

AGREEMENT
BETWEEN
KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION
AND
WEST HOPKINS SCHOOL/HOPKINS COUNTY SCHOOLS

To Implement the



Middle School English Program



This AdvanceKentucky 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 ***West Hopkins School/Hopkins County Schools (“West Hopkins School/Hopkins County Schools”)***, collectively the Parties and documents the role of ***West Hopkins School/Hopkins County Schools*** and ***KSTC*** with respect to a multi-year replication of the AdvanceKentucky’s Middle School English Program (“Program”).

1.0 RECITALS

- a) ***KSTC*** is a Kentucky non-profit corporation that oversees the coordination, planning, management, implementation and funding of AdvanceKentucky, including the Middle School English 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 coursework in high school including a focus on inclusion of students traditionally underrepresented in advanced courses.
- b) ***KSTC*** solicited responses from eligible public Districts. ***West Hopkins School/Hopkins County Schools*** applied to ***KSTC*** addressing how it intends to implement and operate the Program with full integrity to the concept of increasing the number of students meeting college readiness benchmarks in English. ***KSTC*** conducted an assessment of the ***West Hopkins School/Hopkins County Schools*** English program to ascertain the School’s focus, commitment, and potential for success, with a particular focus on preparing more students to meet national college readiness benchmark in reading and writing and ***KSTC*** has determined that committing Program funding to support ***West Hopkins School/Hopkins County Schools*** will further the stated purposes of increasing the number of students national college readiness benchmarks in reading and writing.

Now, therefore, in consideration of the mutual obligations created hereby, ***KSTC*** and ***West Hopkins School/Hopkins County Schools*** agree as follows:

2.0 ***West Hopkins School/Hopkins County Schools*** agrees to implement and support proven strategies outlined in the English Program to significantly increase the number of students meeting benchmark on a norm-referenced assessment and to use the funds paid to the school solely to operate the Program in

accordance with **KSTC's** directions and requirements under the AdvanceKentucky Middle School English Program, as further described below.

3.0 TERM OF AGREEMENT

The term of the Agreement shall commence on May 31, 2024 (the Effective Date) and end on July 31, 2027. Within this term, on each anniversary date of the Effective Date, **KSTC** may determine whether the Program will continue for the following year based on the District/School's ongoing satisfactory performance and availability of funding for the Program. If this Agreement is to be terminated due to loss of funding, **KSTC** will notify the **West Hopkins School/Hopkins County Schools** in writing by June 15 prior to the next school year.

4.0 KSTC OPERATIONAL EXPECTATIONS

In addition to the Elements of Success (See [Attachment A](#)) both parties recognize the following key components and strategies to realize the successful implementation of the Program. The success in completion of goals by **West Hopkins School/Hopkins County Schools** in 4.0 (b), (c) and (d) below may form a basis of **KSTC's** determination whether to continue the Agreement after the first year.

- a) **KSTC, an effective Kentucky-based non-profit organization, will manage and implement the Middle School English 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 English 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 meeting national college readiness benchmark in reading and writing.

- 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 of all students.
 - ii. **Teacher Professional Development:** Support teacher participation in Laying the Foundation (LTF) professional development or an approved equivalent training.
 - iii. **Student Access:** Promote access for all students to be a part of a rigorous English program with specific attention to the following areas:
 - o **Underrepresented Students:** Create access to rigorous English instruction for all students, especially underrepresented student populations.
 - o **Barriers to Rigorous English Instruction:** Identify district, school, or department policies, unreasonable entrance exams, or gatekeeping of any kind that directly or indirectly hinder accelerated English participation.
 - iv. **Accurate Data Reporting:** Provide the **KSTC** with data, documentation, and Program information in a timely and meaningful manner. ([See Attachment B](#))

- c) **A Classroom Experience provided by West Hopkins School/Hopkins County Schools that includes:****

 - i. **High Expectations:** High expectations focused on increasing the number of students meeting national college readiness benchmark in reading and writing.
 - ii. **Highly-Trained Faculty:** Seeking access to advanced level, content-focused teacher training that supports Middle School English classrooms.
 - iii. **Exam Expectations:** as a school-wide strategy encourage all students to perform with their best effort on the spring assessment (determined by KSTC).

