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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Devin Dillon, Interim Superintendent

Board Meeting Date 2-8-17
(To be completed by Procurement)

Subject Memorandum of Understanding - National Math & Science Initiative (NMSI) - 912/Office of Post-Secondary Readiness

Action Requested Approval of a Memorandum of Understanding between Oakland Unified School District and National Math & Science Initiative (NMSI). Services to be primarily provided to the Office of Post-Secondary Readiness for the period of July 1, 2016 through June 30, 2019.

Background The National Math & Science Initiative (NMSI) is a nonprofit college readiness program designed to enhance the math and science learning experience of students and teachers. NMSI programs utilize the Investing in Innovation (i3) grant to establish a three-year partnership with high schools to increase the number of students taking and earning qualifying scores on Advanced Placement (AP) math, science, and English exams while expanding access to rigorous coursework for underrepresented students. Castlemont High and Skyline High School are the two recipients of the i3 grant managed by the NMSI organization. The i3 grant will support the funding for this College Readiness Program.

Discussion Approval by the Board of Education of a Memorandum of Understanding between the District and National Math & Science Initiative (NMSI) and acceptance of grant awards for Castlemont High School in the amount of \$407,543 and Skyline High School in the amount of \$703,056 to provide instructional and academic support for the period of July 1, 2016 through June 30, 2019. Advanced Placement teachers participating within the program will attend four-day summer training sessions, two-day fall workshops, one-day spring mock AP exam/reading, ongoing weekly support from NMSI mentors, as well as access to supplemental AP course information to assist with increased achievement on AP exams. In addition, support will be provided to AP students with their rigorous coursework, structured tutoring sessions, three AP extracurricular student study sessions, and student awards for each qualifying score of 3 or higher on math, science, and English AP exams.

Recommendation Approval of Memorandum of Understanding between Oakland Unified School District and The National Math & Science Initiative (NMSI) and acceptance of the grant award for Skyline High School of \$703,056 and Castlemont High School of \$407,543 for services to be supported primarily by the Office of Post-Secondary Readiness for the period of July 1, 2016 through June 30, 2019.

Fiscal Impact Funding resource name (please spell out):
 Castlemont High School: 0000/General Purpose: \$24,474 (Mock reading, Facilities and transportation); Measure N: \$16,500 (PSAT Exams)
 Skyline High School: 0000/General Purpose: \$27,568 (Mock Reading, Facilities and transportation); Measure N: \$24,825 (PSAT Exams)

Attachments • Memorandum of Understanding



CONTRACT JUSTIFICATION FORM

This Form Shall Be Submitted to the Board Office With *Every* Consent Agenda Contract.

Legislative File ID No. 17-0098

Department: Office of Post-Secondary Readiness

Vendor Name: National Math & Science Initiative

Contract Term: Start Date: 7/1/2016 End Date: 6/30/2019

Annual Cost: \$ 35,367

Approved by: _____

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

The National Math & Science Initiative (NMSI) is a nonprofit organization college readiness program designed to enhance the math and science learning experience of students and teachers. NMSI programs utilize the Investing in Innovation (i3) grant to establish a three-year partnership with high schools to increase the number of students taking and earning qualifying scores on Advanced Placement (AP) math, science, and English exams while expanding access to rigorous coursework for underrepresented students. Castlemont High, Oakland High, and Skyline High Schools are the three recipients of the i3 grant managed by the NMSI organization. The i3 grant will support the funding for this College Readiness Program.

Summarize the services this Vendor will be providing.

This College Readiness Program offers instructional and academic support for Castlemont High, Oakland High, and Skyline High School. Advanced Placement teachers participating within the program will attend four-day summer training sessions, two-day fall workshops, one-day spring mock AP exam/reading, ongoing weekly support from NMSI mentors, as well as access to supplemental AP course information to assist with increased achievement on AP exams. To support AP students with their rigorous coursework, NMSI will provide schools with \$35,000 over a three-year period, structured tutoring sessions, three AP extracurricular student study sessions, and student awards for each qualifying score of 3 or higher on math, science, and English AP exams.

Was this contract competitively bid? Yes No

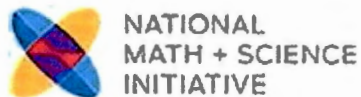
If No, answer the following:

- 1) How did you determine the price is competitive?

NMSI's mission is to improve student performance in the critical subjects of science, technology, engineering and math (STEM). NMSI's programs transform teaching, transform schools and are transforming education in the United States as Oakland Unified also expands STEM education in schools. NMSI applied for a grant on OUSA's behalf.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**



MEMORANDUM OF UNDERSTANDING

National Math and Science Initiative - College Readiness Program and Castlemont High School, Oakland Unified School District

Purpose of Agreement: To implement the National Math and Science Initiative's College Readiness Program ("the Program") in Castlemont High School and Skyline High School ("the Schools") in Oakland Unified School District ("the District").

SECTION 1. TERM

The term of this Memorandum of Understanding ("MOU" or "Agreement") shall commence on June 1, 2016, and end on June 30, 2019 (the "Term"), subject to evaluations and renewals by NMSI during the term, based on ongoing performance and availability of funding.

SECTION 2. BACKGROUND

- a. The National Math and Science Initiative ("NMSI") replicates on a national scale programs proven to elevate public education rigor and student performance in the educational disciplines of science, technology, engineering and math ("STEM"), utilizing performance-based accountability and rigorous demand for results. NMSI's College Readiness Program has produced unparalleled success in expanding the number of students enrolled and achieving qualifying scores on Advanced Placement[®] (AP[®]) math, science, and English ("MSE") exams, especially among economically disadvantaged and minority students.
- b. NMSI coordinates the planning, implementation, management and funding of the Program, which includes content-focused teacher training and support, expanded enrollments, additional time on task for students, and awards based on academic excellence, cultivation of teacher leaders, and measurement of and accountability for achievement. The overall Program goal is the increase in the number of students taking AP MSE exams and receiving qualifying scores as a measure of college readiness.

SECTION 3. COMMITMENTS BY THE SCHOOLS

The Schools agree to implement the NMSI College Readiness Program ("CRP") consistent with their Program applications and in accordance with the terms and provisions of this MOU, in order to increase AP MSE enrollment and qualifying scores on AP MSE exams. To ensure Program success, the Schools agree to take actions as necessary to implement, achieve and maintain the strategies and goals set forth in this MOU and Attachments A, B, C, D, E, F, G, and H including the following:

1. Increase the number of qualifying scores on AP MSE exams over the grant term. Specific annual goals will be provided to the individual Schools implementing the Program. The actual school goals will be recalculated based on the 2015-16 AP results. (*Attachment B*).
2. Increase the number of AP MSE student enrollments and courses offered based on the *Growth Scenario* completed by the Schools as part of their Program applications (*Attachment B*).
3. Maintain the quality and sustainability of AP MSE courses by implementing the following practices:
 - a. Conduct parent/community outreach events, which may include an annual kickoff event;
 - b. Recruit, prepare and support students in AP MSE courses through open access and

the elimination of barriers to student enrollment;

Advanced Placement® Program, Advanced Placement® and AP® are registered trademarks of the College Board. The College Board was not involved in the production of this material.

- c. Recruit, support and train highly qualified teachers;
- d. Submit required evaluation forms for all NMSI training events;
- e. Plan for sustaining program gains beyond the Term of the Program;
- f. Administer the PSAT, during the week, for all 10th grade students;
- g. Provide and fund substitute days to allow AP MSE teachers to attend Program training;
- h. Provide and fund student transportation for student study sessions;
- i. Provide facilities and custodial support for student study sessions;
- j. Complete College Board course audits for all AP MSE courses;
- k. Report data to NMSI as listed in [Attachment A](#);
- l. Follow general timeline of activities noted in [Attachment D](#); and
- m. Schedule all AP MSE courses as full year courses.

4. The Schools shall encourage participation in and increase local awareness of the program by promoting and publicizing NMSI's College Readiness Program to the school community, external stakeholders and media when appropriate.

To support this effort, the schools should utilize the CRP toolkit located at www.crptoolkit.nms.org, which consists of a collection of templates, digital design assets, usage guidelines, instructions for event management and media outreach and other resources and materials.

To retain the Program's distinct character, the Schools shall:

- a. Tag, copy, link to, and/or otherwise mention the College Readiness Program and NMSI by name in existing school and district channels such as blogs, PTA and community meetings, newsletters, and social media.
- b. Notify NMSI of any press inquiries related to the Program and share any local media coverage related to the Program with NMSI staff, in advance when possible.

If you wish to communicate with existing Program funders, collaborate with NMSI to engage them correctly. Notify NMSI of any communication from the funder to the school.

5. The Schools acknowledge that NMSI is the sole and exclusive owner of any instructional materials, training materials, and auxiliary multimedia content distributed to the Schools either directly or by way of NMSI's online distribution channels and of all associated intellectual property registrations and copyright protections. The Schools and the District agree that their engagement with NMSI under this MOU shall not create any ownership or licensing rights in the Schools or the District in or to any NMSI materials, and the Schools and District agree not to claim any such rights to NMSI materials. The Schools and the District agree that they will not reproduce any NMSI copyrighted materials in any form or by any electronic or mechanical means without explicit written permission from NMSI.

If, at any time, any School is not in compliance with the terms of the commitments set forth herein, NMSI will work directly with administrators and district-level leaders to determine appropriate interventions for the purpose of determining and implementing plans for correction with ongoing monitoring and assistance. If such interventions do not effectively bring the School within compliance, NMSI reserves the right to place the School on probation and/or to discontinue programming. If probation is deemed necessary, the School will receive a letter detailing terms of the year-long probationary period with specific detail related to the individual requirements of the School.

Either party may terminate this Agreement without cause by giving 30 days notice to the other party.

SECTION 4. COMMITMENTS BY NMSI

Subject to the Schools' performance of their commitments and undertakings pursuant to this MOU, which shall be determined within the sole and absolute discretion of NMSI, during the Term NMSI agrees that it will provide the following to or for the benefit of the Schools:

- 1. Annual Stipends and Award Opportunities (as described more fully in the Attachments referenced below):
 - a. Program AP MSE teachers will receive up to a \$500 stipend for specific activities. See [Attachment F](#);
 - b. Program AP MSE teachers may apply for an award for outstanding teaching.

- c. Students enrolled in the school who attain a AP MSE exam score of 3 or higher will receive \$100; and
 - d. Each School's NMSI Designated Administrator will receive a stipend of \$1,000 and may apply for an award for outstanding grant support. The Designated Administrator will receive a Letter of Expectations and Support that provides Program expectations and the school goal. See [Attachment G](#).
1. Teacher Training and Exam Fees:
 - a. Program AP MSE examination fees: Reimbursement to the Schools for AP MSE examination fee expenses incurred, up to the budgeted amount. This amount will be calculated after any state or federal funding is applied toward the examination cost. See [Attachment C](#);
 - b. Program AP MSE teachers: Funding for Program AP MSE teachers to attend NMSI-approved Advanced Placement Summer Institutes, 2-day workshops, and mock exam readings; and
 - c. Program MSE teachers: Funding for Program AP MSE teachers to attend NMSI's Laying the Foundation teacher training, as approved by NMSI.
 2. Student Study Sessions:
 - a. Resources to conduct AP MSE student study sessions over the course of the school year; and
 - b. Support in planning all sessions and logistical support.
 3. AP Classroom Supplies:
 - a. Classroom supplies for AP MSE courses, subject to approval by NMSI.
 4. Collaboration with the Schools to implement, manage, and report the results of the Program as outlined below:
 - a. Provide forms needed for the Program;
 - b. Provide data and reports on the Program;
 - c. Advise Program schools in recruiting AP MSE teachers;
 - d. Assess, on an annual basis, each AP MSE teacher's participation in and support of Program goals and expectations as listed in [Attachment F](#);
 - e. Assist the individual responsible for coordinating each school's AP in providing the best testing environment for AP students;
 - f. Advise schools and districts on curriculum alignment and scheduling;
 - g. Provide subject matter experts to support teachers and students;
 - h. Work directly with administrators to proactively address concerns; and
 - i. If necessary, develop probation plans for struggling Program

schools.

