

Agreement

KENTUCKY SCIENCE AND TECHNOLOGY CORPORATION AND BOONE COUNTY HIGH SCHOOL/BOONE COUNTY SCHOOLS

To Implement AdvanceKentucky's
College Readiness 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 **Boone County High School/Boone County Schools ("High School / District")**, collectively the Parties, individually the Party, and documents the roles of **High School / District** and **KSTC** with respect to the College Readiness Program ("Program").

1.0 Recitals:

- a) The primary goal of **KSTC** is to increase the number of students scoring 3 or higher on AP mathematics, science, computer science, English, and Capstone ("MSE") exams.
- b) **KSTC** is a non-profit corporation that oversees the coordination, planning, management, implementation and funding of AdvanceKentucky including its teacher training and incentive program involving the College Board's Advanced Placement Program (AP) in MSE courses and pre-AP preparation for these courses. This program includes extensive formal and informal training of teachers, additional time on task for students, financial incentives based on academic results, cultivation of teachers who provide leadership to the program by mentoring other teachers, and measurement and accountability for results. The overall goals are to increase the number of students receiving qualifying scores on MSE AP Exams as a measure of college preparation, increase the number of students taking MSE AP exams, and increase the number of students attending and graduating from college.
- c) Based on the continued and proven success of the program under AdvanceKentucky, **KSTC** solicited responses from eligible public districts that were interested in operating the program in a given school, including **High School/District**.
- d) **High School/District** provided an application to **KSTC** describing how it intends to implement and operate the Program in its school with full integrity to the concept of open enrollment.
- e) **KSTC** conducted an initial assessment of the **High School/District's** Advanced Placement program to ascertain the school's focus, commitment, and potential for success in the

implementation and management of the College Readiness Program, with a particular focus on commitment to growth.

- f) **KSTC** has determined that committing program funding to support **High School/District** for the purposes of and on the terms and conditions stated in this Agreement and related teacher-specific agreements will further the stated purposes of increasing the number of qualifying scores on AP exams in MSE.

Now, therefore, in consideration of the mutual obligations created hereby, **KSTC** and **High School / District** agree as follows:

2.0 High School / District Obligations:

High School/District agrees to implement and support proven strategies outlined in the Program to significantly increase the number of students receiving qualifying scores on MSE AP Exams, to increase the number of students taking MSE AP Exams, and to use the funds paid to the school solely to operate the Program in accordance with **KSTC's** directions and requirements under the AdvanceKentucky College Readiness Program, as further described below.

High School / District agree to the following obligations:

a) Administrative support from District that will address:

- i. **Culture:** Cultivate, support, and maintain a culture of high expectations with a growth mindset for teachers and students that embraces an open enrollment approach.
- ii. **Course Scheduling:** Establish MSE AP and supporting feeder courses as priority in annual master scheduling and support annual offerings of available MSE AP courses and reduce scheduling conflicts that hinder enrollment in AP courses, e.g., avoid clustering MSE AP courses in the senior year. Generally, AP mathematics and science courses should be yearlong.
- iii. **Growth of AP Programs:** Over the duration of the grant, build upon current AP offerings by adding additional AP classes and/or enrollments:
 - o AP Precalc/AP Stats
 - o AP Seminar (English 10)
 - o AP Physics
- iv. **Pre-AP Program:** Establish pre-AP pathways for all MSE courses starting in Grade 8, with outreach to the 7th Grade as course schedules are determined.
- v. **Teacher Professional Development:** Actively recruit highly qualified teachers with a growth mindset to participate in pre-AP and AP professional development and training.
- vi. **Student Recruitment:** Actively recruit all students to be a part of the AP program with specific attention to the following areas:
 - o ***Student Recruitment and Preparation:*** AP recruitment strategies that include both near-term and longer-term enrollments, e.g., data analyses in both high school and middle school pre-AP courses, conduct AP Parent Nights for middle and high school, etc.
 - o ***Remove Barriers to AP Participation:*** Remove district, school, or department policies, extraordinary summer reading or assignments, course entrance

exams, grade or GPA requirements, or gatekeeping of any kind that directly or indirectly hinders AP participation.

- vii. District/school calendars: Implement a school calendar that supports Advanced Placement, e.g., graduation scheduled after AP exams are complete; prom, end of year concerts, senior trips, etc. scheduled well before AP exams or after.
- viii. Accurate Data Reporting: Provide **KSTC** with data, documentation, and program information in a timely and meaningful fashion.

b) Administrative support from High School/District to do the following to promote maximum program efficiency and student results:

- i. Use appropriate resources to help identify students' capabilities for participating in rigorous MSE courses.
- ii. Unless covered by other sources, pay for substitute days for MSE AP teachers to attend training or hold training on staff development days.
- iii. Provide support for MSE AP training sessions and on-site team meetings including but not limited to arrangement for facilities and other logistical assistance.
- iv. Unless covered by other sources, pay for all travel expenses for designated MSE AP teachers to attend College Board AP Summer Institutes (five days), Launch Day training (one day), AdvanceKentucky Fall Forum training (two days), and Mock Exam Readings (one or two days); equivalent KSTC-approved training may be substituted for AP Summer Institutes for AP teachers.
- v. Unless covered by other sources, pay for all travel expenses for a pre-negotiated number of MSE pre-AP teachers to attend KSTC-sponsored summer institute; equivalent KSTC-approved training may be substituted for pre-AP teachers.
- vi. Unless covered by other sources, pay for all travel expenses related to student transportation for Supplemental Content Support Sessions and a regional AP Exam Prep Session.
- vii. Negotiate funds for AP Instructional Supplies directly supportive of MSE AP courses as determined by **KSTC and High School/District** up to \$5,000 per school per year plus up to \$25 per actual enrollment in AP MSE courses or capped at enrollment projections, whichever is less. (The \$5,000 is reduced to \$4,000 and \$3,000 in Years 2 and 3 of the Program.)
- viii. Provide college-level textbooks, supplemental reading and support materials, appropriate and up-to-date equipment and software, laboratory supplies, and other curricular and training materials that can enhance and improve the success of MSE AP and pre-AP classes.
- ix. Participate in College Board course audits for eligible AP MSE courses to ensure compliance with high standards.
- x. Annually report necessary data to **KSTC** to measure the results of the program as described in Section 4.0.
- xi. Formally authorize the release of annual results data to **KSTC** pertinent to the Program as explained in Section 4.0.
- xii. Collaborate with **KSTC** on matters regarding the program.
- xiii. Support the effort of all program participants during AP Exam preparation and testing, including establishing a testing environment conducive to success.

c) **A classroom experience that includes:**

- i. **High Expectations:** High expectations regarding open enrollment and student academic achievement.
- ii. **Qualified Faculty:** Assign and develop highly qualified AP faculty who are trained at College Board conferences and AP Summer Institutes, have College Board approved (audited) syllabi, and embrace the philosophies of AP courses.
 - o Ensure that teachers are not assigned additional duties/assignments that require time out of class in the spring—prom, graduation, etc.
 - o Reassign teachers who consistently fail to show progress toward producing qualifying scores of 3, 4, 5 on AP exams.
 - o Support teachers by providing access to advanced level, content-focused teacher training that supports AP and pre-AP classrooms.
- iii. **Exam Expectations:** As a school-wide strategy encourage students taking AP courses to also take the relevant AP exams and to encourage the following:
 - o Avoid exam exemptions for MSE AP courses.
 - o Weight or otherwise recognize rigor of AP course grades in calculating GPAs.
 - o Good faith efforts to administer mock exams that closely replicate the AP exam experience.
- iv. **AP Instructional Supplies:** Supply classrooms of AP MSE courses with equipment, technology, supplies, and college-level texts that are essential to success in AP.
- v. **Science Labs:** Develop a plan to provide adequate lab time, equipment, and materials for AP science courses.

3.0 KSTC's Obligations:

KSTC agrees to provide the following:

a) **An effective Kentucky-based non-profit organization that will manage and implement the teacher training and incentive programs for Program District by providing:**

- i. **Content Area Support:** Experienced and well-respected staff and teacher trainers with first-hand familiarity and success in building successful MSE AP programs;
- ii. **Logistical Support:** Optimize the use of technology, materials and resources necessary for a successful MSE AP incentive program;
- iii. **Goal Setting:** A results-oriented culture characterized by measuring the number of students taking and succeeding in AP courses.

b) **Stipends, incentives, and threshold bonuses:**

- i. Each designated MSE AP teacher will receive up to a \$600 stipend in return for participating in specific activities. ***See Attachment B for sample LOA with these individuals.***
- ii. Each designated MSE AP teacher will receive \$100 for each student's MSE AP Exam score of 3 or higher. The \$100 will be paid for scores earned by students who appear on the teacher's AP class roster and only for the AP Exams in the subject(s) for which the teacher was approved in advance for this incentive funding. ***See Attachment B.***

- iii. Designated MSE AP teachers also will have an opportunity to receive a threshold bonus up to \$1,500 based on the total number of that teacher's students receiving an AP Exam score of 3 or higher. A separate LOA for each designated MSE AP teacher detailing in advance the threshold bonus number will be issued by KSTC by late Fall of each school year. *See Attachment B.*
- iv. Students will receive \$100 for each MSE AP Exam score of 3 or higher. The \$100 will be paid for scores earned by students appearing on the approved teacher's AP class roster and only for the AP Exams in the subject(s) for which the teacher was designated as eligible for funding by KSTC in advance.
- v. A designated School Administrator will have an opportunity to receive a threshold bonus of \$1,000 based on the total number of students in all MSE AP courses receiving an AP Exam score of 3 or higher. A separate LOA for the administrator detailing threshold bonus numbers will be issued by KSTC by late Fall each school year. *See Attachment C for sample LOA with this individual.*
- vi. A designated school AP Coordinator will have an opportunity to receive a threshold bonus of \$1000 based on the total number of students in all MSE AP courses receiving an AP Exam score of 3 or higher. The contract detailing threshold bonus numbers will be issued by KSTC by late fall each school year. *See Attachment D for sample LOA with this individual.*

c) Teacher training costs and exam fees:

- i. Funding for up to 50% of all AP MSE exams not covered by other sources. This amount is subject to change pending state and federal policies relative to state funding that may apply to AP exam fees; after the first year this amount may be negotiated pending available funding sources.
- ii. Funding for registration fees for all designated MSE AP teachers to attend College Board AP Summer Institutes (five days), Launch Day training (one day), AdvanceKentucky Fall Forum training (two days), and Mock Exam Readings (one or two days); equivalent KSTC-approved training may be substituted for the College Board AP Summer Institutes and for AP teachers. (District pays associated travel expenses.)
- iii. Beginning in Year 2 of the Program, funding for registration fees for up to ten pre-AP teachers per school to attend pre-AP training sponsored by AdvanceKentucky. (District pays associated travel expenses.)

d) Supplemental Content Support Sessions, Exam Prep Sessions, and AP Instructional Supplies costs:

- i. Funding for registration fees for up to one full-day MSE AP supplemental content support session, one comprehensive regional AP exam prep session or equivalent, and a mock exam for students per MSE AP course: these sessions can occur during Saturdays or some other combination as determined by **KSTC, High School/District**. (District pays associated travel expenses.)
- ii. Pending final negotiation, **KSTC** will fund up to \$5,000 and up to \$25 for each enrollment in a participating AP MSE course for AP Instructional Supplies directly supportive of MSE AP courses. (The \$5,000 is reduced to \$4,000 and \$3,000 in Years 2 and 3 of the Program.)

e) **Implementation, management, and reporting of the results of the Program in collaboration with High School/District as outlined below:**

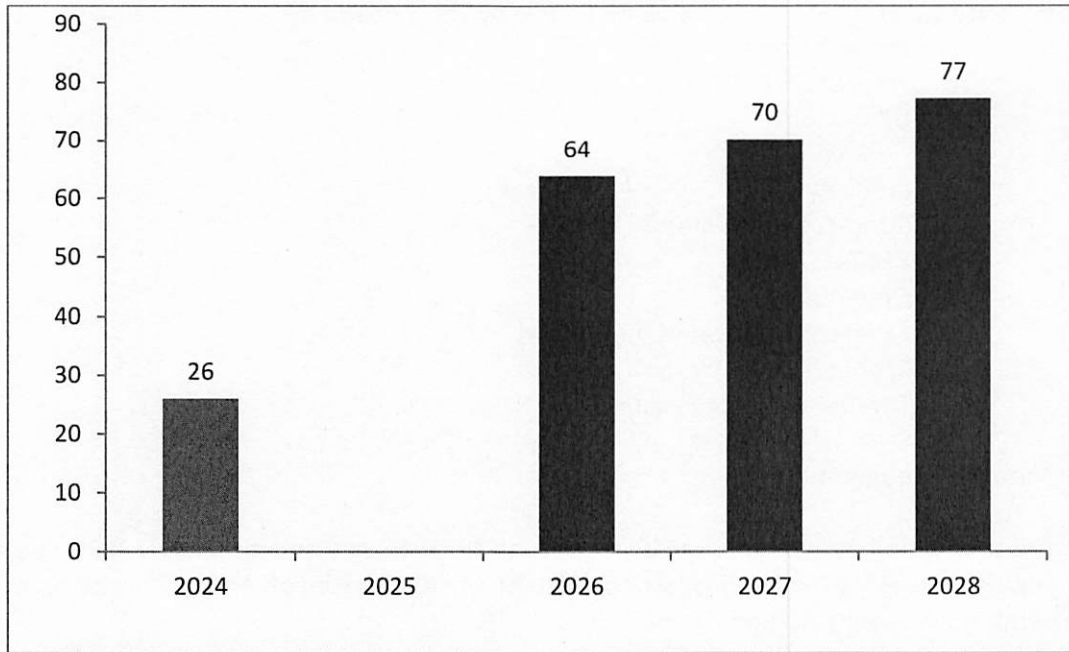
- i. Create and provide all forms needed for the program.
- ii. Provide detailed reports on the results of the program to external sponsors and **High School/District**, including how all incentives are to be allocated based on reported performance.
- iii. Assist **High School/District** in recruiting qualified AP and pre-AP teachers for the Program.
- iv. Annually review each AP teacher's performance based on relevant AP exam results and whether they carried out their designated responsibilities that are conditions of earning the AP Teacher stipend. MSE AP teacher responsibilities are listed in the sample LOA in **Attachment B**.
- v. Award earned bonuses to each AP teacher based on AP qualifying scores reported by the College Board in comparison to pre-set threshold goals and disburse the bonuses as agreed upon with **High School/District**.
- vi. Award earned bonuses to designated Administrator and AP Coordinator based on MSE AP qualifying scores reported by College Board in comparison to pre-set threshold levels posted in annual LOAs. Designated Administrator and AP Coordinator responsibilities are listed in sample LOAs in **Attachments C and D**.
- vii. Provide curricular support as needed to MSE pre-AP and AP teachers and AP Coordinators in the Program.
- viii. Provide assistance and relevant data for School administration.
- ix. Provide Supplemental Content Support Session and AP Exam Prep Session assistance including planning all sessions and providing appropriate logistical support.
- x. Provide Team Meeting assistance for pre-AP and AP teachers in the Program.
- xi. Provide access to state and national experts for relevant training and consulting needs.
- xii. Purchase agreed upon Program materials as feasible.
- xiii. Follow general timeline of activities noted in **Attachment F**.