d) – MIDDLE SCHOOL ENGLISH PROGRAM GOALS FOR WEST HOPKINS SCHOOL

- i. **Open Access: West Hopkins School/Hopkins County Schools** firmly supports the goals of **KSTC/AdvanceKentucky** that center around **Open Access** to rigorous English instruction, namely to have more students meet benchmark on a pre-determined spring exam used for measuring college readiness.
- ii. **West Hopkins School/Hopkins County Schools Goal:** Increase the number, set by AdvanceKentucky, of 8th grade students meeting benchmark.
- iii. **Future Goal Setting:** Fair and reasonable school goals will be set annually by AdvanceKentucky based on prior year exam results.

5.1 Each year of this Agreement beginning the Effective Date, subject to the provisions of Paragraph 3, **KSTC** will provide the following to, or for the benefit of, **West Hopkins School/Hopkins County Schools**:

- a) **Stipends, incentives and threshold bonuses:**
 - i. Each designated Middle School (“MS”) *English teacher* will be eligible to receive up to **\$340** in stipends in return for participating in specific activities, during each school year of this Agreement. See [Attachment C](#).
 - ii. Designated *MS English teachers* also will have an opportunity to receive a threshold bonus up to **\$500** based on the total number of 8th grade students meeting Reading/Writing benchmark. A separate Agreement for each designated MS English teacher detailing in advance the threshold bonus number will be issued by **KSTC** for each school year. See [Attachment C](#).
 - iii. Each school year of this Agreement, *8th grade students* may earn a **\$50** incentive for either meeting benchmark on the agreed-upon spring exam or reaching a pre-determined growth goal based on their prior year’s score.
 - iv. One *MS English teacher* will serve as *Content Coordinator for West Hopkins School/Hopkins County Schools* and receive up to **\$400** during each school year of this Agreement. 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 *Testing Coordinator* will receive a \$200 stipend in return for managing exam ordering, test administration, and score access of the determined spring exam. See [Attachment E](#).
 - vi. 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 the reading/writing benchmark for the determined spring exam. A separate Agreement for the designated Administrator of Record detailing in advance the threshold bonus number will be issued by **KSTC** for each school year. See [Attachment F](#).
- b) **Teacher training costs and exam fees:**
 - i. **Hopkins County Schools** will provide funding for 7th and 8th grade Spring exams, mutually agreed upon by the district and **KSTC**, during the term of this Agreement plus the same exam used for a baseline score, which exam may have occurred prior to the Effective date.
 - ii. **KSTC** will provide funding for registration fees and negotiated travel costs for all MS English teachers to attend required trainings sponsored by AdvanceKentucky.
 - iii. **KSTC** will provide funding for content review session(s) to help prepare students for the spring exam.
- c) **Equipment and supplies costs:**
 - i. **Hopkins County Schools** will provide for a \$1,000 base and up to \$15 per 8th grade enrollment in funding for equipment and supplies directly supportive of MS English courses.
- d) **KSTC will implement, manage, and report the results of the Program in collaboration with West Hopkins 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 **West Hopkins School/Hopkins County Schools**, including how all incentives are to be allocated based on reported performance.
- iii. Annually review each MS English department's performance based on spring exam results and whether they carried out their designated responsibilities that are conditions of earning the MS English teacher stipend. See [Attachment C](#).
- iv. Assist **West Hopkins School/Hopkins County Schools** in developing a MS English Content Coordinator.
- v. Communicate regularly with the Content Coordinator and assist him/her in carrying out their responsibilities. See [Attachment D](#).
- vi. Award earned bonuses to each MS English teacher based on the number of 8th grade students meeting Reading and Writing benchmark in comparison to pre-set threshold goals and disburse the bonuses as agreed upon with **West Hopkins School/Hopkins County Schools**.
- vii. Provide stipend to designated Testing Coordinator for duties associated with ordering, administering, and communicating testing data of the spring exam. See [Attachment E](#).
- viii. Award earned bonuses to designated administrator based on the number of 8th grade students meeting the Reading and Writing benchmark in comparison to pre-set threshold goals posted in annual Agreements. See [Attachment F](#).
- ix. Provide curricular support as needed to MS English teachers and Content Coordinators in the Program.
 - x. Provide English content training for all English teachers.
 - xi. Provide assistance and relevant data for school administration.
- xii. Provide Vertical Team meeting assistance for MS English teachers in the Program.
- xiii. Approve mutually-agreed upon Program materials as feasible.
- xiv. Follow general timeline of activities noted in [Attachment H](#).