SECTION 5. PROGRAM BUDGET AND FUNDING PROCESS

1. Program Budget. [Attachment C](#) identifies Program expenses, the corresponding budget, and the allocation of resources to be set aside by NMSI for implementation of the Program at each School. Each School agrees to comply with the budget, which is subject to amendment or revision by NMSI at its sole and absolute discretion. The amounts listed in [Attachment C](#) are projections which reflect anticipated Program expenses and services, and do not represent actual amounts of funding that each School may receive.
2. Funding Process. Pursuant to this MOU and its Attachments, NMSI is committing funding to the District in the amount of \$407,543 for Castlemont High School and \$703,056 for Skyline High School to assist each School in implementing and operating the College Readiness Program and the governing board hereby accepts such funding on behalf of the District.. Funding is provided to the District for the Schools' behalf for eligible expenses as identified in [Attachment C](#) including without limitation,, the Designated Administrator, AP MSE teachers, qualified students, and vendors to pay for eligible expenses, as identified in [Attachment C](#), subject to verification and approval by NMSI.

SECTION 6. GENERAL PROVISIONS

1. Relationship of the Parties; No Third-Party Beneficiaries. NMSI is an independent non-profit corporation and, subject to the terms of this MOU, shall have the sole right to supervise, manage, operate, control and direct the performance of the services to be provided pursuant to this MOU.

The personnel and staff of NMSI are employees of NMSI and shall not, for any purpose, be considered employees or agents of the School or the District. The personnel and staff of the School and the District shall not, for any purpose, be considered employees or agents of NMSI. Nothing in this MOU shall be deemed or construed to establish a joint venture, employer-employee, agent, agency or partnership relationship. NMSI shall not incur any liability for or assume responsibility for any debts or obligations of the School, and shall not sign as a guarantor or co-signer on any instrument for the School. The agreement by and between the parties to this MOU does not create a warranty or guarantee of any particular results or funding, and is not intended to and does not create any right of any sort in any third party with respect to the representations and commitments set forth herein.

2. **Indemnity.** NMSI and OUSD each agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.
3. **Tuberculosis Screening.** If any of Program's employees or contractors will have ongoing interaction with students, Program will ensure and confirm to District that the employees or contractors have complied with the legal requirements for tuberculosis risk assessments or other tuberculosis screening as warranted.
4. **Fingerprinting of Employees and Agents:** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to NMSI's services under this Agreement and NMSI certifies its compliance with these provisions as follows: "NMSI certifies that it has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all NMSI employees, subcontractors, agents, and subcontractors' employees or agents ('Employees') regardless of whether those Employees are paid or unpaid, or acting as independent contractors of NMSI, who may have contact with District pupils in the course of providing services under the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in the Education Code."
5. **Severability and Waiver.** If any provision in this MOU is held invalid or unenforceable, the other provisions will remain enforceable, and the invalid or unenforceable provision will be considered modified so that it is valid and enforceable to the maximum extent permitted by law. Either party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, or provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.
6. **Non-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under this Agreement, NMSI shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. NMSI agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735.
7. **Drug and Smoke Free.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, contractors, or subcontractors are to use any such substances on these School(s).
8. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** NMSI certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this Agreement certifies that NMSI does not appear on the Excluded Parties List (<https://www.sam.gov/>).
9. **Governing Law; Venue.** This MOU is governed by California law, excluding California's conflict of laws. The legal venue for any and all litigation relative to the formation, interpretation and performance of this Agreement is vested in Alameda County, California.
10. **Counterparts.** This MOU may be executed in two or more counterparts, each of which will be deemed an original and all of which will be deemed to be one and the same instruments.
11. **Incorporation of Attachments.** The following Attachments are incorporated into and made part of this Memorandum of Understanding completely, as if they were copied verbatim at the point of reference to said Attachment:
12. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:		PROGRAM:	
Name:	Carla Henderson	Name:	Gregg Fleisher

Site /Dept.:	Office of Post Secondary Readiness	Title:	President
Address:	1000 Broadway, Suite 600 (Room 616)	Address:	8350 N Central Expressway
	Oakland, CA 94607		Suite M2200
Phone:	510-879-4258	Phone:	214-346-1204
Email:	Carla.Henderson@ousd.org	Email:	gfleisher@nms.org

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. PROGRAM shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

- Attachment A: Authorization to Release Student Data
- Attachment B: Growth Scenario
- Attachment C: Budget
- Attachment D: Timeline
- Attachment E: NMSI Boilerplate, Name and Logo Usage Guidelines
- Attachment F: Teacher Letter of Expectation
- Attachment G: DA Letter of Expectation
- Attachment H: SC Letter of Expectation

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

DISTRICT REPRESENTATIVE
Oakland Unified School District

PRINCIPAL
Castlemont High School

Signature: James Harris

Signature: _____

Print: President, Board of Education Title: _____

Print: _____ Title: _____

Date: _____

Antwan Wilson
Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
By: Marcus Williams, Attorney at Law

PRINCIPAL
Skyline High School

Signature: _____

Print: _____ Title: _____ Date: _____

**NATIONAL MATH AND
SCIENCE INITIATIVE**

Signature: Gregg Fleisher

Print: Gregg Fleisher

Title: President

Date: 2/3/17

File ID Number: 17-0098
Introduction Date: 2-8-17
Enactment Number: 17-0195
Enactment Date: 2-8-17
By: _____

ATTACHMENT A

Confidentiality Agreement and Authorization to Release Student Data

The Schools shall report to NMSI data that are necessary to measure Program results. Subject to this Confidentiality Agreement ("Agreement"), as set forth below, the Schools/District agree to release data from their programs and services, as requested by NMSI, for all students who participated in, or were exposed to, the College Readiness Program and who indicated attendance at a secondary school within this District. The data is necessary to measure Program results for Schools'/District's students in regards to student performance in the educational disciplines of science, technology, engineering and math.

The Schools/District and NMSI therefore agree as follows:

1. Subject to the terms in this Agreement, the Schools/District authorize NMSI access to certain student information, as provided in the paragraph above. Unless otherwise noted, student-level data will be released in adherence with Family Education Rights and Privacy Act's ("FERPA") exemption permissions (20 U.S.C. §1232g(b)(1)(F) and § 99.31(a)(6)) and requirements. FERPA permits the release of personally identifiable student data without prior written parental consent if the release meets certain criteria. These criteria include organizations conducting studies on behalf of schools and school districts.
 - a. 20 U.S.C. §1232g(b)(1)(F) and § 99.31(a)(6) allows for the disclosure of personally identifiable information ("PII") from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts, or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction.
 - b. NMSI agrees that all PII obtained from the Schools/District will be held in strict confidence by only persons with a need to access the information for conduction studies on the District's behalf to improve instruction..
2. NMSI and all of its agents, personnel and employees shall maintain the confidentiality of all information received in the course of performing services under this Agreement. NMSI understands that student records are confidential and agrees to comply with all state and federal laws, including but not limited to FERPA; Article 1, Section 1 of the California Constitution; and California Education Code Section 49062, et seq., concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement and the overarching MOU.
3. NMSI agrees to take strict precautions to safeguard student confidential Information and to limit access to such confidential Information to NMSI's authorized personnel who require such access and have agreed to abide by the terms of this Agreement and MOU.
4. NMSI agrees to promptly return all such confidential information and related materials to the Schools/District upon termination of this MOU or at such time as may be requested by the District.
5. NMSI shall not, other than for the purposes permitted under this Agreement (i) use any Confidential Information; (ii) disclose Confidential Information to any third parties; (iii) reverse engineer, disassemble, or decompile any Confidential Information, or make any

derivatives or translations of the Confidential Information, without the District's prior written consent.

6. The District may, at any time, terminate this Confidentiality Agreement and Authorization to Release Student Data by providing 48 hours advance written notice to NMSI.
7. Subject to this Confidentiality Agreement, as well as the overarching MOU, the Schools/District agree to release the following data from their programs and services, as requested by NMSI, for all students who participated in, or were exposed to, the College Readiness Program and who indicated attendance at a secondary school within this District. Class enrollment data, AP, and PSAT test data to be released include:
 - Course Name
 - Class Period
 - Course Duration
 - Teacher
 - Name
 - Email
 - Student
 - Name
 - Sample High School Identification number
 - Date of Birth
 - Gender
 - Ethnicity
 - ESL/ELL
 - Grade Level
 - AP Exam Results
 - Military Status

ATTACHMENT B Growth Scenario

CASTLEMONT HIGH SCHOOL GROWTH SCENARIO

MSE AP Courses	2014-15 Enrollment	2014-15 Exam Takers	2014-15 Qualifying Scores	2014-15 % of exam takers vs enrollment	2014-15 % of scores of 3 or higher vs taking	2016-17 % of exam takers vs enrollment	2016-17 % of scores of 3 or higher vs taking	# of students enrolled in AP Classes		# of students earning 3,4, or 5 on MSE AP Exams	
								CURRENT	PROGRAM	CURRENT	PROGRAM
								2015-16	2016-17	2015-16	2016-17
MATH (M)											
Calculus AB	18	18	0	100%	0%	100%	10%	31	0	0	0
Calculus BC											
Statistics						100%	25%		20		5
Comp Sci A	20	20	0	100%	5%	100%	10%	16		1	
Comp Sci P						100%	20%		25		5
Total Math:	38	38	0	100%	0%			47	45	1	10
SCIENCE (S)											
Biology	26	26		100%	0%	100%	0%				
Chemistry											
Env Science											
Physics 1											
Physics 2											
PhysC: E&M											
PhysC: M											
Total Science:	26	26	0	100%	0%			0	0	0	0
ENGLISH (E)											
Eng Lang											
Eng Lit				100%	5%	100%	25%	28	20	1	5
Total English:	0	0	0					28	20	1	5
TOTAL MSE	64	64	0	100%	0%			75	65	2	15

BASELINE

Only numbers in red can be changed

For comparison, this is the NMSI projected first year growth goal based on baseline MSE qualifying scores.

Baseline	NMSI 2016-
2	18

2017-18 Expected QS Growth	23	Expected enrollment	80
2018-19 Expected QS Growth	28	Expected enrollment	98

SKYLINE HS GROWTH SCENARIO

MSE AP Courses	2014-15 Enrollment	2014-15 Exam Takers	2014-15 Qualifying Scores	2014-15 % takers vs enrollment	2014-15 % of scores of 3 or higher vs taking	2016-17 % takers vs enrollment	2016-17 % of scores of 3 or higher vs taking	# of students enrolled in AP Classes		# of students earning 3,4, or 5 on MSE AP Exams	
								CURRENT	PROGRAM	CURRENT	PROGRAM
								2015-16	2016-17	2015-16	2016-17
MATH(M)											
Calculus AB	33	28	13	85%	46%	100%	46%	34	40	13	19
Calculus BC	10	9	6	90%	67%	100%	67%	10	20	6	13
Statistics	24	8	0	33%	0%	100%	60%	45	42	0	25
Comp Sci A											
Comp Sci P						100%	20%		32		6
Total Math:	67	45	19	67%	42%			89	134	19	63
SCIENCE(S)											
Biology	49	39	18	80%	46%	100%	46%	26	70	10	32
Chemistry				60%	40%	100%	20%	34	32	8	6
Env Science	33	19	5	58%	26%	100%	26%	34	36	5	9
Physics 1						100%	25%		21		5
Physics 2											
PhysC: E&M		1	0		0%		0%				
PhysC: M		7	5		71%		71%				
Total Science:	82	66	28	80%	42%			94	159	23	52
ENGLISH(E)											
Eng Lang	111	72	21	65%	29%	100%	29%	107	100	20	29
Eng Lit	105	70	19	67%	27%	100%	27%	89	85	16	23
Total English:	216	142	40	66%	28%			196	185	36	52
TOTALMSE	365	253	87	69%	34%			379	478	78	167

BASELINE

Only numbers in red can be changed

For comparison, this is the NMSI projected first year growth goal based on baseline MSE qualifying scores.

