: **Authorization to Release Student Data**

– *note additional signature required*

Attachment C: **Access to Algebra Teacher Sample LOA with KSTC**

Attachment D: **Access to Algebra Content Coordinator Sample LOA with KSTC**

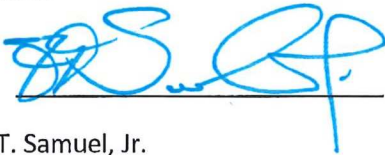
Attachment E: **Designated Administrator Sample LOA with KSTC**

Attachment F: **Estimated KSTC Program Funding**

Attachment G: **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.

**KENTUCKY SCIENCE AND TECHNOLOGY
CORPORATION**

Signed By: 

Name: F. T. Samuel, Jr.

Title: President

Date: 18 FEBR 2020

JEFFERSON COUNTY PUBLIC SCHOOLS

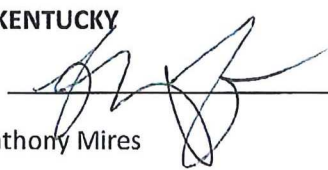
Signed By: _____

Name: Dr. Martin Pollio

Title: Superintendent

Date: _____

ADVANCEKENTUCKY

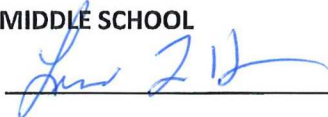
Signed By: 

Name: Anthony Mires

Title: Executive Director

Date: 2/17/2020

FARNSELEY MIDDLE SCHOOL

Signed By: 