5.2 Each year of this Agreement beginning the Effective Date, subject to the provisions of Paragraph 3.0, West Hopkins School/Hopkins County Schools agrees to do the following to promote maximum program efficiency and student results:

- i. Use appropriate resources to provide student access to and engagement with rigorous reading and writing instruction.
- ii. Allow Content Coordinator to complete his/her extracurricular responsibilities in setting up Vertical Team meetings.
- iii. Provide support for MS English 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 English courses as determined by **KSTC, West Hopkins School/Hopkins County Schools** and the Content Coordinators up to \$1,000 per school per year, plus up to \$15 per actual 8th grade MS English enrollment.
- v. Annually report necessary data to **KSTC** to measure the results of the Program as described in [Attachment B](#).
- vi. Formally authorize the release of annual results data to **KSTC** pertinent to the Program as explained in [Attachment B](#).
- vii. Collaborate with **KSTC** on matters regarding the Program.
- viii. Support the effort of all Program participants during spring 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.

6.0 PROGRAM BUDGET & FUNDING PROCESS

- a) **Program Budget** - In [Attachment G](#), **KSTC** provides a written funding scenario for **West Hopkins School/Hopkins County Schools** that outlines and identifies all Program costs supported by **KSTC**, any donors, and the School. **West Hopkins School/Hopkins County Schools** shall comply with the budget scenario and **KSTC** has the discretion to amend or revise the Program budget pending the District's compliance with the Program requirements and unanticipated changes in District personnel.
- b) **The Funding Process** - Pursuant to this Agreement and its Attachments, **KSTC** is committing funding to assist **West Hopkins School/Hopkins County Schools** in implementing and operating the Program. Funding is provided to **West Hopkins School/Hopkins County Schools**, its designated Administrator of Record, Testing Coordinator, MS English teachers and Content Coordinators, and qualified students, as identified in the [Attachment G](#) and subject to **KSTC** verification and approval based on results. The General Timeline of Activities, Reports and Payments is outlined in [Attachment H](#).

7.0 GENERAL PROVISIONS

- a) **Relationship of the Parties** - **KSTC** 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 that it provides pursuant to this Agreement. The personnel and staff of **KSTC** are employees of **KSTC** and shall not, for any purposes, be considered employees or agents of **West Hopkins School/Hopkins County Schools**.

Relationship of the Parties - **West Hopkins School/Hopkins County Schools** is an independent entity 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 that it provides pursuant to this Agreement. The personnel and staff of **West Hopkins School/Hopkins County Schools** are employees of **West Hopkins School/Hopkins County Schools** and shall not, for any purposes, be considered employees or agents of **KSTC**.

Nothing in this Agreement shall be deemed or construed to establish a partnership, joint venture, employer-employee relationship, agency or any other relationship between the parties. **West Hopkins School/Hopkins County Schools** shall indemnify **KSTC** against any damages and costs including reasonable attorney fees incurred by **KSTC** related to the District/School's performance of its obligations pursuant this Agreement. **KSTC** shall not be responsible for any debts or obligations of **West Hopkins School/Hopkins County Schools**, and shall not sign as a guarantor, co-signer or obligor on any instrument for **West Hopkins 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) **Miscellaneous.**

Changes to the Terms and Conditions of this Agreement may only be made by mutual, written agreement of the Parties signed by the authorized signatory of each Party;

This Agreement may not be assigned in whole or in part or otherwise transferred in whole or in part to any other individual or entity without the express written consent of the Parties;

In the event any portion of this Agreement is deemed invalid or unenforceable for any reason by Court of competent jurisdiction, the remaining portions of this Agreement shall remain in full force and effect;

Any delay or failure by a Party to enforce any provision of this Agreement shall not constitute a waiver thereof by that Party or be construed as a waiver of any subsequent breach;

This Agreement shall be construed according to the laws of the Commonwealth of Kentucky and the venue for any legal action associated with this Agreement shall be in Fayette County, Kentucky;

The terms of this Agreement, including the attachments hereto are the entire Agreement between the Parties;

Either Party may terminate this Agreement for a material breach by the other Party after having given the other Party written notice of the material breach and a thirty (30) day opportunity to cure said material breach.