Baseline	NMSI 2016-
87	162

2017-18 Expected QS Growth	178	Expected enrollment	588
2018-19 Expected QS Growth	196	Expected enrollment	723

ATTACHMENT C

Castlemont Program Budget and Assumptions

The amounts listed below are projections and reflect Program anticipated expenses and services, not actual dollars to be given to the School. **NOTE THAT ALL SCHOOL COSTS ARE COSTS THAT THE SCHOOL OR DISTRICT IS ALREADY PAYING FOR AND IS NOT "NEW" MONEY.**

	SY 16-17		SY 17-18		SY 18-19		All Years
	School	Funder	School	Funder	School	Funder	Total
Teacher Training							
APSI Training	\$0	\$5,475	\$0	\$9,125	\$0	\$10,950	\$25,550
2-day Training	\$0	\$3,450	\$0	\$5,750	\$0	\$6,900	\$16,100
Mock Reading	\$130	\$2,250	\$156	\$4,250	\$188	\$5,100	\$12,374
Laying The Foundation	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$60,000
Total Training	\$130	\$31,475	\$156	\$39,125	\$188	\$42,950	\$114,024
Stipends and Awards							
Awards for Students	\$0	\$1,500	\$0	\$1,700	\$0	\$1,900	\$5,100
AP Mentors/Consultants	\$0	\$1,950	\$0	\$5,850	\$0	\$3,900	\$11,700
AP Teacher Stipends	\$0	\$1,500	\$0	\$2,500	\$0	\$3,000	\$7,000
AP Site Coordinator Stipends	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500
AP Teachers Threshold Awards	\$0	\$1,500	\$0	\$2,500	\$0	\$3,000	\$7,000
Designated Administrator Stipends	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Designated Administrator Award	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Total Stipends and Awards	\$0	\$9,950	\$0	\$16,050	\$0	\$15,300	\$41,300
Student Study Sessions							
Student Study Sessions	\$0	\$14,183	\$0	\$14,214	\$0	\$14,235	\$42,632
Total Student Study Sessions	\$0	\$14,183	\$0	\$14,214	\$0	\$14,235	\$42,632
Exam Fees							
AP Exam Fees	\$0	\$2,223	\$0	\$2,668	\$0	\$3,215	\$8,106
PSAT Exams Fees	\$5,500	\$0	\$5,500	\$0	\$5,500	\$0	\$16,500
Total Exam Fees	\$5,500	\$2,223	\$5,500	\$2,668	\$5,500	\$3,215	\$24,606
Classroom Supplies							
Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Total Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Program Management/Indirect Costs							
Program Management	\$0	\$10,000	\$0	\$8,500	\$0	\$7,500	\$26,000
Indirect Costs	\$0	\$31,232	\$0	\$29,877	\$0	\$27,872	\$88,981
Total Program Management/Indirect Costs	\$0	\$41,232	\$0	\$38,377	\$0	\$35,372	\$114,981
Estimated Total Program Costs	\$5,630	\$114,063	\$5,656	\$120,434	\$5,688	\$121,072	\$372,543

Castlemont Program Budget and Assumptions, page 2

i3 - Budget Assumptions	
Teacher Training	
APSI Training	Registration fee for NMSI APSI and travel to NMSI APSI paid by grant. All other APSI fees and travel funded by school.
2-day Training	Travel and Registration funded by grant according budgeted amount
Mock Reading	School prints all AP MSE mock exams for student consumption. Travel and Registration funded by grant according budgeted amount
Laying The Foundation	Travel and Registration funded by grant according budgeted amount
Stipends and Awards	
Awards for Students	Awards sent directly to students upon register and confirmation of QS amounts
Awards for Teachers	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
AP Mentors/Consultants	Funded and managed by grant
AP Teacher Stipends	Stipends for attending NMSI-approved training events as directed in the MOU and teacher agreement will be issued directly to each teacher and sent to the school for distribution
AP Site Coordinator Stipends	Stipends for completing duties as outlined in the MOU and SC agreement will be issued directly to that person and sent to the school for distribution
AP Teachers Threshold Awards	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
Designated Administrator Stipends	The School's NMSI Designated Administrator will receive a stipend of \$1,000 for meeting the expectations outlined in Attachment G.
Designated Administrator Award	The School's NMSI Designated Administrator may apply for an award for outstanding grant support as outlined in Attachment G.
Student Study Sessions	
Student Study Sessions	District/ School provides facilities and custodial support and student travel. Grant provides logistical support, materials and other supports as stated in the MOU.
Exam Fees	
AP Exam Fees	School will fund AP MSE exam fees utilizing state/ district/school funding initially. If the cost of the exams exceed the school allotment may apply for a grant reimbursement up to the budgeted amount.
PSAT Exam Fees	Grant will provide and fund, as budgeted, the PSAT, during the school week for all sophomores
Classroom Supplies	
Classroom Supplies	STEPS: E&S list to school, selections approved by NMSI, funds up to budgeted amount issued to school, receipts submitted to NMSI

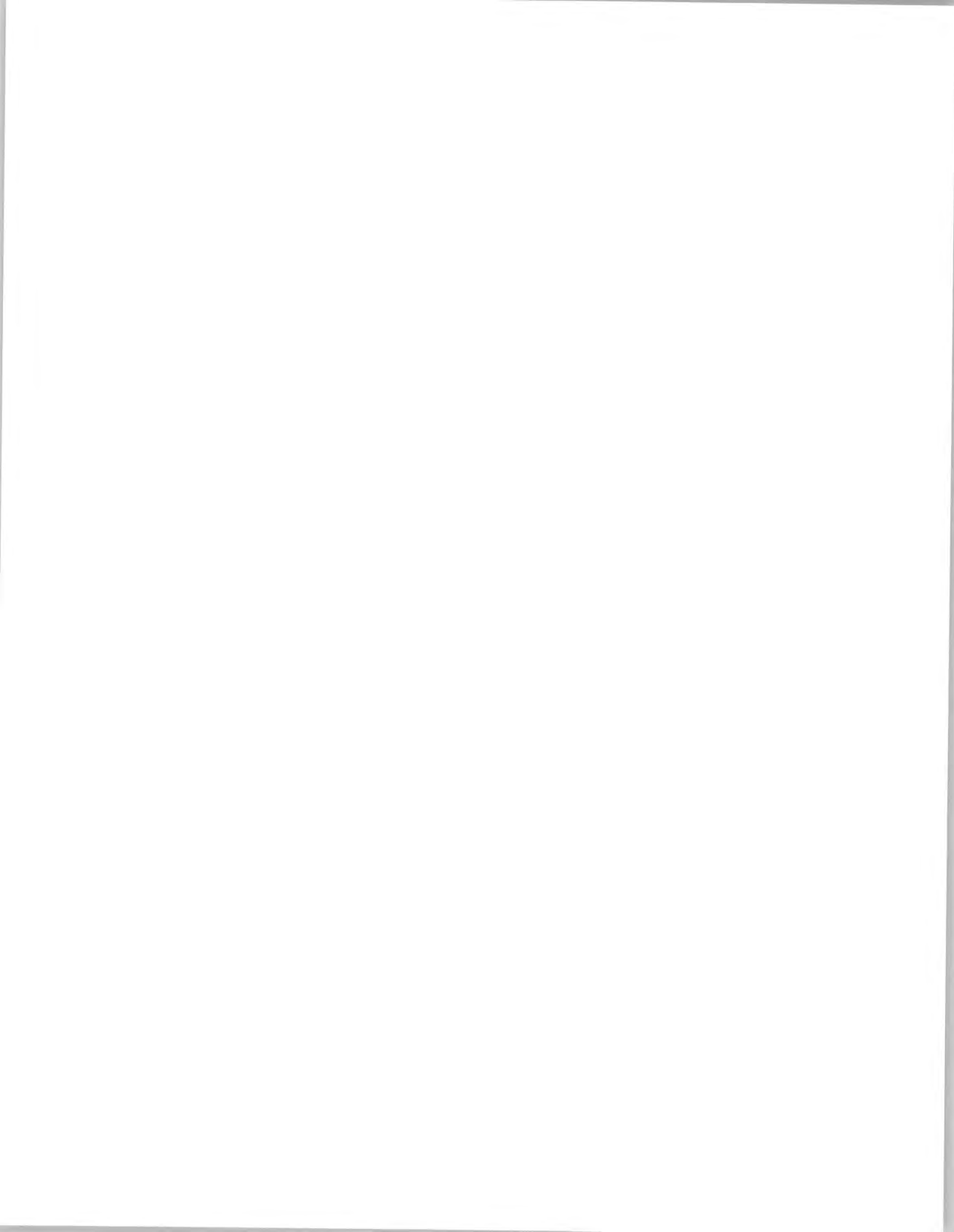
Skyline Program Budget and Assumptions

The amounts listed below are projections and reflect Program anticipated expenses and services, not actual dollars to be given to the School. **NOTE THAT ALL SCHOOL COSTS ARE COSTS THAT THE SCHOOL OR DISTRICT IS ALREADY PAYING FOR AND IS NOT "NEW" MONEY.**

	SY 16-17		SY 17-18		SY 18-19		All Years
	School	Funder	School	Funder	School	Funder	Total
Teacher Training							
APSI Training	\$0	\$17,500	\$0	\$19,250	\$0	\$11,375	\$48,125
2-day Training	\$0	\$9,750	\$0	\$10,725	\$0	\$12,675	\$33,150
Mock Reading	\$956	\$8,250	\$1,176	\$9,075	\$1,436	\$10,725	\$31,618
Laying The Foundation	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$60,000
Total Training	\$956	\$55,500	\$1,176	\$59,050	\$1,436	\$54,775	\$172,893
Stipends and Awards							
Awards for Students	\$0	\$1,800	\$0	\$2,000	\$0	\$2,200	\$6,000
AP Mentors/Consultants	\$0	\$6,500	\$0	\$7,150	\$0	\$8,450	\$22,100
AP Teacher Stipends	\$0	\$5,000	\$0	\$5,500	\$0	\$6,500	\$17,000
AP Site Coordinator Stipends	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500
AP Teachers Threshold Awards	\$0	\$15,000	\$0	\$16,500	\$0	\$19,500	\$51,000
Designated Administrator Stipends	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Designated Administrator Award	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Total Stipends and Awards	\$0	\$31,800	\$0	\$34,650	\$0	\$40,150	\$106,600
Student Study Sessions							
Student Study Sessions	\$0	\$63,519	\$0	\$49,170	\$0	\$40,751	\$153,440
Total Student Study Sessions	\$0	\$63,519	\$0	\$49,170	\$0	\$40,751	\$153,440
Exam Fees							
AP Exam Fees	\$0	\$16,161	\$0	\$19,880	\$0	\$24,276	\$60,317
PSAT Exams Fees	\$7,500	\$0	\$8,250	\$0	\$9,075	\$0	\$24,825
Total Exam Fees	\$7,500	\$16,161	\$8,250	\$19,880	\$9,075	\$24,276	\$85,142
Classroom Supplies							
Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Total Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Program Management/Indirect Costs							
Program Management	\$0	\$10,000	\$0	\$8,500	\$0	\$7,500	\$26,000
Indirect Costs	\$0	\$31,232	\$0	\$29,877	\$0	\$27,872	\$88,981
Total Program Management/Indirect Costs	\$0	\$41,232	\$0	\$38,377	\$0	\$35,372	\$114,981
Estimated Total Program Costs	\$8,456	\$223,212	\$9,426	\$211,127	\$10,511	\$205,324	\$668,056