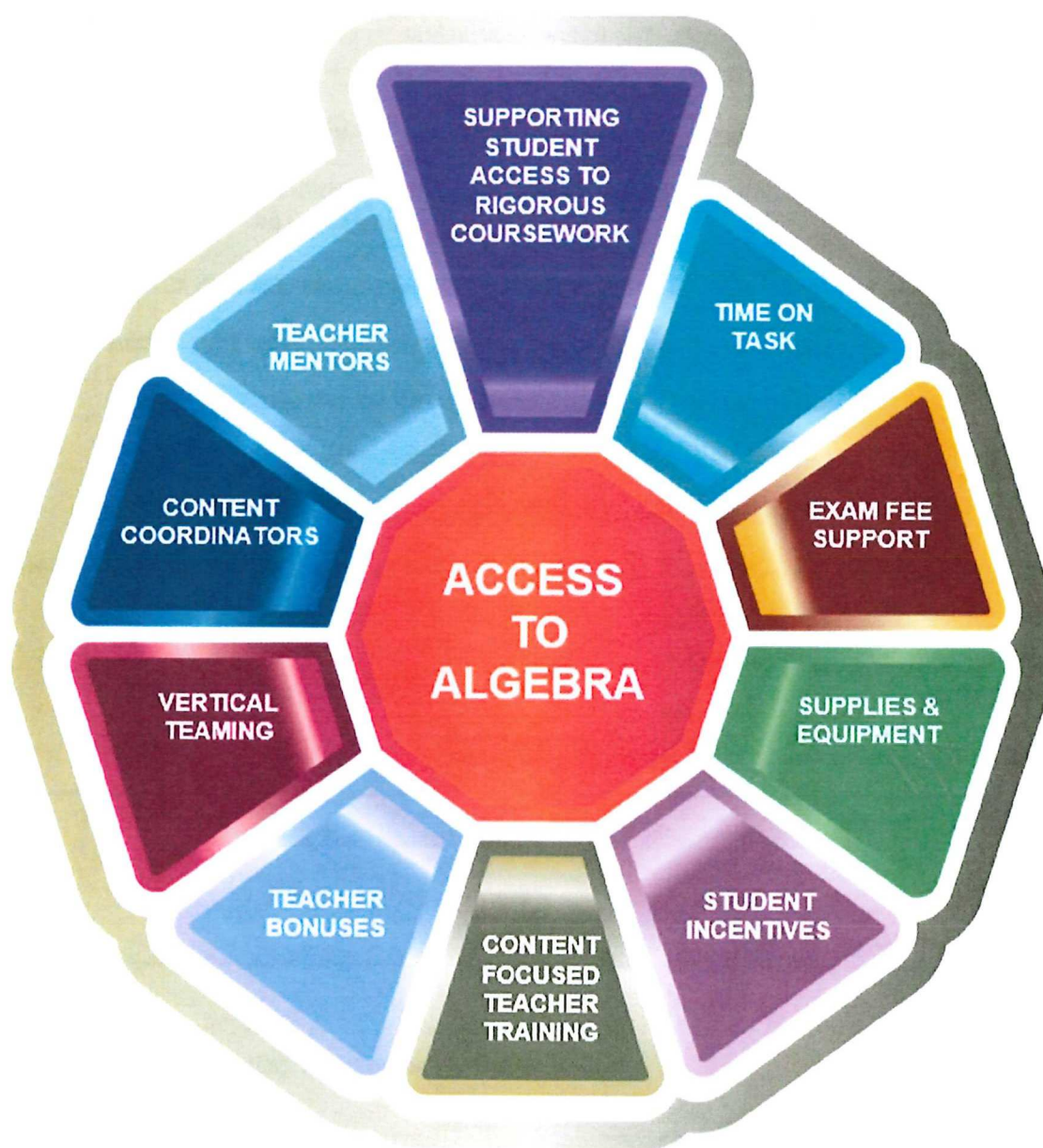
Name: Linda Hudson

Title: Principal

Date: 2-19-20

ATTACHMENT A

Access to Algebra Program Elements of Success



ATTACHMENT A

Access to Algebra Program Elements

(continued)

KEY COMPONENTS

Content Focused Teacher Training includes training for all MS math teachers and special education teachers teaching math to attend LTF MS math training.

Supplies and Equipment per student funding to directly enhance math instruction and facilitate implementation of LTF math lessons. The amount will be calculated on 8th grade enrollment numbers but may be used across all middle school grades.

Vertical Teaming stipends will be provided to all MS math teachers to attend four vertical teaming events. The vertical meetings will focus on increasing the number of students meeting benchmark on the spring PSAT 8/9 exam.

Content Coordinator will be one math teacher serving as lead organizer and point of contact for AdvanceKentucky. This teacher will be responsible for coordinating the vertical team meetings and corresponding with program mentors and AdvanceKentucky staff.

Teacher and Administrator Bonuses will be awarded to MS math teachers and administrators for reaching school performance goals set by AdvanceKentucky. Goals are set on the PSAT 8/9 and shared collaboratively.

Student Incentives are given to each 8th grade student meeting the math benchmark on the PSAT 8/9 or meeting a pre-determined growth goal set by AdvanceKentucky.

Time on Task will be financially supported to provide students with additional test prep outside of the normal instructional school hours.

Exam Fee Support will be given to provide students, excluding FMD students, with a nationally recognized college readiness math exam.

Teacher Mentoring will be provided as requested.

ATTACHMENT B

Authorization to Release Data

Farnsley Middle School/Jefferson County Public Schools

For any project, involving data collection or research (e.g., program evaluation or monitoring activities), JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purposes of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all data collection and research activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.

Data is needed to verify results and track participation in the Access to Algebra Program. *Farnsley Middle 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 *Farnsley Middle 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 the program while enrolled at Farnsley Middle School. Data to be released include:

- School
- MS Math Course Name
- MS Math Teacher
- Number of Students Enrolled by MS Math Course
- Enrolled Students in each MS Math Course by Teachert and by:
 - o Student Name
 - o State Student ID
 - o Date of Birth
 - o Gender
 - o Ethnicity
 - o Socio-Economic Status
 - o ESL/ELL
 - o Grade Level
 - o Score on PSAT 8/9 Exam
 - o Teacher-Projected Exam Score

Information will be released consistent with the Family Educational Rights and Privacy Act, *state law* and the *Farnsley Middle School/Jefferson County Public Schools'* policy regarding the confidentiality of data. This authorization will include data for students enrolled in Farnsley Middle School from 2020 through 2023.