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

For KSTC:

Steve Pelphrey
Chief Financial Officer
PO Box 1049
Lexington, KY 40588-1049
spelphrey@kstc.com
859-233-3222

Hopkins County Schools:

Eydie Tate
Chief Financial Officer
320 South Seminary Street
Madisonville, KY 42431
Eydie.tate@hopkins.kyschools.us
270-825-6000

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

Attachment A: **AdvanceKentucky Middle School English Elements of Success**

Attachment B: **Authorization to Release Student Data**
– *note additional signature required*

Attachment C: **Middle School English Teacher Agreement with KSTC**

Attachment D: **Middle School English Coordinator Agreement with KSTC**

Attachment E: **Designated Testing Coordinator Agreement with KSTC**

Attachment F: **Designated Administrator Agreement with KSTC**

Attachment G: **Estimated KSTC Program Funding**

Attachment H: **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: Amy Smith

Title: President

Title: Superintendent

Date: April 17, 2024 _____

Date: _____

ADVANCEKENTUCKY

WEST HOPKINS SCHOOL

Signed By:  _____

Signed By: _____

Name: Anthony Mires

Name: Eric Stone

Title: Executive Director

Title: Principal

Date: April 17, 2024 _____

Date: _____

ATTACHMENT A

Middle School English Program Elements

KEY COMPONENTS

Monetary Incentives are provided for students, teachers, and one administrator.

- 8th grade students earn \$50 for reaching Reading and Writing benchmark on the spring exam or for reaching a growth goal based on their prior 7th grade performance.
- Teachers and Testing Coordinators earn stipends for participation in events necessary for implementing the program. Teachers can earn up to \$340 and Content Coordinators an additional \$400 for approved events. Testing Coordinators will receive a \$200 stipend.
- English teachers and the Administrator of Record are eligible for a \$500 bonus if they reach a predetermined school goal based on the number of 8th grade students reaching Reading and Writing benchmark.

Teacher Training and Support are available to all 6-8 English teachers and special education teachers teaching English for all three years in the program.

- Teachers will attend 72 hours of content training through Laying the Foundation (LTF) or an equivalent approved training and gain access to hundreds of rigorous, high-quality lessons and assessments. The registration fee of \$795 per teacher is covered by KSTC, as well as negotiated travel expenses.
- In addition, an English content specialist is available to assist teachers with developing curriculum, teaching LTF lessons, data analysis, etc.

Funding and Resources are additional tools to benefit instruction and student learning.

- Funds are provided for classroom equipment and supplies that directly enhance English instruction and help facilitate the implementation of LTF lessons. This per-year budget consists of a \$1,000 base plus up to \$15 per 8th grade enrollment and is to be used across all middle school grades.
- Funds are also provided for teachers to provide extra time-on-task in the form of a student review session before the spring exam. These funds, calculated at \$2.50 per 8th grade enrollment, can be used for food and/or prizes to serve as incentives for students to attend the additional learning session(s).
- Lastly, exam fee support will cover the cost of spring exams for four years (baseline year plus three years in the program) for all 7th and 8th grade students, excluding FMD.

Vertical Teaming is a vital component of the program as it opens communication among grade levels.

- MS English teachers will attend four vertical teaming events during the school year with the goal of increasing the number of students meeting the Reading and Writing benchmark on the spring exam.
- These meetings can focus on a number of topics such as incorporating LTF lessons into the existing curriculum, curriculum alignment, data analysis, etc.

ATTACHMENT B

Authorization to Release Data

West Hopkins School/Hopkins County Schools

Data is needed to verify results and track participation in the Middle School English Program. **West Hopkins 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.