Skyline Program Budget and Assumptions, page 2

i3 - Budget Assumptions	
Teacher Training	
APSI Training	Registration fee for NMSI APSI and travel to NMSI APSI paid by grant. All other APSI fees and travel funded by school.
2-day Training	Travel and Registration funded by grant according budgeted amount
Mock Reading	School prints all AP MSE mock exams for student consumption. Travel and Registration funded by grant according budgeted amount
Laying The Foundation	Travel and Registration funded by grant according budgeted amount
Stipends and Awards	
Awards for Students	Awards sent directly to students upon register and confirmation of QS amounts
Awards for Teachers	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
AP Mentors/Consultants	Funded and managed by grant
AP Teacher Stipends	Stipends for attending NMSI-approved training events as directed in the MOU and teacher agreement will be issued directly to each teacher and sent to the school for distribution
AP Site Coordinator Stipends	Stipends for completing duties as outlined in the MOU and SC agreement will be issued directly to that person and sent to the school for distribution
AP Teachers Threshold Awards	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
Designated Administrator Stipends	The School's NMSI Designated Administrator will receive a stipend of \$1,000 for meeting the expectations outlined in Attachment G.
Designated Administrator Award	The School's NMSI Designated Administrator may apply for an award for outstanding grant support as outlined in Attachment G.
Student Study Sessions	
Student Study Sessions	District/ School provides facilities and custodial support and student travel. Grant provides logistical support, materials and other supports as stated in the MOU.
Exam Fees	
AP Exam Fees	School will fund AP MSE exam fees utilizing state/ district/school funding initially. If the cost of the exams exceed the school allotment may apply for a grant reimbursement up to the budgeted amount.
PSAT Exam Fees	Grant will provide and fund, as budgeted, the PSAT, during the school week for all sophomores
Classroom Supplies	
Classroom Supplies	STEPS: E&S list to school, selections approved by NMSI, funds up to budgeted amount issued to school, receipts submitted to NMSI



ATTACHMENT D
Castlemont Timeline of Activities,
Reports, and Payments

After the MOU is signed	Activities
	Teacher and Staff, Community and Parent Program Awareness Events
	Media event announcing Program launch
	Program manager meeting to develop plan for enrollment increases, outline plan for year, set dates for training activities, review master schedule
	Teachers register into NMSI data system
	Teachers receive NMSI access codes and contact info
Approximate Dates	
May - August	AP MSE teacher online registration
	AP Summer Institute
	Laying the Foundation Teacher Training
	PSAT/PLAN order open
	Submission of AP course offerings and enrollment numbers
	Review of Instructional Planning Reports
	AP Classroom Supplies ordered
September- November	PSAT registration
	PSAT administration
	Designated Administrator, AP teachers & Site Coordinator receive Letters of Expectation and Support
	Submission of AP course rosters by school
	Teachers submit AP syllabus for College Board audit (October – preferred submission)
	Student study sessions begin
	AP 2-day workshops for teachers
December - January	PSAT results - use of AP Potential
	Student study sessions continue
	Teachers register for mock exam training
February- April	Student study sessions continue
	AP mock exam trainings for teachers begin
	Active student recruitment for AP MSE courses
	Teachers register for MSE AP Summer Institutes
	Teacher Roster verification
	College Board audit renewals open for submission
	AP Exam order open
May - July	AP exams administered
	AP Classroom Supplies ordered
	Payments of teacher stipends for attendance and participation
	Dates for program activities for upcoming school year set
	At this point, the cycle repeats throughout the Term of the MOU with the following additional activities:
August - October	Verification of AP scores for awards
	Verification of AP scores for student payments
	Academic Celebrations held at the school

Skyline Timeline of Activities, Reports, and Payments

After the MOU is signed	Activities
	Teacher and Staff, Community and Parent Program Awareness Events
	Media event announcing Program launch
	Program manager meeting to develop plan for enrollment increases, outline plan for year, set dates for training activities, review master schedule
	Teachers register into NMSI data system
	Teachers receive NMSI access codes and contact info
Approximate Dates	
May - August	AP MSE teacher online registration
	AP Summer Institute
	Laying the Foundation Teacher Training
	PSAT/PLAN order open
	Submission of AP course offerings and enrollment numbers
	Review of Instructional Planning Reports
	AP Classroom Supplies ordered
September- November	PSAT registration
	PSAT administration
	Designated Administrator, AP teachers & Site Coordinator receive Letters of Expectation and Support
	Submission of AP course rosters by school
	Teachers submit AP syllabus for College Board audit (October – preferred submission)
	Student study sessions begin
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December - January	PSAT results - use of AP Potential
	Student study sessions continue
	Teachers register for mock exam training
February- April	Student study sessions continue
	AP mock exam trainings for teachers begin
	Active student recruitment for AP MSE courses
	Teachers register for MSE AP Summer Institutes
	Teacher Roster verification
	College Board audit renewals open for submission
	AP Exam order open
May - July	AP exams administered
	AP Classroom Supplies ordered
	Payments of teacher stipends for attendance and participation
	Dates for program activities for upcoming school year set
	At this point, the cycle repeats throughout the Term of the MOU with the following additional activities:
August - October	Verification of AP scores for awards
	Verification of AP scores for student payments
	Academic Celebrations held at the school

ATTACHMENT E

NMSI Boilerplate, Name and Logo Usage Guidelines

BOILERPLATE LANGUAGE

About NMSI: The National Math and Science Initiative is a nonprofit organization dedicated to transforming math and science education in today's classrooms with proven, effective programs that can be replicated nationwide.

About the College Readiness Program (CRP): A comprehensive program that is dramatically increasing the number of students succeeding in rigorous coursework in math, science and English, while expanding access to traditionally underrepresented students.

About the Laying the Foundation Program (LTF): Hands-on professional development that is empowering educators of grades 3-12 with the strategies and resources they need to raise academic rigor in any curriculum and prepare students to think critically and creatively at advanced levels.

NAME AND LOGO USAGE GUIDELINES

National Math and Science Initiative

After introducing National Math and Science in body text, further references can then be shortened to "NMSI". Never use the "&" symbol in our name.

DO NOT USE

- National Math and Science
- NMS
- National Math and Science Institute
- National Math & Science Initiative

Always refer to NMSI as a non-profit organization, not-for-profit organization, non-profit, or simply organization. Avoid referring to NMSI as a company or business.

NMSI's College Readiness Program

The name for our comprehensive three-year program.

After introducing NMSI's College Readiness Program in body text, further references can then be shortened to "NMSI's program," "the College Readiness Program," or "CRP."

DO NOT USE

- NMSI's AP Program

NMSI's Laying the Foundation Program

The name of our teacher training program for grades 3-12. NMSI's Laying the Foundation teacher training program is also acceptable.

After introducing NMSI's Laying the Foundation Program in body text, further references can then be shortened to "NMSI's LTF program," "the LTF program," or "LTF."

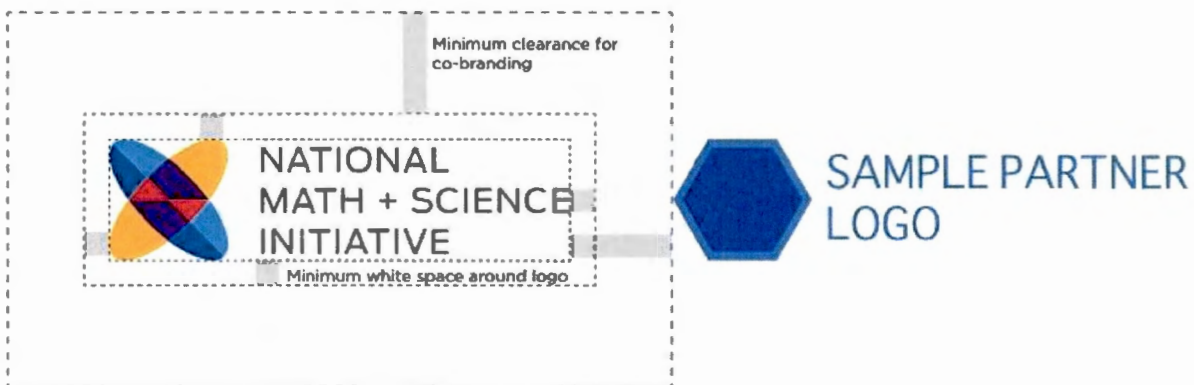
DO NOT USE

- "LTF" in titles or headings
- "Laying the Foundation" if not preceded by "NMSI's"

LOGO

Use the NMSI logo only in the exact form provided by NMSI, without alteration or modification. Do not incorporate the NMSI logo into any other logo or add any images or text to the logo.

Maintain clear space around the NMSI logo. The minimum clear space for the NMSI logo should be the height of the letter "N". If placing another logo next to the NMSI logo, the minimum clearance should be the width of the word "MATH" in the NMSI logo.



ATTACHMENT F: Teacher Letter of Expectations and Support

Name of Teacher

_____ High School - AP Course/s Title

June 1, 20XX – June 30, 20XX

Goals of the NMSI College Readiness Program

- Increase the number of students enrolled in math, science, English (MSE) AP[®] courses
- Increase the number of students receiving qualifying scores of 3 or higher on AP MSE exams

Program Expectations for AP Teachers

- Register in NMSI database
- Confirm class rosters when requested
- Attend the 4-day NMSI AP Summer Institute (or equivalent, with NMSI approval)
- Attend the 2-day NMSI AP workshop
- Administer the NMSI mock exam for the AP course taught and participate in the NMSI mock exam reading to prepare students for the successful completion of the AP MSE national exams
- Attend and assist with the student study sessions in their course and encourage all AP students to register and attend all sessions to benefit from the expertise of the presenter
- Conduct structured tutorials for AP MSE students outside of normal class time to provide additional time on task or support for students
- Teach the AP curriculum as outlined in the College Board guidelines
- Respond to requests from the Designate Administrator as he/she carries out his/her responsibilities to NMSI including reporting your attendance at events and activities noted under the stipend section below
- Complete all NMSI evaluations

Stipend and Awards for AP Teachers

Stipend of up to \$500 is available for completion of the following as evidenced by documented attendance and the submission of a training evaluation for each event:

- \$ 80 for attending a NMSI 2-day AP workshop (Stipend applied for Saturday attendance)
- \$180 for attending the NMSI AP Summer Institute (Stipend applied for four day attendance)
- \$ 80 for attending and assisting with each of the three student study sessions (maximum of \$240)

Outstanding Teaching Award (From Third Party) for Program AP MSE Teachers

include: You have the opportunity to apply for an outstanding teaching award, funded by a third party. The award amount is calculated as:

- \$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 2016, and,
- A Threshold Award may be earned as follows:
 - If the total number of 2016 AP qualifying scores in AP [course] earned by students in the course meets a threshold of at least __, then you are eligible to receive an additional \$1000 award.