4.0 AP MSE Program Goals for School

- a) Both parties firmly support the goals of KSTC/AdvanceKentucky that center around **Open Enrollment**, namely, to have more students prepare for, take and earn qualifying scores on AP MSE exams.
- b) **SCHOOL GOALS:** Increase the number of qualifying scores on AP exams in MSE from 26 to 77. Specific annual goals for your School are contained in the chart below.

PROJECTED AP SCORES of 3 or GREATER

in math, science, and English for School



*Note: The **2024** data is actual baseline; **2025** is a place holder number and does not generate any incentive or bonus payments; all others are school-wide goals during the life of this Agreement.*

- c) **GOAL SETTING.** The **2026** Goal noted above will be the same goal used in setting the Administrator and AP Coordinator threshold bonus goal.

*While the above annual goals remain in effect, the **2027** and **2028** threshold goals for these two positions will be set in consideration of the higher among three options:*

- 1) The goal set above; or*
- 2) 10% above previous year AP MSE qualifying scores earned by the school; or*
- 3) The sum of the **\$1,000** teacher threshold bonus goals set for your MSE AP teachers.*

5.0 Data to be provided by High School / District to KSTC:

Data is required by **KSTC** from **High School / District** to verify results and track participation in the AdvanceKentucky College Readiness Program. **High School / District** agree to comply with all State and Federal privacy laws with respect to the collection and sharing of data as described below. **High School / District** hereby agree to release and authorize the release of data on its program and services to **KSTC** for all students who participate in the Program while enrolled in this Program at **High School / District** for the term of this Agreement. Data to be released is to include:

- a) School
- b) MSE AP Course Name
- c) MSE AP Teacher
- d) Number of Students Enrolled by MSE AP Course
- e) Enrolled Students in each MSE AP Course by Teacher 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 Exam status (taker vs. non-taker)
 - o Score on MSE AP exam
 - o Teacher-projected exam score

6.0 Term of Agreement:

The term of the Agreement shall begin on June 20, 2025, and end on July 31, 2028, subject to annual renewals between **High School/District** and **KSTC** based on ongoing performance and pending availability of funding.

7.0 Program Budget and Funding Process:

- a) **Program Budget** – In **Attachment E**, **KSTC** provides a written funding scenario for **High School/District** that outlines and identifies all Program costs supported by **KSTC**, any donors, and the School. **High School/District** shall comply with the budget scenario and **KSTC** 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, **KSTC** is committing funding to assist **High School/District** in implementing and operating the program. Funding is provided to **High School/District**, its designated Administrator, AP teachers and AP Coordinator, qualified students, and vendors to pay for eligible expenses, as identified in **Attachment E** and subject to **KSTC** verification and approval based on results. The general timeline of activities, reports and payments is outlined in **Attachment F**.

8.0 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 **High School/ District**.

High School / District 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 **High School / District** are employees of **High School / District** 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. **High School / District** shall indemnify **KSTC** against any damages and costs, including reasonable attorney fees, incurred by **KSTC** related to **High School / District** actions, obligations or responsibilities flowing from this Agreement. **KSTC** shall not be responsible for any debts or obligations of **High School / District** and shall not sign as a guarantor, co-signer or obligor on any instrument for **High School / District**.