West Hopkins School/Hopkins County Schools hereby authorizes the release of data on its program and services to ***Kentucky Science and Technology Corporation*** for all students who participated in the program while enrolled at this West Hopkins School. Data to be released include:

- School
- MS English Course Name
- MS English Teacher
- Number of Students Enrolled by MS English Course
- Enrolled Students in each MS English Course by Teacher* and by:
 - Student Name
 - State Student ID
 - Date of Birth
 - Gender
 - Ethnicity
 - Socio-Economic Status
 - ESL/ELL
 - Grade Level
 - Score on Agreed-Upon spring Exam
 - Teacher-Projected Exam Score

Information will be released consistent with the Family Educational Rights and Privacy Act, *state law* and the **West Hopkins School/Hopkins County Schools** policy regarding the confidentiality of data. This authorization will include data for students enrolled in West Hopkins School for the term of this Agreement and the authorization is to include the data for the spring exam establishing the baseline for the student which exam may have occurred prior to the Effective Date of this Agreement.

WEST HOPKINS SCHOOL

HOPKINS COUNTY SCHOOLS

Amy Smith
Superintendent

SIGNATURE: _____

Date: _____

*Upon request, Hopkins County Schools is to grant AdvanceKentucky authorization to access score reports.

ATTACHMENT C

SAMPLE MS English Teacher Agreement with KSTC

Teacher Name
West Hopkins School/Hopkins County Schools

I. **Middle School (MS) English Teachers Support the Goals of the Middle School English Program with an Open Enrollment Approach**

- **Student Access**: Promote access for all students to be a part of a rigorous English program.
- **Student Success**: Increase the number of students meeting the Reading and Writing benchmark on the spring exam.
- **High Expectations**: Cultivate, support, and maintain a culture of high expectations for teachers and students that is inclusive of all students.

II. **Responsibilities of Middle School English Teachers**

- Attend the four (4) scheduled vertical team meetings.
- Attend a four-day LTF Summer Institute or equivalent, as determined by KSTC, summer 2024.
- Tutor MS English students as needed.
- Prior to administering the 2025 spring exam, review score projections for each student.
- If your school elects to conduct an English Review Session, attend/observe and assist with the session as needed and encourage all students to attend.
- Respond to AdvanceKentucky and the local English Content Coordinator as the teacher carries out responsibilities to AdvanceKentucky, including keeping your personal data up-to-date 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 Middle School English Teachers Paid by KSTC to School/District**

- Stipend (up to \$340 Total):
 - \$30 for each post-meeting report after participation in each of four (4) vertical team meetings (maximum of \$120).
 - \$40 for post-session report after attending and assisting with an English Review Session.
 - \$180 for attending the four-day LTF summer institute or equivalent, as determined by KSTC.
- A Threshold Bonus amount may be earned as follows:
 - If **xx** of **2025** 8th grade MS English enrollments meet benchmark, then you will earn \$500.

IV. **Payment Process**

- *The Stipend will be reported/paid to the school/district by **June 15, 2025**, and subsequently paid through the regular school/district payroll process. The amount of each Stipend will be paid based on reports submitted to AdvanceKentucky as of **May 15, 2025**.*
- *Upon verification of the number of 8th grade students meeting English benchmark on the **2025 spring exam** any earned Threshold Bonus will be reported to your school/district by **September 30, 2025** 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 English Teacher, Principal or Administrator of Record.

ATTACHMENT D

SAMPLE English Content Coordinator Agreement with KSTC

Teacher Name
Content Coordinator: MS English
West Hopkins School/Hopkins County Schools

I. Approach

- Student Access: Promote access for all students to be a part of a rigorous English program.
- Student Success: Increase the number of students meeting the Reading and Writing benchmark on the spring exam.
- High Expectations: Cultivate, support, and maintain a culture of high expectations for teachers and students that is inclusive of all students.

II. Responsibilities of AdvanceKentucky Content Coordinators

- Coordination
 - Attend annual Leader Assembly as a condition of serving as Content Coordinator.
 - Arrange and attend four (4) Vertical Team Meetings among Middle School English Program English teachers, inviting relevant high school and elementary teachers.
 - Submit 'Vertical Team Meeting Report' to AdvanceKentucky , along with meeting agenda, after each VTM.
 - 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 Middle School English Program elements and goals.
 - Routinely remind all participating Middle School English teachers to keep their personal attendance records up-to-date after each Vertical Team Meeting, English Review Session and any other eligible program duties.
 - Reinforce reminders of the year-end posting deadline for attendance data entries for processing timely Middle School English Teacher stipend payments.
 - Ensure score projections are submitted by teachers for all 8th grade students.
 - Coordinate equipment and supplies approval and ordering process.
 - Plan and coordinate an English Review Session if school decides to implement.
 - Submit all required reports for English Review Session if held.