Payment Process

Stipends are contingent upon attendance at training events and will be paid upon verification of documented attendance at the AP Summer Institute, 2 day workshop, mock exam reading, and student study sessions and the submission of a training evaluation for each event. Award payments are made upon submission of the award application and verification of the 20XX AP MSE qualifying scores as reported by College Board.

Teacher Signature

Date

ATTACHMENT G
Designated Administrator Letter of Expectations and Support

Name of Designated Administrator

_____ High School

June 1, 20XX – June 30, 20XX

Goals of NM SI's College Readiness Program

- Increase the number of students enrolled in math, science, English (MSE) AP[®] courses.
- Increase the number of students receiving qualifying scores of 3 or higher on AP MSE exams.

Expectations for Designated Administrator

- Support and encourage growth and success of the College Readiness Program (CRP) by promoting and obtaining annual increases in the number of students receiving qualifying scores of 3 or higher on AP MSE exams.
- Provide the necessary environment and support needed for teachers and students in CRP to experience success.
- Report Program teacher attendance at CRP events to NMSI as noted in the Teacher Letter of Expectation and Support.
- Confirm stipend payment amounts based on attendance at NMSI events; confirm teacher awards based on verified College Board AP exams.
- Monitor all participating teachers to ensure CRP activities are being implemented.
- Work closely with School administration in making assignments that will enhance the Program.
- Ensure that student study sessions are on the school calendar and that the school's extra-curricular activities do not conflict with scheduled CRP activities.
- Work closely with the AP Coordinator in the ordering of all math, science, and English AP exams and collection of associated fees.
- Assist and monitor logistics to provide the best possible AP testing environment.
- Assist in student recruiting and recruitment programs for Pre-AP[®] and AP MSE course enrollment.
- Represent the school and NMSI when called upon to discuss CRP with the community and/or media as outlined in Section 3.4 of the MOU.
- Be responsible for complying with all data requests made by NMSI.
- Return to NMSI all requested documentation

Stipend and Threshold Award for Designated Administrator

- Stipend for completing the expectations listed above of up to \$1,000.
- If the total number of AP qualifying scores in math, science and English earned by students at the School meets a threshold of at least then you will have the opportunity to apply for a threshold award of up to \$1000.

Payment Process

The Designated Administrator, identified by the signature below, will receive a stipend in the fall of 20XX for duties involved in meeting the expectations listed above. The threshold award will be paid to you upon your application for the award and the verification of 20XX AP qualifying scores in math, science and English as reported by College Board.

Signature

Date

ATTACHMENT H

Site Coordinator Letter of Expectations and Support

Name of Site Coordinator

_____ High School

June 1, 20XX – June 30, 20XX

Goals of the College Readiness Program

- Increase the number of students enrolled in math, science, English (MSE) AP[®] courses.
- Increase the number of students receiving qualifying scores of 3 or higher on AP MSE exams.

Expectations for AP Site Coordinator

The grant supports nine student study sessions (3 per subject) in AP math, science and English. Student study sessions are critical to student success on the AP exam. The Site Coordinator is responsible for the logistical needs and smooth operation of the student study sessions. The site coordinator will:

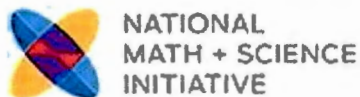
- Work closely with the Designated Administrator, AP teachers, and NMSI program managers in the planning and organization of the student study sessions.
- Encourage all AP MSE students to attend student study sessions through early and repeated notification and advertisement.
- Work closely with the teachers to make sure their students register for student study sessions at least three weeks prior to the date of each session through online registration.
- Attend all (including off site) student study sessions to assist with logistics and manage students from your campus.
- Submit student and teacher attendance by the Friday following the sessions to your NMSI program manager.
- Notify NMSI if materials and handouts do not arrive by Thursday prior to the student study session.
- Secure the student study session site facility. Ensure access to rooms and that the site facility is ready prior to student arrival. Ensure the site facility has adequate heating, air conditioning, lighting, and equipment (i.e. desks, chairs).
- Provide presenters with requested projects, technology, handouts, and any needed classroom supplies for that day.
- Ensure student study session site facilities secured and returned to its original condition when leaving.
- Coordinate bus transportation to and from school if required. (Reminder: Transportation is paid by the school or district).

Stipend for Site Coordinator

- The designated NMSI Site Coordinator, identified by the signature below, will receive a stipend in the fall of 20XX for duties involved in meeting the expectations listed above. The amount of the stipend is:
 - Up to \$500 for three student study sessions.
 - Up to \$1,000 for six student study sessions.
 - Up to \$1,500 for nine student study sessions.

Signature _____

Date _____



MEMORANDUM OF UNDERSTANDING

National Math and Science Initiative - College Readiness Program and Castlemont High School, Oakland Unified School District

Purpose of Agreement: To implement the National Math and Science Initiative's College Readiness Program ("the Program") in Castlemont High School and Skyline High School ("the Schools") in Oakland Unified School District ("the District").

SECTION 1. TERM

The term of this Memorandum of Understanding ("MOU" or "Agreement") shall commence on June 1, 2016, and end on June 30, 2019 (the "Term"), subject to evaluations and renewals by NMSI during the term, based on ongoing performance and availability of funding.

SECTION 2. BACKGROUND

- a. The National Math and Science Initiative ("NMSI") replicates on a national scale programs proven to elevate public education rigor and student performance in the educational disciplines of science, technology, engineering and math ("STEM"), utilizing performance-based accountability and rigorous demand for results. NMSI's College Readiness Program has produced unparalleled success in expanding the number of students enrolled and achieving qualifying scores on Advanced Placement[®] (AP[®]) math, science, and English ("MSE") exams, especially among economically disadvantaged and minority students.
- b. NMSI coordinates the planning, implementation, management and funding of the Program, which includes content-focused teacher training and support, expanded enrollments, additional time on task for students, and awards based on academic excellence, cultivation of teacher leaders, and measurement of and accountability for achievement. The overall Program goal is the increase in the number of students taking AP MSE exams and receiving qualifying scores as a measure of college readiness.

SECTION 3. COMMITMENTS BY THE SCHOOLS

The Schools agree to implement the NMSI College Readiness Program ("CRP") consistent with their Program applications and in accordance with the terms and provisions of this MOU, in order to increase AP MSE enrollment and qualifying scores on AP MSE exams. To ensure Program success, the Schools agree to take actions as necessary to implement, achieve and maintain the strategies and goals set forth in this MOU and Attachments A, B, C, D, E, F, G, and H including the following:

1. Increase the number of qualifying scores on AP MSE exams over the grant term. Specific annual goals will be provided to the individual Schools implementing the Program. The actual school goals will be recalculated based on the 2015-16 AP results. (*Attachment B*).
2. Increase the number of AP MSE student enrollments and courses offered based on the *Growth Scenario* completed by the Schools as part of their Program applications (*Attachment B*).
3. Maintain the quality and sustainability of AP MSE courses by implementing the following practices:
 - a. Conduct parent/community outreach events, which may include an annual kickoff event;
 - b. Recruit, prepare and support students in AP MSE courses through open access and

the elimination of barriers to student enrollment;

Advanced Placement® Program, Advanced Placement® and AP® are registered trademarks of the College Board. The College Board was not involved in the production of this material.

- c. Recruit, support and train highly qualified teachers;
- d. Submit required evaluation forms for all NMSI training events;
- e. Plan for sustaining program gains beyond the Term of the Program;
- f. Administer the PSAT, during the week, for all 10th grade students;
- g. Provide and fund substitute days to allow AP MSE teachers to attend Program training;
- h. Provide and fund student transportation for student study sessions;
- i. Provide facilities and custodial support for student study sessions;
- j. Complete College Board course audits for all AP MSE courses;
- k. Report data to NMSI as listed in [Attachment A](#);
- l. Follow general timeline of activities noted in [Attachment D](#); and
- m. Schedule all AP MSE courses as full year courses.

4. The Schools shall encourage participation in and increase local awareness of the program by promoting and publicizing NMSI's College Readiness Program to the school community, external stakeholders and media when appropriate.

To support this effort, the schools should utilize the CRP toolkit located at www.crptoolkit.nms.org, which consists of a collection of templates, digital design assets, usage guidelines, instructions for event management and media outreach and other resources and materials.

To retain the Program's distinct character, the Schools shall:

- a. Tag, copy, link to, and/or otherwise mention the College Readiness Program and NMSI by name in existing school and district channels such as blogs, PTA and community meetings, newsletters, and social media.
- b. Notify NMSI of any press inquiries related to the Program and share any local media coverage related to the Program with NMSI staff, in advance when possible.

If you wish to communicate with existing Program funders, collaborate with NMSI to engage them correctly. Notify NMSI of any communication from the funder to the school.

5. The Schools acknowledge that NMSI is the sole and exclusive owner of any instructional materials, training materials, and auxiliary multimedia content distributed to the Schools either directly or by way of NMSI's online distribution channels and of all associated intellectual property registrations and copyright protections. The Schools and the District agree that their engagement with NMSI under this MOU shall not create any ownership or licensing rights in the Schools or the District in or to any NMSI materials, and the Schools and District agree not to claim any such rights to NMSI materials. The Schools and the District agree that they will not reproduce any NMSI copyrighted materials in any form or by any electronic or mechanical means without explicit written permission from NMSI.

If, at any time, any School is not in compliance with the terms of the commitments set forth herein, NMSI will work directly with administrators and district-level leaders to determine appropriate interventions for the purpose of determining and implementing plans for correction with ongoing monitoring and assistance. If such interventions do not effectively bring the School within compliance, NMSI reserves the right to place the School on probation and/or to discontinue programming. If probation is deemed necessary, the School will receive a letter detailing terms of the year-long probationary period with specific detail related to the individual requirements of the School.

Either party may terminate this Agreement without cause by giving 30 days notice to the other party.

SECTION 4. COMMITMENTS BY NMSI

Subject to the Schools' performance of their commitments and undertakings pursuant to this MOU, which shall be determined within the sole and absolute discretion of NMSI, during the Term NMSI agrees that it will provide the following to or for the benefit of the Schools:

- 1. Annual Stipends and Award Opportunities (as described more fully in the Attachments referenced below):
 - a. Program AP MSE teachers will receive up to a \$500 stipend for specific activities. See [Attachment F](#);
 - b. Program AP MSE teachers may apply for an award for outstanding teaching.

- c. Students enrolled in the school who attain a AP MSE exam score of 3 or higher will receive \$100; and
 - d. Each School's NMSI Designated Administrator will receive a stipend of \$1,000 and may apply for an award for outstanding grant support. The Designated Administrator will receive a Letter of Expectations and Support that provides Program expectations and the school goal. See [Attachment G](#).
1. Teacher Training and Exam Fees:
 - a. Program AP MSE examination fees: Reimbursement to the Schools for AP MSE examination fee expenses incurred, up to the budgeted amount. This amount will be calculated after any state or federal funding is applied toward the examination cost. See [Attachment C](#);
 - b. Program AP MSE teachers: Funding for Program AP MSE teachers to attend NMSI-approved Advanced Placement Summer Institutes, 2-day workshops, and mock exam readings; and
 - c. Program MSE teachers: Funding for Program AP MSE teachers to attend NMSI's Laying the Foundation teacher training, as approved by NMSI.
 2. Student Study Sessions:
 - a. Resources to conduct AP MSE student study sessions over the course of the school year; and
 - b. Support in planning all sessions and logistical support.
 3. AP Classroom Supplies:
 - a. Classroom supplies for AP MSE courses, subject to approval by NMSI.
 4. Collaboration with the Schools to implement, manage, and report the results of the Program as outlined below:
 - a. Provide forms needed for the Program;
 - b. Provide data and reports on the Program;
 - c. Advise Program schools in recruiting AP MSE teachers;
 - d. Assess, on an annual basis, each AP MSE teacher's participation in and support of Program goals and expectations as listed in [Attachment F](#);
 - e. Assist the individual responsible for coordinating each school's AP in providing the best testing environment for AP students;
 - f. Advise schools and districts on curriculum alignment and scheduling;
 - g. Provide subject matter experts to support teachers and students;
 - h. Work directly with administrators to proactively address concerns; and
 - i. If necessary, develop probation plans for struggling Program

schools.