- 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, directors, 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) **Incorporation of Attachments:**

The following Attachments are hereby incorporated into and made part of this Agreement:

- Attachment A: **Elements of Success**
- Attachment B: **MSE AP Teacher Sample LOA with KSTC**
- Attachment C: **Designated Administrator Sample LOA with KSTC**
- Attachment D: **AP Coordinator Sample LOA with KSTC**
- Attachment E: **Estimated KSTC Program Funding and Other School Contribution Scenarios**
- Attachment F: **Year 1 Timeline of Activities, Reports, and Payments**

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

For KSTC:

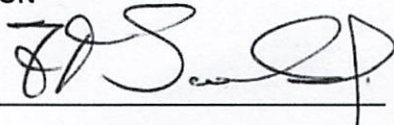
Steve Pelphrey
Chief Financial Officer
KSTC
PO Box 1049
Lexington, KY 40588-1049
spelphrey@kstc.com

For Program School District:

Eric Keith McArtor
Boone County Schools
8330 US 42
Florence, KY 41042
eric.mcartor@boone.kyschools.us

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

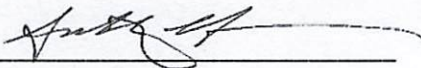
**KENTUCKY SCIENCE AND TECHNOLOGY
CORPORATION**

Signed By: 

Name: F.T. Samuel, Jr.

Title: President

Date: June 11, 2025

Signed By: 

Name: Anthony Mires

Title: Executive Director

Date: June 11, 2025

DISTRICT

Signed By: _____

Name: Dr. Jeff Hauswald

Title: Superintendent

Date: _____

Signed By: 

Name: Stacey Black

Title: Principal

Date: 7/10/25

ATTACHMENT A

Elements of Success



ATTACHMENT A

Elements of Success

(continued)

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

FOR STUDENTS (annually):

- **Open Enrollment:** A culture to encourage all students to enroll in and be successful in Advanced Placement (AP)* MSE classes.
- **AP Courses in MSE:** Advanced Placement college-level courses in MSE subjects.
- **Student Time-on-Task:** Extracurricular Supplemental Content Support Session, regional AP Exam Prep Session, and mock exam for each AP MSE course and other supports made readily available to students.
- **Exam Fees:** Funding to help cover up to 50% of AP exam fees not provided from other sources (such as KDE payments for low-income students). School is asked to forego the local \$9 Administrative fee for each exam.
- **Incentives:** \$100 per Qualifying Score (3, 4, or 5) on AP exams in MSE.
- **Structured Tutoring:** Schools that offer additional student support see sustained achievement gains.
- **Counseling/Recruiting:** Supportive information (especially in the early grades) to help with student/family decisions to prepare for and enroll in AP.

FOR TEACHERS (annually):

- **AP Teacher Mentors:** Optionally renewable beyond Year 1, master AP teachers mentor colleagues on relevant subject matter on a path to new learning among AP students.
- **Training:** Rigorous content-focused 5-day summer institute (or pre-approved equivalent) for all AP teachers (up to two years), annual two-day Fall Forum training for AP teachers, and four-day AdvanceKentucky Summer Institute for AP and pipeline teachers (suggesting at least one per grade level, MS and HS) each for up to two years.
- **Teaming:** Two meetings where high school and middle school teachers collaborate in the skills preparation of students for success in AP classes, and two meetings where AP teachers meet with fellow content area teachers.
- **Stipend & Incentives for AP Teachers:** Up to \$600 in stipends to support additional responsibilities in extra training and teaching AP and \$100 per qualifying score achieved by students in their eligible AP classes.
- **Threshold Bonuses:** Achieving pre-set learning targets measured through Qualifying Scores (by course and by school) triggers bonus for AP teachers up to \$1,500.
- **AP Instructional Supplies:** Teachers will have access to \$25 per student enrolled in his/her eligible AP class plus a school-wide base for program school applicants.
- **AP MSE Teacher Network:** Access to AdvanceKentucky's staff and network of content specialists.

ATTACHMENT B

Sample AP Teacher LOA with KSTC

TEACHER NAME
AP COURSE /SCHOOL/DISTRICT

I. AP Teachers Support the Goals of the College Readiness Program with an Open Enrollment Approach

- **Student Access:** Increase the number of students enrolled in MSE AP courses.
- **Student Success:** Increase the number of students achieving a 3 or greater on MSE AP Exams.
- **College Readiness:** Serve the best interest of students to increase learning for a better chance of success in college.
- **High Expectations:** Reach ambitious qualifying score goals but in a fair and reasonable manner.
- **Growth Mindset:** Create a classroom environment that encourages students to challenge themselves.

II. Expectations for AP MSE Teachers

- Teach the AP curriculum as outlined in the College Board guidelines and approved through your College Board Course Audit.
- Participate in two (2) Course Team/Mini-Mock Meetings.
- Facilitate two (2) Vertical Team Meetings.
- Participate in a two-day AdvanceKentucky Fall Forum teacher training.
- Participate in a week-long AP Summer Institute or equivalent, as determined by KSTC/AdvanceKentucky.
- Tutor AP students as needed outside of class.
- Participate in and assist with Supplemental Content Support and Exam Prep Sessions and consistently encourage all AP students to participate in them.
- Administer mock exams as directed by AdvanceKentucky.
- Participate in mock exam scoring as directed by AdvanceKentucky.
- Respond to AdvanceKentucky staff and assigned AP Mentor (if applicable) for your subject area as they carry out responsibilities to AdvanceKentucky, including maintaining timely participation records and accurate data in the online Data Reporting System.
- Report your attendance as noted under the stipend section below (payment of stipend is based on these online records).