Farnsley Middle School

Dr. Martin Pollio
Jefferson County Public Schools Superintendent

SIGNATURE: _____

DATE: _____

*Upon request, Jefferson County Public Schools are to grant AdvanceKentucky authorization to access PSAT 8/9 reports.

ATTACHMENT C

Sample MS Math Teacher LOA with KSTC

Teacher Name

Farnsley Middle School/Jefferson County Public Schools

I. Middle School (MS) Math Teachers Support the Goals of the Access to Algebra Program with an Open Enrollment Approach

- Student Access: Increase the number of students enrolled in more rigorous math courses, including Algebra I.
- Student Success: Increase the number of students meeting the math benchmark on the PSAT 8/9.
- High Expectations: Reach ambitious math benchmark goals set in a fair and reasonable manner.

II. Responsibilities of Access to Algebra Teachers

- Attend the four (4) scheduled vertical team meetings.
- Attend a four-day LTF Summer Institute or equivalent, as determined by KSTC, summer 2020.
- Tutor MS math students as needed.
- Prior to administering the PSAT 8/9 exam, provide score projections to AdvanceKentucky in the Online Data Reporting System.
- If your school elects to conduct a Content Review Session (CRS), attend/observe and assist with the session as needed, and encourage all students to attend.
- Respond to AdvanceKentucky and the local Access to Algebra Content Coordinator 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 records).

III. Stipend, Incentives and Threshold Bonus for Access to Algebra Teachers Paid by KSTC to School/District

- Stipend (up to \$340 Total):
 - \$30 for each post-meeting report entered in the AdvanceKentucky Online Data Reporting System after participation in each of four (4) vertical team meetings (maximum of \$120).
 - \$40 for post-session report entered in the AdvanceKentucky Online Data Reporting System after attending and assisting with a Content Review Session.
 - \$180 for attending the four-day LTF summer institute or equivalent, as determined by KSTC. Attendance to be entered in the AdvanceKentucky Online Data Reporting System.
- A Threshold Bonus amount may be earned as follows:
 - If the number of 2020 8th grade enrollments meeting the math benchmark on the PSAT 8/9 meets at least:
 - xx – then you will earn \$500.

IV. Payment Process

- *The Stipend will be reported/paid to the school/district by **June 15, 2021**, and subsequently paid through the regular school/district payroll process. The amount of each Stipend will be paid based on reports submitted in the AdvanceKentucky Online Data Reporting System as of **May 15, 2021**.*
- *Upon verification of the number of 8th grade students meeting math benchmark on **2021 PSAT 8/9** any earned Threshold Bonus will be reported to your school/district by **September 30, 2021** and subsequently paid according to the process outlined in your school's master letter of agreement.*

Signatures required by KSTC President, AdvanceKY Executive Director, & MS Math Teacher

ATTACHMENT D

Sample MS Math Content Coordinator LOA with KSTC

Teacher Name
Content Coordinator: MS Math
Farnsley Middle School/Jefferson County Public Schools

I. Approach

- Student Access: Increase the number of students enrolled in more rigorous math courses, including Algebra I.
- Student Success: Increase the number of students meeting math benchmark on the PSAT 8/9.
- High Expectations: Reach ambitious math benchmark goals set in a fair and reasonable manner.