SECTION 5. PROGRAM BUDGET AND FUNDING PROCESS

1. Program Budget [Attachment C](#) identifies Program expenses, the corresponding budget, and the allocation of resources to be set aside by NMSI for implementation of the Program at each School. Each School agrees to comply with the budget, which is subject to amendment or revision by NMSI at its sole and absolute discretion. The amounts listed in [Attachment C](#) are projections which reflect anticipated Program expenses and services, and do not represent actual amounts of funding that each School may receive.
2. Funding Process. Pursuant to this MOU and its Attachments, NMSI is committing funding to the District in the amount of \$407,543 for Castlemont High School and \$703,056 for Skyline High School to assist each School in implementing and operating the College Readiness Program and the governing board hereby accepts such funding on behalf of the District. Funding is provided to the District for the Schools' behalf for eligible expenses as identified in [Attachment C](#) including without limitation, the Designated Administrator, AP MSE teachers, qualified students, and vendors to pay for eligible expenses, as identified in [Attachment C](#), subject to verification and approval by NMSI.

SECTION 6. GENERAL PROVISIONS

1. Relationship of the Parties; No Third-Party Beneficiaries. NMSI is an independent non-profit corporation and, subject to the terms of this MOU, shall have the sole right to supervise, manage, operate, control and direct the performance of the services to be provided pursuant to this MOU.

The personnel and staff of NMSI are employees of NMSI and shall not, for any purpose, be considered employees or agents of the School or the District. The personnel and staff of the School and the District shall not, for any purpose, be considered employees or agents of NMSI. Nothing in this MOU shall be deemed or construed to establish a joint venture, employer-employee, agent, agency or partnership relationship. NMSI shall not incur any liability for or assume responsibility for any debts or obligations of the School, and shall not sign as a guarantor or co-signer on any instrument for the School. The agreement by and between the parties to this MOU does not create a warranty or guarantee of any particular results or funding, and is not intended to and does not create any right of any sort in any third party with respect to the representations and commitments set forth herein.

2. **Indemnity.** NMSI and OUSD each agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.
3. **Tuberculosis Screening.** If any of Program's employees or contractors will have ongoing interaction with students, Program will ensure and confirm to District that the employees or contractors have complied with the legal requirements for tuberculosis risk assessments or other tuberculosis screening as warranted.
4. **Fingerprinting of Employees and Agents:** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to NMSI's services under this Agreement and NMSI certifies its compliance with these provisions as follows: "NMSI certifies that it has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all NMSI employees, subcontractors, agents, and subcontractors' employees or agents ('Employees') regardless of whether those Employees are paid or unpaid, or acting as independent contractors of NMSI, who may have contact with District pupils in the course of providing services under the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in the Education Code."
5. **Severability and Waiver.** If any provision in this MOU is held invalid or unenforceable, the other provisions will remain enforceable, and the invalid or unenforceable provision will be considered modified so that it is valid and enforceable to the maximum extent permitted by law. Either party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, or provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.
6. **Non-Discrimination.** Consistent with the policy of OUSD in connection with all work performed under this Agreement, NMSI shall not engage in unlawful discrimination in employment on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation. NMSI agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735.
7. **Drug and Smoke Free.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, contractors, or subcontractors are to use any such substances on these School(s).
8. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** NMSI certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this Agreement certifies that NMSI does not appear on the Excluded Parties List (<https://www.sam.gov/>).
9. **Governing Law; Venue.** This MOU is governed by California law, excluding California's conflict of laws. The legal venue for any and all litigation relative to the formation, interpretation and performance of this Agreement is vested in Alameda County, California.
10. **Counterparts.** This MOU may be executed in two or more counterparts, each of which will be deemed an original and all of which will be deemed to be one and the same instruments.
11. **Incorporation of Attachments.** The following Attachments are incorporated into and made part of this Memorandum of Understanding completely, as if they were copied verbatim at the point of reference to said Attachment:
12. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:		PROGRAM:	
Name:	Carla Henderson	Name:	Gregg Fleisher

Site /Dept.:	Office of Post Secondary Readiness	Title:	President
Address:	1000 Broadway, Suite 600 (Room 616)	Address:	8350 N Central Expressway
	Oakland, CA 94607		Suite M2200
Phone:	510-879-4258	Phone:	214-346-1204
Email:	Carla.Henderson@ousd.org	Email:	gfleisher@nms.org

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. PROGRAM shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

- Attachment A:* Authorization to Release Student Data
- Attachment B:* Growth Scenario
- Attachment C:* Budget
- Attachment D:* Timeline
- Attachment E:* NMSI Boilerplate, Name and Logo Usage Guidelines
- Attachment F:* Teacher Letter of Expectation
- Attachment G:* DA Letter of Expectation
- Attachment H:* SC Letter of Expectation

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

DISTRICT REPRESENTATIVE
Oakland Unified School District

Signature: _____

Print: _____ Title: _____

_____ Date: _____

PRINCIPAL
Castlemont High School

Signature: _____

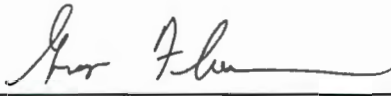
Print: _____ Title: _____

PRINCIPAL
Skyline High School

Signature: _____

Print: _____ Title: _____ Date: _____

**NATIONAL MATH AND
 SCIENCE INITIATIVE**

Signature: 

Print: Gregg Fleisher

Title: President

Date: 2/3/17

ATTACHMENT A

Confidentiality Agreement and Authorization to Release Student Data

The Schools shall report to NMSI data that are necessary to measure Program results. Subject to this Confidentiality Agreement ("Agreement"), as set forth below, the Schools/District agree to release data from their programs and services, as requested by NMSI, for all students who participated in, or were exposed to, the College Readiness Program and who indicated attendance at a secondary school within this District. The data is necessary to measure Program results for Schools'/District's students in regards to student performance in the educational disciplines of science, technology, engineering and math.

The Schools/District and NMSI therefore agree as follows:

1. Subject to the terms in this Agreement, the Schools/District authorize NMSI access to certain student information, as provided in the paragraph above. Unless otherwise noted, student-level data will be released in adherence with Family Education Rights and Privacy Act's ("FERPA") exemption permissions (20 U.S.C. §1232g(b)(1)(F) and § 99.31(a)(6)) and requirements. FERPA permits the release of personally identifiable student data without prior written parental consent if the release meets certain criteria. These criteria include organizations conducting studies on behalf of schools and school districts.
 - a. 20 U.S.C. §1232g(b)(1)(F) and § 99.31(a)(6) allows for the disclosure of personally identifiable information ("PII") from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts, or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction.
 - b. NMSI agrees that all PII obtained from the Schools/District will be held in strict confidence by only persons with a need to access the information for conduction studies on the District's behalf to improve instruction..
2. NMSI and all of its agents, personnel and employees shall maintain the confidentiality of all information received in the course of performing services under this Agreement. NMSI understands that student records are confidential and agrees to comply with all state and federal laws, including but not limited to FERPA; Article 1, Section 1 of the California Constitution; and California Education Code Section 49062, et seq., concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement and the overarching MOU.
3. NMSI agrees to take strict precautions to safeguard student confidential Information and to limit access to such confidential Information to NMSI's authorized personnel who require such access and have agreed to abide by the terms of this Agreement and MOU.
4. NMSI agrees to promptly return all such confidential information and related materials to the Schools/District upon termination of this MOU or at such time as may be requested by the District.
5. NMSI shall not, other than for the purposes permitted under this Agreement (i) use any Confidential Information; (ii) disclose Confidential Information to any third parties; (iii) reverse engineer, disassemble, or decompile any Confidential Information, or make any

derivatives or translations of the Confidential Information, without the District's prior written consent.

6. The District may, at any time, terminate this Confidentiality Agreement and Authorization to Release Student Data by providing 48 hours advance written notice to NMSI.
7. Subject to this Confidentiality Agreement, as well as the overarching MOU, the Schools/District agree to release the following data from their programs and services, as requested by NMSI, for all students who participated in, or were exposed to, the College Readiness Program and who indicated attendance at a secondary school within this District. Class enrollment data, AP, and PSAT test data to be released include:
 - Course Name
 - Class Period
 - Course Duration
 - Teacher
 - Name
 - Email
 - Student
 - Name
 - Sample High School Identification number
 - Date of Birth
 - Gender
 - Ethnicity
 - ESL/ELL
 - Grade Level
 - AP Exam Results
 - Military Status

ATTACHMENT B Growth Scenario

CASTLEMONT HIGH SCHOOL GROWTH SCENARIO

MSE AP Courses	2014-15 Enrollment	2014-15 Exam Takers	2014-15 Qualifying Scores	2014-15 % of exam takers vs enrollment	2014-15 % of scores of 3 or higher vs taking	2016-17 % of exam takers vs enrollment	2016-17 % of scores of 3 or higher vs taking	# of students enrolled in AP Classes		# of students earning 3,4, or 5 on MSE AP Exams	
								CURRENT	PROGRAM	CURRENT	PROGRAM
								2015-16	2016-17	2015-16	2016-17
MATH (M)											
Calculus AB	18	18	0	100%	0%	100%	10%	31	0	0	0
Calculus BC											
Statistics						100%	25%		20		5
Comp Sci A	20	20	0	100%	5%	100%	10%	16		1	
Comp Sci P						100%	20%		25		5
Total Math:	38	38	0	100%	0%			47	45	1	10
SCIENCE (S)											
Biology	26	26		100%	0%	100%	0%				
Chemistry											
Env Science											
Physics 1											
Physics 2											
PhysC: E&M											
PhysC: M											
Total Science:	26	26	0	100%	0%			0	0	0	0
ENGLISH (E)											
Eng Lang											
Eng Lit				100%	5%	100%	25%	28	20	1	5
Total English:	0	0	0					28	20	1	5
TOTAL MSE	64	64	0	100%	0%			75	65	2	15

BASELINE

Only numbers in red can be changed

For comparison, this is the NMSI projected first year growth goal based on baseline MSE qualifying scores.