III. Stipend, Incentives, and Threshold Bonus for AP MSE Teachers Paid by KSTC to [School]/[District]

- **Stipend (Up to \$600 total)**

- \$50 for participation in each of the two (2) Course Team/Mini-Mock Meetings (maximum of \$100). Post session report to be entered into the AdvanceKentucky online Data Reporting System.
 - \$50 for facilitating each of the two (2) Vertical Team Meetings (maximum of \$100). Post session report to be entered into the AdvanceKentucky online Data Reporting System and agenda sent to Content Director.
 - \$100 for participating in AdvanceKentucky's Fall Forum. Attendance to be entered into the AdvanceKentucky online Data Reporting System.
 - \$100 for participating in a week-long AP Summer Institute or equivalent, as determined by KSTC/AdvanceKentucky. Attendance to be entered into the AdvanceKentucky Online Data Reporting System.
 - \$100 for administering and participating in the scoring of AdvanceKentucky's AP Mock Exam. Attendance to be entered into the AdvanceKentucky online Data Reporting System.
 - \$50 for participating in an AdvanceKentucky Supplemental Content Support Session. Post-session report to be entered into the AdvanceKentucky online Data Reporting System.
 - \$50 for participating in an AdvanceKentucky AP Exam Prep Session. Post-session report to be entered into the AdvanceKentucky online Data Reporting System.
- **AP Qualifying Score Incentives are valued at:**
 - \$100 for each student who appears on your roster and receives a score of 3 or greater on the AP **COURSE** Exam taken in **May 2026**.
 - **A Threshold Bonus amount may be earned as follows*:**
 - If the total number of 2026 AP qualifying scores in **AP COURSE** earned by students enrolled in this course school-wide meets a threshold of at least:
 - **xx**– you will earn \$1000
 - **xx**– you will earn \$1500
 - ***If N/A is listed for goals, the course is not eligible due to low enrollments.***

IV. Payment Process

- *The earned Stipend will be reported/paid to your school/district by **May 30, 2026**, and subsequently paid to you through the regular school/district payroll process. The amount of each Stipend will be paid based on your AP Teacher records posted in the AdvanceKentucky online Data Reporting System as of **May 9, 2026**.*
- *Upon verification of **2026 AP Qualifying Scores** reported by the College Board, any earned Incentives and Threshold Bonus will be reported to the school/district by **November 28, 2026**, and subsequently paid according to the process outlined in your school's master agreement with AdvanceKentucky.*

Accept

Signed By:

Date Signed:

By clicking, I accept and understand the expectations set forth by AdvanceKentucky. I also understand how to earn my stipend, incentives, and bonus for the 2025-2026 academic year.

ATTACHMENT C

Sample Administrator of Record LOA with KSTC

Name _____
School/District _____

I. AP Teachers Support the Goals of the AP Program with an Open Enrollment Approach

- Student Access: Increase the number of students enrolled in MSE AP courses.
- Student Success: Increase the number of students achieving a 3 or greater on MSE AP Exams.
- College Readiness: Serve the best interest of students to learn more for a better chance of success in college.
- High Expectations: Reach ambitious qualifying score goals but in a fair and reasonable manner.
- Growth Mindset: Create a classroom environment that encourages students to challenge themselves.

II. Expectations for Designated Administrator

- Support and encourage growth and success of the AP program.
- Encourage a master class schedule that allows students to pursue desired MSE AP courses.
- Identify a person on your staff as campus AP Coordinator.
- Make a good faith effort to schedule spring semester activities so as to not interfere with AP preparation or AP Exams.
- Make AP testing environment a priority.
- Expect teachers and students to participate in all aspects of the College Readiness Program.
- Consider making staff assignments that will enhance the AP Program.
- Make a good faith effort to schedule graduation after the last AP Exam Administration.
- Welcome Teacher Mentors onto your campus if being served by external consultants.
- Communicate the benefits of pre-AP and AP courses to parents/families, such as hosting parent meetings to raise awareness of and interest in AP and outreach to middle local school(s).
- By date certain, ensure the submission of the 25/26 AP enrollment roster by student, grade, demographics, course and teacher.
- Monitor teacher and coordinator activity, to ensure tutoring activities and proper AP exam administration.
- Enter and update AP MSE teacher roster in the AdvanceKY Online Data Reporting System.
- Monitor reporting of teacher attendance at PD sessions: Supplemental Content Support Sessions, Team Meetings, AP Summer Institute, Mock Exam and Two-Day Fall Forum in the AdvanceKY Online Data Reporting System.
- Ensure AP MSE enrollments are up to date in the AdvanceKY Online Data Reporting System.
- Ensure AP MSE exam intentions and score projections are entered in the AdvanceKY Online Data Reporting System.