III. Stipends for Content Coordinator Paid by KSTC to School/District

- Stipend (up to \$400 Total):
 - \$50 for arranging each Vertical Team Meeting and reporting after completion of each of four (4) Vertical Team Meetings (maximum of \$200).
 - \$50 for attending annual Leader Assembly and completing attendance report.
 - \$50 for coordinating equipment/supplies approval/ordering process and submitting for approval to AdvanceKentucky.
 - \$100 for planning, attending, and submitting required reports for English Review Session (*optional) and submitting all required documentation.

IV. Payment Process

*The Stipend will be reported/paid to the school/district by **June 15, 2025**, 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, 2025**.*

Signatures required by KSTC President, AdvanceKY Executive Director, MS English Content Coordinator and Principal or Administrator of Record.

ATTACHMENT E

SAMPLE Testing Coordinator Agreement with KSTC

Name

West Hopkins School/Hopkins County Schools

I. **Responsibilities of Testing Coordinator**

- Order exams in a timely manner for spring administration.
- Ensure administration of the spring exams.
- Grant score access to AdvanceKentucky and participating teachers in a timely manner.
- Ensure that AdvanceKentucky is well informed of the ordering status and administration of the exam.

II. **Stipend**

A \$200 stipend will be paid for the above-mentioned duties associated with the spring exam. AdvanceKentucky will further direct Testing Coordinators on any reporting and/or documentation required to process payment.

III. **Payment Process**

*The Stipend will be reported/paid to the school/district by **June 15, 2025**, and subsequently paid to the Testing Coordinator through the regular school/district payroll process.*

Signatures required by KSTC President, AdvanceKY Executive Director, Testing Coordinator and Principal or Administrator of Record.

ATTACHMENT F

SAMPLE Administrator of Record Agreement with KSTC

Name

West Hopkins School/Hopkins County Schools

I. Administrator of Record Supports the Goals of the Middle School English Program

- Student Access: Promote access for all students to be a part of a rigorous English program.
- Student Success: Increase the number of students meeting the Reading and Writing benchmark on the spring exam.
- High Expectations: Cultivate, support, and maintain a culture of high expectations for teachers and students that is inclusive of all students.

II. Responsibilities of Designated Administrator

- Support and encourage growth and success of the Middle School English program.
- Make spring testing environment a priority.
- Expect teachers and students to participate in all aspects of the Middle School English Incentive Program.
- Consider making staff assignments that will enhance the Middle School English Incentive Program.
- Welcome Teacher Mentors onto your campus if requested and being served by external consultants.
- Communicate the benefits of rigorous MS English courses to parents/families, such as hosting parent meetings to raise awareness of advanced coursework.
- Assign one MS English Content Coordinator and oversee the carrying out of their program responsibilities.
- Assign or assume the role of Testing Coordinator.
- By date certain, ensure the submission of the 2024-2025 7th and 8th grade enrollment roster by student, grade, demographics, course and teacher.
- Monitor teacher and coordinator activity, to ensure proper spring exam administration.
- Ensure MS English enrollments are kept up-to-date and reported to AdvanceKentucky.
- Ensure MS score projections are up-to-date for AdvanceKentucky.
- Attend annual Leader Assembly.

III. Threshold Bonus

If **xx** of 2025 8th grade MS English enrollments meet national benchmark, then you will earn \$500.

IV. Payment Process

*Upon verification of the number of 8th grade students meeting English benchmark on **2025 spring exam** any earned Threshold Bonus will be reported to your school/district by **September 30, 2025** 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 Administrator of Record.

