

***DRAFT* LETTER OF AGREEMENT**  
BETWEEN  
**KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION**  
AND  
**SOUTH HOPKINS MIDDLE SCHOOL/HOPKINS COUNTY SCHOOLS**

To Implement the



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 ***South Hopkins Middle School/Hopkins County Schools*** and documents the role of ***South Hopkins Middle School/Hopkins County 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 March 1, 2021 and end on July 31, 2024, subject to annual renewals between ***South Hopkins Middle School/Hopkins County 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 ***South Hopkins Middle School/Hopkins County Schools***.
- c) ***South Hopkins Middle School/Hopkins County 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 **South Hopkins Middle School/Hopkins County 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 **South Hopkins Middle School/Hopkins 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 students meeting national math benchmarks.
- f) **South Hopkins Middle School/Hopkins County 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 8<sup>th</sup> 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 Hopkins County 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 Hopkins County 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 5<sup>th</sup> and 6<sup>th</sup> 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.

- *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 SOUTH HOPKINS 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 8<sup>th</sup> grade benchmark for math on a national exam.
- b) **South Hopkins Middle School Goals:** Increase the number, set by AdvanceKentucky, of 8<sup>th</sup> grade students meeting benchmark above 2021 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 ***South Hopkins Middle School/Hopkins County Schools*** agree as follows:

Each year beginning June 1, 2021 and continuing until July 31, 2024, 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, ***South Hopkins Middle School/Hopkins County 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 8<sup>th</sup> 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* of each school year. See *Attachment C*.
  - iii. *Students* will receive **\$50** for meeting benchmark. The **\$50** will be earned by 8<sup>th</sup> grade students who have either met national benchmark on the PSAT 8/9 or a pre-determined growth goal based on their prior year's score.

- iv. One *MS math teacher* will serve as *Content Coordinator* for ***South Hopkins Middle School/Hopkins County Schools*** and receive up to **\$400** paid by ***Kentucky Science and Technology Corporation*** to ***South Hopkins Middle School/Hopkins County 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 8<sup>TH</sup> 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*** for 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 7<sup>th</sup> and 8<sup>th</sup> 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 8<sup>th</sup> 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 ***South Hopkins Middle School/Hopkins 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 ***South Hopkins Middle School/Hopkins County 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 ***South Hopkins Middle School/Hopkins County Schools*** in recruiting and developing a MS math Content Coordinator.
  - v. Communicate regularly with the Content Coordinator and assist him/her 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 8<sup>th</sup> 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 ***South Hopkins Middle School/Hopkins County Schools***.
  - vii. Award earned bonuses to designated administrator based on the number of 8<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> grade 2021 Spring PSAT 8/9 exams.
- II. **Kentucky Science and Technology Corporation** will reimburse up to \$1,000 and up to \$15 for each 2021-2022 8<sup>th</sup> 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 2021-2022 school year.
- IV. Upon final negotiation, one *MS math teacher* will serve as *Content Coordinator for South Hopkins Middle School/Hopkins County Schools* and receive up to **\$400** for specific activities during the 2021-2022 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** each school year. See [Attachment E](#) for sample LOA with this individual.
- VI. All 2021-2022 8<sup>th</sup> grade *students* are eligible to receive **\$50**. The **\$50** will be earned by 8<sup>th</sup> 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, South Hopkins Middle School/Hopkins 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 MS math courses with specific emphasis on 8<sup>th</sup> 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, South Hopkins Middle School/Hopkins County Schools** and the Content Coordinators up to \$1,000 per school per year plus up to \$15 per actual enrollment 8<sup>th</sup> 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 **South Hopkins Middle School/Hopkins County Schools** that outlines and identifies all Program costs supported by **Kentucky Science and Technology Corporation**, any donors, and the School. **South Hopkins Middle School/Hopkins 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 **South Hopkins Middle School/Hopkins County Schools** in implementing and operating the Program. Funding is provided to **South Hopkins Middle School/Hopkins County 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 **South Hopkins Middle School/Hopkins 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. **South Hopkins Middle School/Hopkins 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 **South Hopkins Middle School/Hopkins County Schools**, and shall not sign as a guarantor or co-signer on any instrument for **South Hopkins Middle School/Hopkins 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.

- 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](mailto:spelphrey@kstc.com)  
859-233-3222



**Hopkins County Schools:**

Name:

Title:

Address:

City/State/Zip:

Email:

Phone:

- 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**

**HOPKINS COUNTY SCHOOLS**

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

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

Name: F. T. Samuel, Jr.