III. Threshold Bonus

If the total number of **2026** AP qualifying scores in MSE courses earned by students at your school meets a threshold of at least **XX** then you will earn \$1,000.

IV. **Payment Process**

*Upon verification of relevant **2026 AP Qualifying Scores in MSE courses**, any earned **Threshold Bonus** will be reported to your School/District by **November 28, 2026**, and subsequently paid according to the process outlined in your school's master Agreement.*

ATTACHMENT D

Sample AP Coordinator LOA with KSTC

Name
School/District

I. AP Teachers Support the Goals of the AP Program with an Open Enrollment Approach

- **Student Access:** Increase the number of students enrolled in MSE AP courses.
- **Student Success:** Increase the number of students achieving a 3 or greater on MSE AP Exams.
- **College Readiness:** Serve the best interest of students to learn more for a better chance of success in college.
- **High Expectations:** Reach ambitious qualifying score goals but in a fair and reasonable manner.

II. Expectations for AP Coordinator

- Support AP recruitment, reporting and testing.
- Support and encourage growth and success of the AP program.
- Encourage a master class schedule that allows students to pursue desired MSE AP courses.
- Make a good faith effort to schedule spring semester activities to not interfere with AP preparation or AP Exams.
- Ensure an appropriate AP testing environment that allows dedicated attention to the exam.
- Expect teachers and students to participate in all aspects of the AP Training and Incentive Program.
- Support good faith efforts to schedule graduation after the last AP Exam Administration.
- Monitor activities to ensure proper tutoring activities and AP exam administration as needed.
- Communicate the benefits of pre-AP and AP courses to parents/families, such as hosting parent meetings to raise awareness of and interest in AP, outreach to middle local school(s), and sending letters identifying students for AP.
- Monitor/analyze student data that may assist in identification of potential AP students.
- Be aware of and encourage school schedule/site(s) for Team Meetings and Supplemental Content Support Sessions.
- By date certain, assist the submission of the 24/25 AP enrollment roster by student, grade, demographics, course and teacher.
- Enter and update AP MSE teacher roster in the AdvanceKY Online Data Reporting System.
- Assist monitoring teacher reporting of attendance at PD sessions: Supplemental Content Support Sessions, Team meetings, AP Summer Institute, Mock Exam and Two-Day Fall Forum Training in the AdvanceKY Online Data Reporting System.
- Assist in ensuring AP MSE enrollments are up to date in the AdvanceKY Online Data Reporting System.
- Assist in ensuring AP MSE exam intentions and score projections are entered in the AdvanceKY Online Data Reporting System.

III. Threshold Bonus

If the total number of **2026** AP qualifying scores in MSE courses earned by students at your school meets a threshold of at least **XX** then you will earn \$1,000.

IV. Payment Process

*Upon verification of relevant **2026 AP Qualifying Scores in MSE courses**, any earned Threshold Bonus will be reported to your School/District by **November 28, 2026** and subsequently paid according to the process outlined in your school's master letter of agreement.*

ATTACHMENT E

Estimated Program Funding Scenario

1) FUNDING DISTRIBUTION PROCESS

- a. *Reimbursements by KSTC directly to [School]/[District] (unless otherwise negotiated) for:*
 - AP Instructional Supplies upon receipt of copies of vendor invoices received by the school.
 - Applicable AP and pre-AP teacher training registration fees and training provided by KSTC (for KY APSI vendors, we may pay them directly on behalf of your teachers).
 - Supplemental support for exam fees is processed as payment to individual students or as a single check to the district. Eligible exams are those not covered by other sources. Exam fee reimbursements are distributed based on final enrollments submitted to AdvanceKentucky.
- b. *Reimbursements/Payments by KSTC for Review Sessions:*
 - If applicable, the host district and/or individuals will be reimbursed for purchases of food and prizes for scheduled review sessions. Original receipts are required for KSTC to reimburse /pay these expenses.
 - Contracts for consultants to conduct review sessions (whether for students from individual or multiple Districts) are issued by KSTC and paid directly to contractors.
- c. *Payments by KSTC for Student Incentives:*
 - Student incentive awards are processed as checks made payable to each student and delivered in bulk to Principal and/or designated Administrator of Record for distribution.
- d. *Payments by KSTC for Teacher Awards upon Authorization by KSTC (see LOA Sample in Attachment B):*
 - LOAs between KSTC and each MSE AP Teacher specify conditions for earning AP Teacher Stipends, Incentive Awards, and Threshold Bonuses.