ATTACHMENT G

Estimated Program Funding Scenario

1. FUNDING DISTRIBUTION PROCESS

- A. *Reimbursements by KSTC directly to **West Hopkins School/Hopkins County Schools** (unless otherwise negotiated) for:*
- Approved English Review Session expenses will be reimbursed after submission of KSTC Expense Report and *copies of vendor receipts*.
- 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, Content Coordinator, Testing Coordinator, and Administrator Awards upon Authorization by KSTC (See [Attachments C, D, E, F](#)):*
- Agreements between KSTC and each MS English teacher specify conditions for earning MS English Teacher Stipends and Threshold Bonuses.
 - Agreements between KSTC and each Content Coordinator cover stipends for role and responsibilities.
 - Agreements between KSTC and the designated Testing Coordinator covers stipend for role and responsibilities.
 - Agreements 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 English benchmark or growth goal: assumes 100% of annual school goal scores.
- *MS English Teacher Threshold Bonus:* Up to \$500 if the number of 8th grade students meeting benchmark on the spring exam is met (See [Attachment C](#)).
- *MS English Teacher Stipend:* up to \$340 x Number of MS English Teachers (See [Attachment C](#)).
- *Content Coordinator (CC) Stipend:* up to \$400 (See [Attachment D](#)).
- *Testing Coordinator Stipend:* a \$200 stipend will be paid for duties associated with the administration of the spring exam (See [Attachment E](#)).
- *Administrator Threshold Bonus:* up to \$500 if the number of 8th grade students meeting benchmark on school goal is met (See [Attachment F](#)).
- *English Review Session:* \$2.50 per 8th grade student enrollment

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

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

West Hopkins School 2024-2025 Funding Scenario	2024-2025 KSTC Commitment	Hopkins County Schools Commitment
MS English Teacher Stipends <i>\$340 per teacher</i>	\$680	
English Content Coordinator Stipend <i>\$300 base per person + \$100 stipend for hosting an English review session</i>	\$400	
MS English Teacher Training <i>\$795 per MS English teacher + negotiated travel</i>	\$1,790	
Testing Coordinator Stipend <i>\$200 stipend for designated Testing Coordinator</i>	\$200	
Leader Assembly <i>\$300 per person x 2 or 3 member team (including travel and subs)</i>	\$900	
Content Specialist/School Mentoring <i>Average cost of Content Specialist (including travel) as needed</i>	\$500	
Spring Exam Fees <i>\$13.50 (or cost of exam) per 7th and 8th Grade Enrollment</i>		\$1,148
Equipment/Supplies <i>\$1000 base and \$15 per 8th grade enrollment to be used for grades 6-8</i>		\$1,735
English Review Session <i>\$2.50 per 8th Grade enrollment for extra-curricular English Review Session</i>	\$123	
Student Incentives <i>\$50 per 8th grade enrollment meeting English benchmark or growth goal on the spring exam</i>	\$1,225	
Teacher Bonus <i>Applies to all MS English teachers when # of 8th grade enrollments set in goal meet benchmark (assumes half of all schools meet threshold)</i>	\$500	
Administrator Bonus <i>Applies when number of 8th grade enrollments set in goal meet benchmark (assumes half of all schools meet threshold)</i>	\$250	
TOTAL 2024-2025 FUNDING SCENARIO	\$6,568	\$2,883

ATTACHMENT H

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

2023-2024 Training and Important Dates

- Set spring exam administration date.
- January 2024: Prepare exam schedule
- July 22-25, 2024: LTF Summer Training
(Registration Required—see advanceky.com)
- August 26, 2024: Leader Assembly (location TBD)

2024-2025 Data Reporting to AdvanceKentucky

- September 2024: Submit 24/25 student unit record enrollment report (Excel form provided)
- February/March 2025: Per student exam score projections by teachers (prior to testing)
- May 2025: Reporting teacher attendance at PD including Content Review Sessions and Vertical Team Meetings

Flow of Funding from AdvanceKentucky

- By April 30, 2025—Reimbursement for pre-approved Content Review expenses.
- By June 30, 2025—AdvanceKY payment of MS English teacher, Content Coordinator, and Testing Coordinator stipends.
- Spring/Summer 2025—Student incentives are issued (individual \$50 checks mailed to the school and made payable to 2024-2025 8th grade students who have either met English benchmark on the spring exam or a pre-determined growth goal).
- By September 30, 2025—AdvanceKY payments for eligible teacher/admin bonuses

2024-2025 Individual Letters of Agreement

- October 2024— MS English teachers, Content Coordinator, Testing Coordinator, and Administrators of Record
- (MS English threshold bonus levels set based on baseline prior Exam results)