Name: Deanna Ashby

Title: President

Title: Superintendent

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

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

**ADVANCEKENTUCKY**

**SOUTH HOPKINS MIDDLE SCHOOL**

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

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

Name: Anthony Mires

Name: Jan Richey

Title: Executive Director

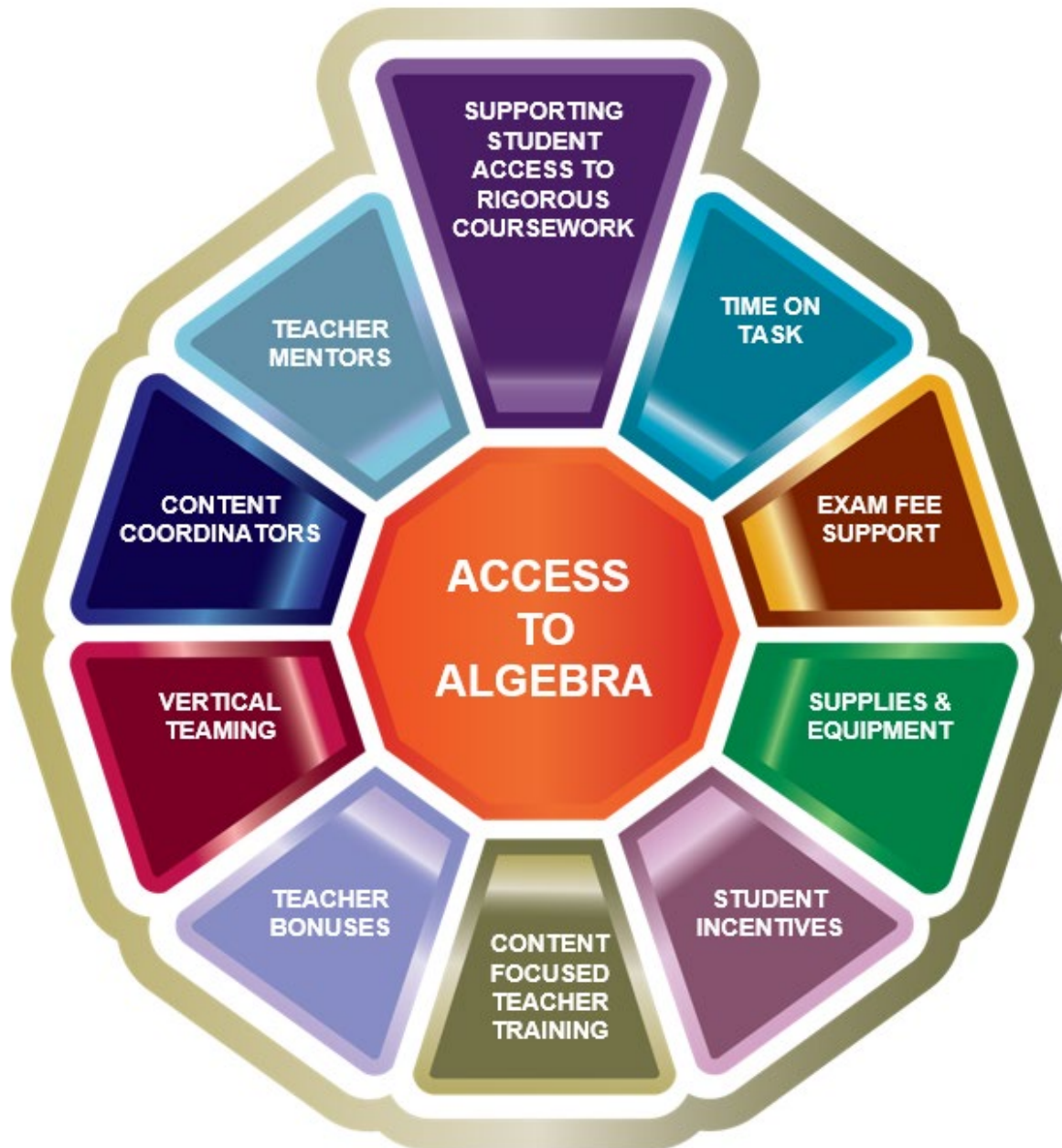
Title: Principal

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

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

## **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 8<sup>th</sup> 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 8<sup>th</sup> 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

#### South Hopkins Middle School/Hopkins County Schools

Data is needed to verify results and track participation in the Access to Algebra Program. ***South Hopkins Middle School/Hopkins 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 ***South Hopkins Middle School/Hopkins County 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 this South Hopkins 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 Teacher<sup>†</sup> and by:
  - Student Name
  - State Student ID
  - Date of Birth
  - Gender
  - Ethnicity
  - Socio-Economic Status
  - ESL/ELL
  - Grade Level
  - Score on PSAT 8/9 Exam
  - Teacher-Projected Exam Score

Information will be released consistent with the Family Educational Rights and Privacy Act, *state law* and the ***South Hopkins Middle School/Hopkins County Schools'*** policy regarding the confidentiality of data. This authorization will include data for students enrolled in South Hopkins Middle School from 2021 through 2024.

**SOUTH HOPKINS MIDDLE SCHOOL**

**HOPKINS COUNTY SCHOOLS**

Deanna Ashby  
Superintendent

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

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

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

# ATTACHMENT C

## Sample MS Math Teacher LOA with KSTC

### Teacher Name

South Hopkins Middle School/Hopkins County 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 2021.
- 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 2022 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, 2022**, 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, 2022**.*
- *Upon verification of the number of 8<sup>th</sup> grade students meeting math benchmark on **2022 PSAT 8/9** any earned Threshold Bonus will be reported to your school/district by **September 30, 2022** 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**

South Hopkins Middle School/Hopkins County 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 7<sup>th</sup> and 8<sup>th</sup> 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**  
South Hopkins Middle School/Hopkins County 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 <sup>th</sup> and 8 <sup>th</sup> 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, 2022**, 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, 2022**.*

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

## ATTACHMENT E

### Sample Administrator of Record LOA with KSTC

#### Name

South Hopkins Middle School/Hopkins County 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 2021-2022 7<sup>th</sup> and 8<sup>th</sup> 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 **2022** 8<sup>th</sup> grade MS math enrollments meet national benchmark, then you will earn \$500.