Baseline	NMSI 2016-
2	18

2017-18 Expected QS Growth	23	Expected enrollment	80
2018-19 Expected QS Growth	28	Expected enrollment	98

SKYLINE HS GROWTH SCENARIO

MSE AP Courses	2014-15 Enrollment	2014-15 Exam Takers	2014-15 Qualifying Scores	2014-15 % takers vs enrollment	2014-15 % of scores of 3 or higher vs taking	2016-17 % takers vs enrollment	2016-17 % of scores of 3 or higher vs taking	# of students enrolled in AP Classes		# of students earning 3,4, or 5 on MSE AP Exams	
								CURRENT	PROGRAM	CURRENT	PROGRAM
								2015-16	2016-17	2015-16	2016-17
MATH(M)											
Calculus AB	33	28	13	85%	46%	100%	46%	34	40	13	19
Calculus BC	10	9	6	90%	67%	100%	67%	10	20	6	13
Statistics	24	8	0	33%	0%	100%	60%	45	42	0	25
Comp Sci A											
Comp Sci P						100%	20%		32		6
Total Math:	67	45	19	67%	42%			89	134	19	63
SCIENCE(S)											
Biology	49	39	18	80%	46%	100%	46%	26	70	10	32
Chemistry				60%	40%	100%	20%	34	32	8	6
Env Science	33	19	5	58%	26%	100%	26%	34	36	5	9
Physics 1						100%	25%		21		5
Physics 2											
PhysC: E&M		1	0		0%		0%				
PhysC: M		7	5		71%		71%				
Total Science:	82	66	28	80%	42%			94	159	23	52
ENGLISH(E)											
Eng Lang	111	72	21	65%	29%	100%	29%	107	100	20	29
Eng Lit	105	70	19	67%	27%	100%	27%	89	85	16	23
Total English:	216	142	40	66%	28%			196	185	36	52
TOTALMSE	365	253	87	69%	34%			379	478	78	167

BASELINE

Only numbers in red can be changed

For comparison, this is the NMSI projected first year growth goal based on baseline MSE qualifying scores.

Baseline	NMSI 2016-
87	162

2017-18 Expected QS Growth	178	Expected enrollment	588
2018-19 Expected QS Growth	196	Expected enrollment	723

ATTACHMENT C

Castlemont Program Budget and Assumptions

The amounts listed below are projections and reflect Program anticipated expenses and services, not actual dollars to be given to the School. **NOTE THAT ALL SCHOOL COSTS ARE COSTS THAT THE SCHOOL OR DISTRICT IS ALREADY PAYING FOR AND IS NOT "NEW" MONEY.**

	SY 16-17		SY 17-18		SY 18-19		All Years
	School	Funder	School	Funder	School	Funder	Total
Teacher Training							
APSI Training	\$0	\$5,475	\$0	\$9,125	\$0	\$10,950	\$25,550
2-day Training	\$0	\$3,450	\$0	\$5,750	\$0	\$6,900	\$16,100
Mock Reading	\$130	\$2,250	\$156	\$4,250	\$188	\$5,100	\$12,374
Laying The Foundation	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$60,000
Total Training	\$130	\$31,475	\$156	\$39,125	\$188	\$42,950	\$114,024
Stipends and Awards							
Awards for Students	\$0	\$1,500	\$0	\$1,700	\$0	\$1,900	\$5,100
AP Mentors/Consultants	\$0	\$1,950	\$0	\$5,850	\$0	\$3,900	\$11,700
AP Teacher Stipends	\$0	\$1,500	\$0	\$2,500	\$0	\$3,000	\$7,000
AP Site Coordinator Stipends	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500
AP Teachers Threshold Awards	\$0	\$1,500	\$0	\$2,500	\$0	\$3,000	\$7,000
Designated Administrator Stipends	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Designated Administrator Award	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Total Stipends and Awards	\$0	\$9,950	\$0	\$16,050	\$0	\$15,300	\$41,300
Student Study Sessions							
Student Study Sessions	\$0	\$14,183	\$0	\$14,214	\$0	\$14,235	\$42,632
Total Student Study Sessions	\$0	\$14,183	\$0	\$14,214	\$0	\$14,235	\$42,632
Exam Fees							
AP Exam Fees	\$0	\$2,223	\$0	\$2,668	\$0	\$3,215	\$8,106
PSAT Exams Fees	\$5,500	\$0	\$5,500	\$0	\$5,500	\$0	\$16,500
Total Exam Fees	\$5,500	\$2,223	\$5,500	\$2,668	\$5,500	\$3,215	\$24,606
Classroom Supplies							
Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Total Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Program Management/Indirect Costs							
Program Management	\$0	\$10,000	\$0	\$8,500	\$0	\$7,500	\$26,000
Indirect Costs	\$0	\$31,232	\$0	\$29,877	\$0	\$27,872	\$88,981
Total Program Management/Indirect Costs	\$0	\$41,232	\$0	\$38,377	\$0	\$35,372	\$114,981
Estimated Total Program Costs	\$5,630	\$114,063	\$5,656	\$120,434	\$5,688	\$121,072	\$372,543

Castlemont Program Budget and Assumptions, page 2

i3 - Budget Assumptions	
Teacher Training	
APSI Training	Registration fee for NMSI APSI and travel to NMSI APSI paid by grant. All other APSI fees and travel funded by school.
2-day Training	Travel and Registration funded by grant according budgeted amount
Mock Reading	School prints all AP MSE mock exams for student consumption. Travel and Registration funded by grant according budgeted amount
Laying The Foundation	Travel and Registration funded by grant according budgeted amount
Stipends and Awards	
Awards for Students	Awards sent directly to students upon register and confirmation of QS amounts
Awards for Teachers	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
AP Mentors/Consultants	Funded and managed by grant
AP Teacher Stipends	Stipends for attending NMSI-approved training events as directed in the MOU and teacher agreement will be issued directly to each teacher and sent to the school for distribution
AP Site Coordinator Stipends	Stipends for completing duties as outlined in the MOU and SC agreement will be issued directly to that person and sent to the school for distribution
AP Teachers Threshold Awards	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
Designated Administrator Stipends	The School's NMSI Designated Administrator will receive a stipend of \$1,000 for meeting the expectations outlined in Attachment G.
Designated Administrator Award	The School's NMSI Designated Administrator may apply for an award for outstanding grant support as outlined in Attachment G.
Student Study Sessions	
Student Study Sessions	District/ School provides facilities and custodial support and student travel. Grant provides logistical support, materials and other supports as stated in the MOU.
Exam Fees	
AP Exam Fees	School will fund AP MSE exam fees utilizing state/ district/school funding initially. If the cost of the exams exceed the school allotment may apply for a grant reimbursement up to the budgeted amount.
PSAT Exam Fees	Grant will provide and fund, as budgeted, the PSAT, during the school week for all sophomores
Classroom Supplies	
Classroom Supplies	STEPS: E&S list to school, selections approved by NMSI, funds up to budgeted amount issued to school, receipts submitted to NMSI

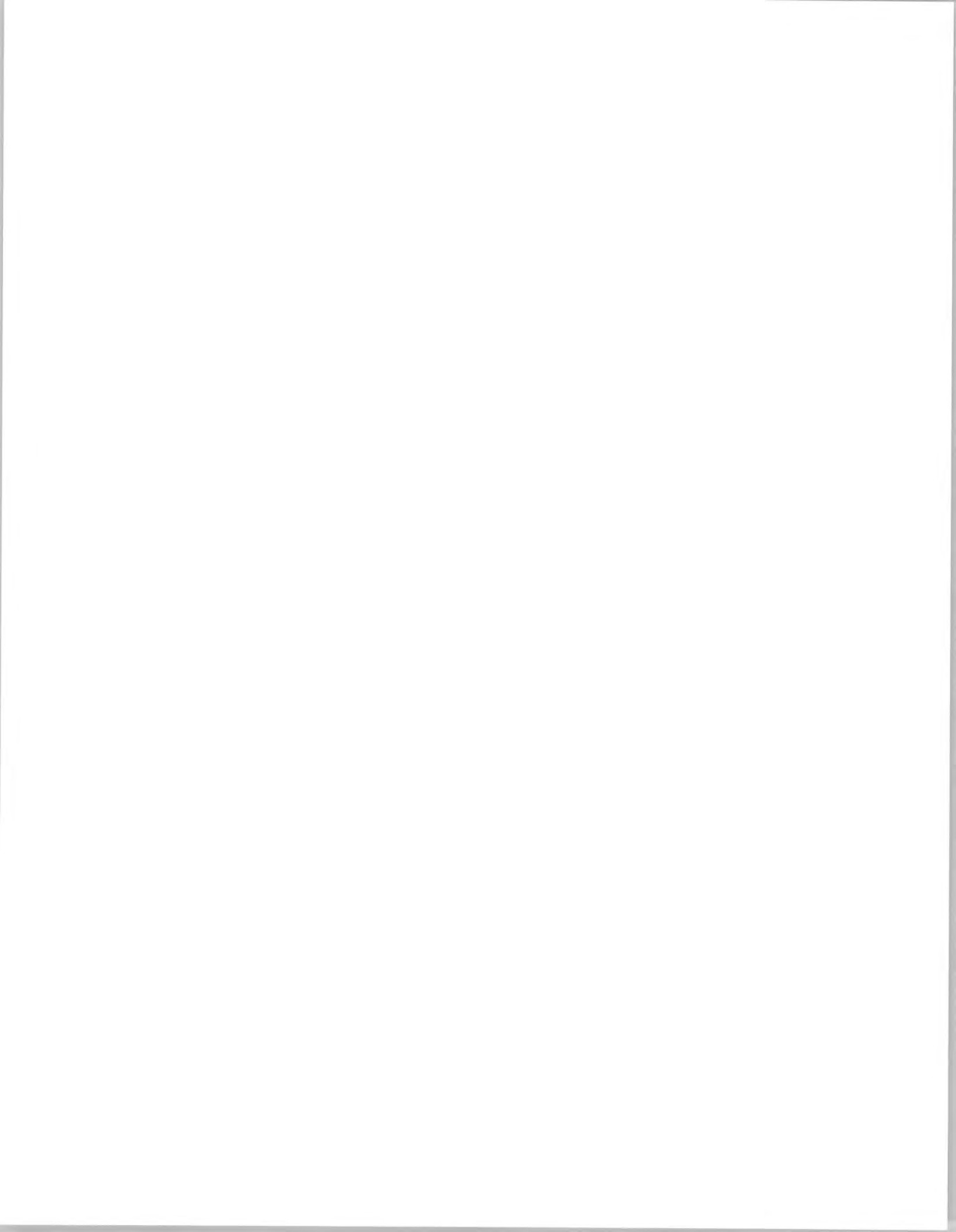
Skyline Program Budget and Assumptions

The amounts listed below are projections and reflect Program anticipated expenses and services, not actual dollars to be given to the School. **NOTE THAT ALL SCHOOL COSTS ARE COSTS THAT THE SCHOOL OR DISTRICT IS ALREADY PAYING FOR AND IS NOT "NEW" MONEY.**

	SY 16-17		SY 17-18		SY 18-19		All Years
	School	Funder	School	Funder	School	Funder	Total
Teacher Training							
APSI Training	\$0	\$17,500	\$0	\$19,250	\$0	\$11,375	\$48,125
2-day Training	\$0	\$9,750	\$0	\$10,725	\$0	\$12,675	\$33,150
Mock Reading	\$956	\$8,250	\$1,176	\$9,075	\$1,436	\$10,725	\$31,618
Laying The Foundation	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$60,000
Total Training	\$956	\$55,500	\$1,176	\$59,050	\$1,436	\$54,775	\$172,893
Stipends and Awards							
Awards for Students	\$0	\$1,800	\$0	\$2,000	\$0	\$2,200	\$6,000
AP Mentors/Consultants	\$0	\$6,500	\$0	\$7,150	\$0	\$8,450	\$22,100
AP Teacher Stipends	\$0	\$5,000	\$0	\$5,500	\$0	\$6,500	\$17,000
AP Site Coordinator Stipends	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500
AP Teachers Threshold Awards	\$0	\$15,000	\$0	\$16,500	\$0	\$19,500	\$51,000
Designated Administrator Stipends	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Designated Administrator Award	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$3,000
Total Stipends and Awards	\$0	\$31,800	\$0	\$34,650	\$0	\$40,150	\$106,600
Student Study Sessions							
Student Study Sessions	\$0	\$63,519	\$0	\$49,170	\$0	\$40,751	\$153,440
Total Student Study Sessions	\$0	\$63,519	\$0	\$49,170	\$0	\$40,751	\$153,440
Exam Fees							
AP Exam Fees	\$0	\$16,161	\$0	\$19,880	\$0	\$24,276	\$60,317
PSAT Exams Fees	\$7,500	\$0	\$8,250	\$0	\$9,075	\$0	\$24,825
Total Exam Fees	\$7,500	\$16,161	\$8,250	\$19,880	\$9,075	\$24,276	\$85,142
Classroom Supplies							
Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Total Classroom Supplies	\$0	\$15,000	\$0	\$10,000	\$0	\$10,000	\$35,000
Program Management/Indirect Costs							
Program Management	\$0	\$10,000	\$0	\$8,500	\$0	\$7,500	\$26,000
Indirect Costs	\$0	\$31,232	\$0	\$29,877	\$0	\$27,872	\$88,981
Total Program Management/Indirect Costs	\$0	\$41,232	\$0	\$38,377	\$0	\$35,372	\$114,981
Estimated Total Program Costs	\$8,456	\$223,212	\$9,426	\$211,127	\$10,511	\$205,324	\$668,056