II. Responsibilities of AdvanceKentucky Content Coordinators

- Coordination
 - Annual attendance at Leader Assembly as a condition of serving as Content Coordinator.
 - Communicate with AdvanceKentucky staff and the District Content Coordinator (if this position exists within the district) in a timely and effective manner to promote implementation of the Access to Algebra Program elements and goals.
 - Routinely remind all participating Access to Algebra math teachers to keep their personal attendance records up-to-date in the Online Data Reporting System after each Vertical Team Meeting, Content Review Session and any other eligible professional development training.
 - Reinforce reminders of the year-end posting deadline for attendance data entries for processing timely Access to Algebra Math Teacher Stipend payments.
 - Submit and ensure score projections are up-to-date with AdvanceKentucky.
 - Coordinate final 7th and 8th grade student enrollment roster for administration of the PSAT 8/9 exam and submit the 'Exam Coordinator Checklist' in the AdvanceKentucky Online Data Reporting System prior to the administration of the PSAT 8/9 exam.
- Vertical Team Meetings (VTM)
 - Arrange four (4) Vertical Team Meetings among Access to Algebra program math teachers, inviting relevant high school and elementary teachers.
 - Submit 'Vertical Team Meeting Report' in the AdvanceKentucky Online Data Reporting System after each VTM.
- Content Review Session (optional)
 - If your school elects to conduct a Content Review Session (CRS):
 - Prior to the session, develop a plan and contact AdvanceKentucky to discuss the logistics and expenses of the session for pre-approval.
 - Once pre-approval has been granted, arrange the math CRS which will require critical advance preparation and coordination, including sharing information in advance with AdvanceKentucky staff, school administrators and teachers, parents, and students.
 - After each session(s), collect 'Student Sign-in Sheets' (for each CRS if hosting more than one) and submit to AdvanceKentucky;

ATTACHMENT D

Sample MS Math Content Coordinator LOA with KSTC (continued)

Teacher Name

Content Coordinator: MS Math

Farnsley Middle School/Jefferson County Public Schools

- After the session, submit the KSTC Expense Report Form accompanied with original receipts for reimbursement of previously agreed upon expenses.
- Submit 'CRS Report' after the Content Review Session in the AdvanceKentucky Online Data Reporting System.

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	4	\$200	Arrange Vertical Team Meetings and report to AdvanceKentucky
\$50	1	\$50	Annual attendance at Leader Assembly
\$50	1	\$50	Coordinate final 7 th and 8 th grade student enrollment roster for administration of the PSAT 8/9 exam
<i>Base</i>		<i>\$ 300</i>	<i>Maximum Annual Base Stipend for a Content Coordinator</i>
\$100	1	\$100	Host Extracurricular Content Review Session event for PSAT 8/9 exam (Optional)
<i>Maximum</i>		<i>\$400</i>	<i>Maximum Annual Stipend for a Content Coordinator</i>

IV. Payment Process

*The Stipend will be reported/paid to the school/district by **June 15, 2021**, 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 reported to AdvanceKentucky as of **May 15, 2021**.*

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

ATTACHMENT E

Sample Administrator of Record LOA with KSTC

Name

Farnsley Middle School/Jefferson County Public Schools

I. **Administrator of Record Supports the Goals of the Access to Algebra Program**

- **Student Access:** Increase the number of students enrolled in more rigorous math courses, including Algebra 1.
- **Student Success:** Increase the number of students meeting math benchmark on PSAT 8/9.
- **High Expectations:** Reach ambitious math benchmark goals set in a fair and reasonable manner.

II. **Responsibilities of Designated Administrator**

- Support and encourage growth and success of the Access to Algebra program.
- Make PSAT 8/9 testing environment a priority.
- Expect teachers and students to participate in all aspects of the Access to Algebra Incentive Program.
- Consider making staff assignments that will enhance the Access to Algebra Incentive Program.
- Welcome Teacher Mentors onto your campus if requested and being served by external consultants.
- Communicate the benefits of rigorous MS math courses to parents/families, such as hosting parent meetings to raise awareness of accelerated math options.
- Assign one MS Math Content Coordinator and oversee the carrying out of their program responsibilities.
- By date certain, ensure the submission of the 2020-2021 7th and 8th grade enrollment roster by student, grade, demographics, course and teacher.
- Monitor teacher and coordinator activity, to ensure proper PSAT 8/9 exam administration.
- Ensure MS math enrollments are kept up-to-date in the AdvanceKentucky Online Data Reporting System.
- Ensure MS score projections are up-to-date in the AdvanceKentucky Online Data Reporting System.
- Annual attendance at Leader Assembly.

III. **Threshold Bonus**

If xx of 2021 8th grade MS math enrollments meet national benchmark, then you will earn \$500.