#### IV. Payment Process

*Upon verification of the number of 8<sup>th</sup> grade students meeting math benchmark on **2022 PSAT 8/9** any earned Threshold Bonus will be reported to your school/district by **September 30, 2022** 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 **South Hopkins Middle School/Hopkins County 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 8<sup>th</sup> 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 8<sup>th</sup> grade students meeting benchmark on PSAT 8/9 goal is met (see [Attachment C](#)).
- *Administrator Threshold Bonus:* up to \$500 if the number of 8<sup>th</sup> 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 \$13 (or cost of exam) per 7<sup>th</sup> and 8<sup>th</sup> grade enrollment.
- *Technology/Instructional Materials/Supplies:* \$1,000 + up to \$15 per 8<sup>th</sup> grade MS math enrollment.

**3. Estimated Program Funding Provided by KSTC to or in support of *South Hopkins Middle School/Hopkins County Schools***

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

| <b>South Hopkins Middle School 2021-2022 Funding Scenario</b>   | <b>2021-2022<br/>KSTC<br/>Commitment</b> |
|---|--|
| <b>MS Math Teacher Stipends</b><br><i>\$340 per teacher</i>   |  |
| <b>Math Content Coordinator Stipend</b><br><i>\$300 base per person + \$100 stipend for hosting a CRS</i>   |  |
| <b>LTF MS Math Teacher Training</b><br><i>\$795 per MS math teacher + negotiated travel</i>   |  |
| <b>Leader Assembly</b><br><i>\$300 per person x 2 member team (including travel and subs)</i>   |  |
| <b>Content Specialist/School Mentoring</b><br><i>Average cost of Content Specialist (including travel) as needed</i>  |  |
| <b>PSAT 8/9 Exam Fees</b><br><i>\$13 per 7<sup>th</sup> and 8<sup>th</sup> Grade Enrollment</i>   |  |
| <b>Equipment/Supplies</b><br><i>\$1000 base to be used across all MS grades</i>   |  |
| <b>Equipment/Supplies</b><br><i>\$15 per 8<sup>th</sup> grade enrollment (to be used across all MS grades)</i>  |  |
| <b>PSAT 8/9 Content Review Session</b><br><i>\$2.50 per 8<sup>th</sup> Grade enrollment for extra-curricular Content Review Session</i>                               |  |
| <b>Student Incentives</b><br><i>\$50 per 8<sup>th</sup> grade enrollment meeting benchmark or growth goal on the PSAT 8/9</i>   |  |
| <b>Teacher Bonus</b><br><i>Applies to all MS Math teachers when # of 8<sup>th</sup> grade enrollments meet benchmark (assumes half of all schools meet threshold)</i> |  |
| <b>Administrator Bonus</b><br><i>Applies when # of 8<sup>th</sup> grade enrollments meet benchmark (assumes half of all schools meet threshold)</i>                   |  |
| <b>TOTAL 2021-2022 FUNDING SCENARIO</b>   |  |

## **ATTACHMENT G**

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

#### ***2020-2021 Training and Important Dates***

- December 2020: Apply to College Board for school code for PSAT 8/9 exam. Set spring exam administration date.
- January 2021: Order PSAT 8/9 exams
- June/July 2021: LTF Summer Institute  
(Registration Required—see [advanceky.com](http://advanceky.com))
- August 2021: Leader Assembly (location TBD)

#### ***2021-2022 Data Reporting to AdvanceKentucky***

- September 1, 2021: Submit 21/22 student unit record enrollment report (Excel form provided)
- February/March 2022: Per student PSAT 8/9 score projections by teachers (prior to PSAT 8/9)
- May 2022: Reporting teacher attendance at PD including Content Review Sessions and Vertical Team Meetings (online)

#### ***Flow of Funding from AdvanceKentucky***

- Spring 2021—Reimbursement for eligible PSAT 8/9 exam fees
- By November 1, 2021—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, 2022—AdvanceKY payment of MS math teacher stipends based on attendance reported online and Content Coordinator Stipend.
- Spring 2022— Reimbursement for eligible PSAT 8/9 exam fees
- Late Summer 2022—Student incentives are issued (individual \$50 checks mailed to the school and made payable to 2021-2022 8th grade students who have either met national benchmark on the PSAT 8/9 or a pre-determined growth goal).
- By September 30, 2022—AdvanceKY payments for eligible teacher/admin bonuses

#### ***2021-2022 Individual Letters of Agreement***

- October 2021— MS Math teachers, Content Coordinator, and Administrators of Record
- (MS Math threshold bonus levels set based on baseline prior PSAT 8/9 Exam results)