2) ASSUMPTIONS FOR FUNDING PROVIDED BY KSTC

- a. *Teacher Training Expenses:* KSTC pays registration fees ONLY and [School]/[District] pays associated travel expenses.
- b. *Teacher and Student Incentives* based on \$100 per qualifying score: assumes 100% of average first year teacher goals.
- c. *AP Teacher Threshold Bonus:* Up to \$1,500 if AP score goal is met (see **Attachment B**).
- d. *AP Teacher Stipend:* Up to \$600 for each MSE AP Teacher (see **Attachment B**).
- e. *Review Sessions:* approximately \$25/student in attendance for food, prizes, materials.
- f. *AP Exam Fees:* initially calculated as 50% non-free/reduced lunch enrollments.
- g. *AP Instructional Supplies:* \$5000 plus \$25 per actual enrollment in supported AP MSE course or capped at enrollment projections, whichever is less. (The \$5,000 is reduced to \$4,000 and \$3,000 in Years 2 and 3 of the Program.)

Estimated Program Funding Provided by KSTC to or in support of and Local Contributions by School/District

(See **Attachment F** for Sample Timeline of Activities, Reports and Payments)

School 2025-26 Funding Scenario	2025-26 KSTC Commitment
AP Teacher Stipends <i>\$600 per teacher</i>	\$3600
Mentor Fees <i>\$750 x estimated mentees</i>	\$4500
AP Summer Institute for AP Teachers <i>\$700 per AP teacher</i>	\$4200
Launch Day Teacher Training <i>\$500 per AP teacher</i>	\$3000
Fall Forum Two-Day AP Teacher Training <i>\$350 per AP teacher</i>	\$2100
LTF Pre-AP Teacher Training <i>\$795 per pre-AP teacher</i>	\$0
Exam Fees <i>\$12 per student; applies formula to estimated exam takers</i>	\$800
AP Exam Review Session (Food/Prizes) <i>\$30 per attendee; assumes 75-100% attendance</i>	\$3000
Mock Exams <i>\$10 per MSE enrollment</i>	\$1070
AP Instructional Supplies <i>\$25 per MSE enrollment</i>	\$2675
AP Instructional Supplies Base <i>\$5000 for Year 1 (declines to \$4k in Year 2 and \$3k in Year 3)</i>	\$5000
Student Incentives <i>\$100 per qualifying score in school goal</i>	\$6400
Teacher Incentives <i>Equals student incentives</i>	\$6400
Teacher Bonus <i>Uses prior year statewide per teacher avg (actual up to \$1500 per teacher)</i>	\$3075
Administrator and AP Coordinator Bonus <i>Assumes 50% of schools earn bonus</i>	\$1000
TOTAL 25-26 FUNDING SCENARIO	\$46,820

ATTACHMENT F

Timeline of Activities, Reports and Payments

(Sample 18-month cycle)

2025 Training

- Summer 2025 – AP Summer Institutes (in-person/online): Locations and dates can be found on the College Board website. (AdvanceKY is billed directly for most in-state APSIs; schools submit invoices for reimbursement to AdvanceKY for registrations outside KY.)
- September 5, 2025 – Launch Day (Louisville): All MSE AP teachers are expected to attend (registration required).
- November 14-15, 2025 – Fall Forum (Louisville): Two-day content training for all MSE AP teachers (registration required).
- Spring 2026 – Mock Exam Scoring (in-person/online)

Data Reporting to AdvanceKentucky

- Spring 2025 – Estimate aggregate 25/26 student enrollments and teacher roster by MSE AP Course.
- July 2025 – Existing schools send AP Score Reports from College Board (CB) Online Score Report and Instructional Planning Reports (IPR)
- August 2025 – New schools report aggregate AP MSE scores and IPRs [IPRs]
- September 16, 2025 – Submit 25/26 Student Unit Record Enrollment Report (Excel Form provided)
- November 18, 2025 – Per Student AP Score Projections by Teachers and Students' Intentions to take Exam (Online Data Reporting System)
- Teacher Attendance at PD including Review Sessions and Team Meetings (Online Data Reporting System)

Flow of Funding from AdvanceKentucky

- Summer 2025 – Request reimbursement for APSI registration fees for teachers attending APSIs outside of KY (Include copy of invoice from APSI vendor/site naming teacher/subject.)
- As needed during school year – Request reimbursement for review sessions (food and prizes) (Original receipts must accompany invoice from school/individual.)
- By November 28, 2025 – Invoice AdvanceKY to request reimbursement for eligible AP Instructional Supplies. (Must be accompanied by copies of all vendor invoices to document school purchases.)
- June 2026 – Reimbursement for eligible AP exam fees processed to submit to students.
- By June 30, 2026 – AdvanceKY payment of AP teacher stipends based on approved reports in Online Data Reporting System
- By November 28, 2026 – AdvanceKY payments for incentives and bonuses

2025/26 Individual Letters of Agreement

- October 2025 – AP Teachers, AORs, and APCs
(AP Teacher threshold bonus score levels set based on baseline of the higher of prior two years of AP Exam qualifying scores; these goals consider but are NOT based on current-year enrollments.)