IV. **Payment Process**

*Upon verification of the number of 8th grade students meeting math benchmark on 2021 PSAT 8/9 any earned Threshold Bonus will be reported to your school/district by **September 30, 2021** 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

Estimated Program Funding Scenario

1. FUNDING DISTRIBUTION PROCESS

- A. *Reimbursements by KSTC directly to Farnsley Middle School/Jefferson County Public Schools for:*
- Equipment/Materials/Supplies upon receipt of *copies of vendor invoices* received by the school.
 - Exam Fees will be reimbursed upon receipt of copy of College Board Invoice.
- B. *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.
- C. *Payments by KSTC for Teacher and Administrator Awards upon Authorization by KSTC (see LOA Samples in [Attachments C, D, E](#)):*
- LOAs between KSTC and each MS math teacher specify conditions for earning MS Math Teacher Stipends and Threshold Bonuses.
 - LOAs between KSTC and each Content Coordinator cover stipend for role and responsibilities.
 - LOAs between KSTC and designated administrator cover conditions for earning Threshold Bonuses.

2. ASSUMPTIONS FOR FUNDING PROVIDED BY KSTC

- *Teacher Training Expenses:* KSTC pays registration fees and negotiated travel costs.
- *Student Incentives* based on \$50 per 8th grade student meeting either math benchmark or growth goal: assumes 100% of annual school goal scores.
- *MS Math Teacher Threshold Bonus:* Up to \$500 if the number of 8th grade students meeting benchmark on PSAT 8/9 goal is met (see [Attachment C](#)).
- *Administrator Threshold Bonus:* up to \$500 if the number of 8th grade students meeting benchmark on PSAT 8/9 goal is met ([Attachment E](#)).
- *MS Math Teacher Stipend:* up to \$340 x Number of MS Math Teachers (see [Attachment C](#)).
- *Content Coordinator (CC) Stipend:* up to \$400 (see [Attachment D](#)).
- *PSAT 8/9 Exam Fees:* Calculated at \$10 (or cost of exam) per 7th and 8th grade enrollment.
- *Technology/Instructional Materials/Supplies:* \$1,000 + up to \$15 per 8th grade MS math enrollment.

3. Estimated Program Funding Provided by KSTC to or in support of Farnsley Middle School/Jefferson County Public Schools

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

Farnsley Middle School 2020-2021 Funding Scenario	2020-2021 KSTC Commitment
MS Math Teacher Stipends <i>\$340 per teacher</i>	\$4,080
Math Content Coordinator Stipend <i>\$300 base per person + \$100 stipend for hosting a CRS</i>	\$400
LTF MS Math Teacher Training <i>\$795 per MS math teacher + negotiated travel</i>	\$10,140
Leader Assembly <i>\$300 per person x 2 member team (including travel and subs)</i>	\$600
Content Specialist/School Mentoring <i>Average cost of Content Specialist (including travel) as needed</i>	\$250
PSAT 8/9 Exam Fees <i>\$12 per 7th and 8th Grade Enrollment</i>	\$8,868
Supplies <i>\$15 per 8th grade enrollment (to be used across all MS grades)</i>	\$5,280
Equipment <i>\$1000 base to be used across all MS grades</i>	\$1,000
PSAT 8/9 Content Review Session <i>\$2.50 per 8th Grade enrollment for extra-curricular Content Review Session</i>	\$880
Student Incentives <i>\$50 per 8th grade enrollment meeting benchmark or growth goal on the PSAT 8/9</i>	\$8,800
Teacher Bonus <i>Applies to all MS Math teachers when # of 8th grade enrollments meet benchmark (assumes half of all schools meet threshold)</i>	\$3,000
Administrator Bonus <i>Applies when # of 8th grade enrollments meet benchmark (assumes half of all schools meet threshold)</i>	\$250
TOTAL 2020-2021 FUNDING SCENARIO	\$43,548

ATTACHMENT G

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

2019-2020 Training and Important Dates

- December 2019: Apply to College Board for school code for PSAT 8/9 exam. Set spring exam administration date.
- January 2020: Order PSAT 8/9 exams
- June/July 2020: LTF Summer Institute
(Registration Required—see advanceky.com)
- August 2020: Leader Assembly (location TBD)

2020-2021 Data Reporting to AdvanceKentucky

- September 1, 2020: Submit 20/21 student unit record enrollment report (Excel form provided)
- February/March 2021: Per student PSAT 8/9 score projections by teachers (prior to PSAT 8/9)
- May 2021: Reporting teacher attendance at PD including Content Review Sessions and Vertical Team Meetings (online)

Flow of Funding from AdvanceKentucky

- Spring 2020—Reimbursement for eligible PSAT 8/9 exam fees
- By November 1, 2020—Invoice AdvanceKY to request reimbursement for pre-approved eligible equipment/supplies. (Must be accompanied by copies of all vendor invoices to document school purchases).
- By June 30, 2021—AdvanceKY payment of MS math teacher stipends based on attendance reported online and Content Coordinator Stipend.
- Spring 2021— Reimbursement for eligible PSAT 8/9 exam fees
- Late Summer 2021—Student incentives are issued (individual \$50 checks mailed to the school and made payable to 2020-2021 8th grade students who have either met national benchmark on the PSAT 8/9 or a pre-determined growth goal).
- By September 30, 2021—AdvanceKY payments for eligible teacher/admin bonuses

2020-2021 Individual Letters of Agreement

- October 2020— MS Math teachers, Content Coordinator, and Administrators of Record
- (MS Math threshold bonus levels set based on baseline of the higher of prior two years of number of students meeting math benchmark on the PSAT 8/9 Exam)

SIGNATURE PAGE

Jefferson School District, supports the application of
Farnsley Middle School to Kentucky Science and Technology Corporation
 for participation in AdvanceKentucky's Access to Algebra Program.

We understand the level of dedication necessary to implement this program. We will approach this opportunity with the goal of building our math programs by increasing the number of students taking Algebra I and reaching benchmark on the College Board PSAT 8/9 Exam. We understand that this may require devising a plan for recruiting more students into advanced math courses, including Algebra I.

(Please add any other signatories relevant to your school and district.)

Marty Pollio, Ed.D.
 Superintendent Name

M. Pollio
 Signature

12/17/17
 Date

Linda T. Anderson
 Principal Name

Linda T. Anderson
 Signature

11-1-17
 Date

Dena Redmond
 Math Teacher

Dena Redmond
 Signature

11/1/19
 Date

Angela Johnson
 Other (Optional)

Angela Johnson
 Signature

11/1/19
 Date

Michelle L. Cicala
 Other (Optional)

Michelle L. Cicala
 Signature

11/1/19
 Date

Devon H
 Other (Optional)

Devon H
 Signature

12-11-20
 Date

MIDDLE SCHOOL CODE REQUEST FORM

Complete both sides of this form to apply for a school code number

Virtual / Internet schools may be eligible to receive exam scores depending on answers provided via the questionnaire below. Virtual / Internet schools seeking to administer exams will be reviewed on a case by case basis and are required to submit a testing plan. Contact ETS-Code Control for a testing plan template. Home schools are NOT eligible to administer College Board exams. Home schools should review the procedures for home-schooled students for individual test programs at www.collegeboard.org.

Check all boxes that apply	I am requesting a school code for: ☐ AP ☒ PSAT®-Related Assessments	I want to: ☒ Become a score recipient ☒ Administer assessments
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1. Official School Name: Farnsley Middle School

a. Shipping Address (may not be Postal Box):
3400 Lee's Lane,
Louisville Jefferson Ky 40216
(city) (county) (state) (zip)

c. Telephone number: (502) 485-8242

e. School Website: www.farnsley.us

g. Are you a member of a school district? ☒ Yes ☐ No

h. Do you share this address with any other school/organization? ☐ Yes ☒ No If yes, list the school: _____

2. When was the school established? 01 / 18 / 99 mm/dd/yy (moved from Williams to here when school was built)

3. Has your school ever used a different name, address, or code? ☐ Yes ☒ No

a. If so, enter old information here: Farnsley was built to accommodate growth and replace David Williams Middle School

b. If a merger, list all schools/codes affected: _____

4. Type of School (check all that apply):
☒ public ☐ church school or other religious ☐ private (independent) ☐ correctional youth facility
☐ charter school ☐ Home School Association ☐ correspondence ☐ course delivery primarily online
☐ other (submit explanation with this form)

5. Enter the number of students enrolled in each grade: 5 0 6 401 7 369 8 368 9 0

6. Do you hold test preparation classes or tutoring activities to prepare students for AP, PSAT-Related Assessments, SAT or other exams? ☐ Yes ☒ No

If yes, you must provide a description of the programs offered and submit it together with this request

7. Are you accredited by one of the agencies/organizations listed on the attached College Board Approved Accreditation list? ☒ Yes ☐ No

If yes, which one? Advanced School's accreditation expiration date: 1 / 1 / 2023 mm/dd/yy

If no, are you accredited by any other agency/organization? ☐ Yes ☐ No If yes, please note the agency/organization: _____

b. Mailing Address (if different from shipping):
SAME
(city) (county) (state) (zip)

d. Fax number: () () ()

f. School E-mail address: Linda.hudson@jefferson.kyschools.us
Jefferson County Public Schools

8. Enter the number of full-time students taught *on-site during the day* for each grade: 5 0 6 401 7 369 8 368 9 0

a. What days and hours are students required to be on-site for instruction? 7:40 - 2:20 pm

9. Total number of middle school (grades 5-9) teachers: Full-time 56 Part-time 1

10. Are any relatives of students enrolled in grades 5-9 employed as teachers or administrators at this school? ☒ Yes ☐ No

If yes, how many teachers and administrators are related to students? Teachers 2 Administrators

11. Total number of middle school teachers with the highest college degree as:

Less than Bachelor's 0 Bachelor's 12 Master's 27 Doctorate 1

12. Which academic disciplines are included in a typical student's schedule at this school each year? (check all that apply)

☒ English ☒ Math ☒ History ☒ Science ☒ Foreign Language ☐ Other (please list):

13. If requesting a code for AP, please list any AP courses and/or exams that your school plans to offer:

14. School has previously administered (check all that apply): ☐ AP ☐ PSAT-Related Assessments ☐ SAT ☐ Other: (note test center #)

Please enter the date of the most recent administration for any of these exams. / / mm/dd/yy

15. School primarily teaches: ☒ On-site during the day ☐ On-line ☐ On-site during the evening
☐ Independent/Home School ☐ Other (please explain)

16. Please answer the following questions about test security. ☐ Not Applicable- My institution only wants to receive scores.

a. Will testing be held at the address listed in #1? ☒ Yes ☐ No

b. Test material received by (name & title): Angela Johnson, Academic Inc. Coach / Building Assess. Coordinator

c. Where would test material be received? ☒ Main Office ☐ Loading Dock ☐ Other (please specify)

d. Where would test materials be stored? Secure testing closet

e. Can the storage area be locked? ☒ Yes ☐ No

f. Name and title of individual responsible for maintaining the security of test materials: Angela Johnson Academic Instruc. Coach / SAC

g. Would any non-employed persons (office helpers, student aides, parents, or students) have access to this storage area? ☐ Yes ☒ No

By signing this form I confirm that all of the information provided is true and accurately describes the school named on this form. I understand that if any of the information is false, deactivation of the high school code and/or legal action may result.

Signature of Principal Only: Linda T Hudson

Print Name of Principal: Linda T Hudson

Date: 11 / 21 / 2019

This form must be notarized for your middle school code request to be processed.

Notary's Signature [Signature]

This sworn before me on this the 28 day of November 2019

My commission expires: 1 / 5 / 2023

Send your completed Middle School Request Form to: ETS - Code Control
P.O. Box 6200, Mail Stop 25-Q
Princeton, NJ 08543 USA

Email: codecontrol@ets.org
Phone: 609/771-7091
FAX: 973/735-0392