Skyline Program Budget and Assumptions, page 2

i3 - Budget Assumptions	
Teacher Training	
APSI Training	Registration fee for NMSI APSI and travel to NMSI APSI paid by grant. All other APSI fees and travel funded by school.
2-day Training	Travel and Registration funded by grant according budgeted amount
Mock Reading	School prints all AP MSE mock exams for student consumption. Travel and Registration funded by grant according budgeted amount
Laying The Foundation	Travel and Registration funded by grant according budgeted amount
Stipends and Awards	
Awards for Students	Awards sent directly to students upon register and confirmation of QS amounts
Awards for Teachers	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
AP Mentors/Consultants	Funded and managed by grant
AP Teacher Stipends	Stipends for attending NMSI-approved training events as directed in the MOU and teacher agreement will be issued directly to each teacher and sent to the school for distribution
AP Site Coordinator Stipends	Stipends for completing duties as outlined in the MOU and SC agreement will be issued directly to that person and sent to the school for distribution
AP Teachers Threshold Awards	Teachers will be eligible to apply for an award for outstanding teaching as outlined in the Letter of Expectations
Designated Administrator Stipends	The School's NMSI Designated Administrator will receive a stipend of \$1,000 for meeting the expectations outlined in Attachment G.
Designated Administrator Award	The School's NMSI Designated Administrator may apply for an award for outstanding grant support as outlined in Attachment G.
Student Study Sessions	
Student Study Sessions	District/ School provides facilities and custodial support and student travel. Grant provides logistical support, materials and other supports as stated in the MOU.
Exam Fees	
AP Exam Fees	School will fund AP MSE exam fees utilizing state/district/school funding initially. If the cost of the exams exceed the school allotment may apply for a grant reimbursement up to the budgeted amount.
PSAT Exam Fees	Grant will provide and fund, as budgeted, the PSAT, during the school week for all sophomores
Classroom Supplies	
Classroom Supplies	STEPS: E&S list to school, selections approved by NMSI, funds up to budgeted amount issued to school, receipts submitted to NMSI



ATTACHMENT D
Castlemont Timeline of Activities,
Reports, and Payments

After the MOU is signed	Activities
	Teacher and Staff, Community and Parent Program Awareness Events
	Media event announcing Program launch
	Program manager meeting to develop plan for enrollment increases, outline plan for year, set dates for training activities, review master schedule
	Teachers register into NMSI data system
	Teachers receive NMSI access codes and contact info
Approximate Dates	
May - August	AP MSE teacher online registration
	AP Summer Institute
	Laying the Foundation Teacher Training
	PSAT/PLAN order open
	Submission of AP course offerings and enrollment numbers
	Review of Instructional Planning Reports
	AP Classroom Supplies ordered
September- November	PSAT registration
	PSAT administration
	Designated Administrator, AP teachers & Site Coordinator receive Letters of Expectation and Support
	Submission of AP course rosters by school
	Teachers submit AP syllabus for College Board audit (October – preferred submission)
	Student study sessions begin
	AP 2-day workshops for teachers
December - January	PSAT results - use of AP Potential
	Student study sessions continue
	Teachers register for mock exam training
February- April	Student study sessions continue
	AP mock exam trainings for teachers begin
	Active student recruitment for AP MSE courses
	Teachers register for MSE AP Summer Institutes
	Teacher Roster verification
	College Board audit renewals open for submission
	AP Exam order open
May - July	AP exams administered
	AP Classroom Supplies ordered
	Payments of teacher stipends for attendance and participation
	Dates for program activities for upcoming school year set
	At this point, the cycle repeats throughout the Term of the MOU with the following additional activities:
August - October	Verification of AP scores for awards
	Verification of AP scores for student payments
	Academic Celebrations held at the school

Skyline Timeline of Activities, Reports, and Payments

After the MOU is signed	Activities
	Teacher and Staff, Community and Parent Program Awareness Events
	Media event announcing Program launch
	Program manager meeting to develop plan for enrollment increases, outline plan for year, set dates for training activities, review master schedule
	Teachers register into NMSI data system
	Teachers receive NMSI access codes and contact info
Approximate Dates	
May - August	AP MSE teacher online registration
	AP Summer Institute
	Laying the Foundation Teacher Training
	PSAT/PLAN order open
	Submission of AP course offerings and enrollment numbers
	Review of Instructional Planning Reports
	AP Classroom Supplies ordered
September- November	PSAT registration
	PSAT administration
	Designated Administrator, AP teachers & Site Coordinator receive Letters of Expectation and Support
	Submission of AP course rosters by school
	Teachers submit AP syllabus for College Board audit (October – preferred submission)
	Student study sessions begin
	AP 2-day workshops for teachers
December - January	PSAT results - use of AP Potential
	Student study sessions continue
	Teachers register for mock exam training
February- April	Student study sessions continue
	AP mock exam trainings for teachers begin
	Active student recruitment for AP MSE courses
	Teachers register for MSE AP Summer Institutes
	Teacher Roster verification
	College Board audit renewals open for submission
	AP Exam order open
May - July	AP exams administered
	AP Classroom Supplies ordered
	Payments of teacher stipends for attendance and participation
	Dates for program activities for upcoming school year set
	At this point, the cycle repeats throughout the Term of the MOU with the following additional activities:
August - October	Verification of AP scores for awards
	Verification of AP scores for student payments
	Academic Celebrations held at the school

ATTACHMENT E

NMSI Boilerplate, Name and Logo Usage Guidelines

BOILERPLATE LANGUAGE

About NMSI: The National Math and Science Initiative is a nonprofit organization dedicated to transforming math and science education in today's classrooms with proven, effective programs that can be replicated nationwide.

About the College Readiness Program (CRP): A comprehensive program that is dramatically increasing the number of students succeeding in rigorous coursework in math, science and English, while expanding access to traditionally underrepresented students.

About the Laying the Foundation Program (LTF): Hands-on professional development that is empowering educators of grades 3-12 with the strategies and resources they need to raise academic rigor in any curriculum and prepare students to think critically and creatively at advanced levels.

NAME AND LOGO USAGE GUIDELINES

National Math and Science Initiative

After introducing National Math and Science in body text, further references can then be shortened to "NMSI". Never use the "&" symbol in our name.

DO NOT USE

- National Math and Science
- NMS
- National Math and Science Institute
- National Math & Science Initiative

Always refer to NMSI as a non-profit organization, not-for-profit organization, non-profit, or simply organization. Avoid referring to NMSI as a company or business.

NMSI's College Readiness Program

The name for our comprehensive three-year program.

After introducing NMSI's College Readiness Program in body text, further references can then be shortened to "NMSI's program," "the College Readiness Program," or "CRP."

DO NOT USE

- NMSI's AP Program

NMSI's Laying the Foundation Program

The name of our teacher training program for grades 3-12. NMSI's Laying the Foundation teacher training program is also acceptable.

After introducing NMSI's Laying the Foundation Program in body text, further references can then be shortened to "NMSI's LTF program," "the LTF program," or "LTF."

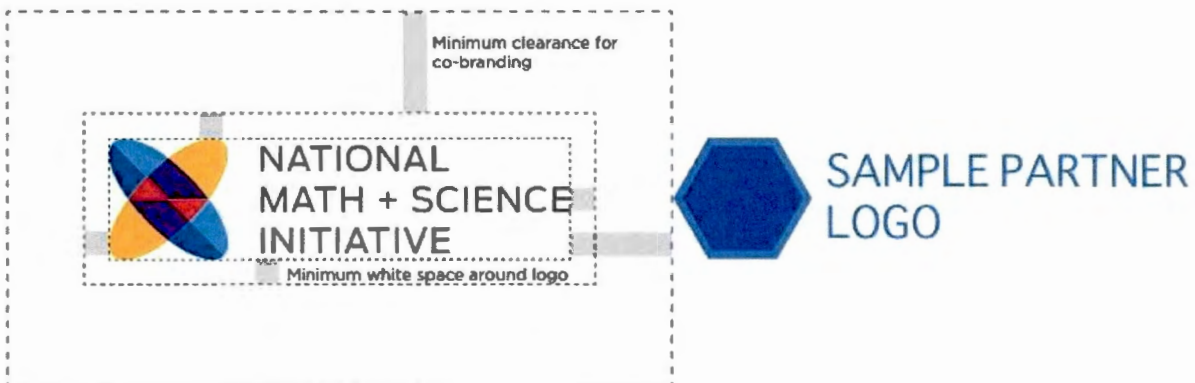
DO NOT USE

- "LTF" in titles or headings
- "Laying the Foundation" if not preceded by "NMSI's"

LOGO

Use the NMSI logo only in the exact form provided by NMSI, without alteration or modification. Do not incorporate the NMSI logo into any other logo or add any images or text to the logo.

Maintain clear space around the NMSI logo. The minimum clear space for the NMSI logo should be the height of the letter "N". If placing another logo next to the NMSI logo, the minimum clearance should be the width of the word "MATH" in the NMSI logo.



ATTACHMENT F: Teacher Letter of Expectations and Support

Name of Teacher

_____ High School - AP Course/s Title

June 1, 20XX – June 30, 20XX

Goals of the NMSI College Readiness Program

- Increase the number of students enrolled in math, science, English (MSE) AP[®] courses
- Increase the number of students receiving qualifying scores of 3 or higher on AP MSE exams

Program Expectations for AP Teachers

- Register in NMSI database
- Confirm class rosters when requested
- Attend the 4-day NMSI AP Summer Institute (or equivalent, with NMSI approval)
- Attend the 2-day NMSI AP workshop
- Administer the NMSI mock exam for the AP course taught and participate in the NMSI mock exam reading to prepare students for the successful completion of the AP MSE national exams
- Attend and assist with the student study sessions in their courses and encourage all AP students to register and attend all sessions to benefit from the expertise of the presenter
- Conduct structured tutorials for AP MSE students outside of normal class time to provide additional time on task or support for students
- Teach the AP curriculum as outlined in the College Board guidelines
- Respond to requests from the Designate Administrator as she/he carries out his/her responsibilities to NMSI including reporting your attendance at events and activities noted under the stipend section below
- Complete all NMSI evaluations

Stipend and Awards for AP Teachers

Stipend of up to \$500 is available for completion of the following as evidenced by documented attendance and the submission of a training evaluation for each event:

- \$ 80 for attending a NMSI 2-day AP workshop (Stipend applied for Saturday attendance)
- \$180 for attending the NMSI AP Summer Institute (Stipend applied for four day attendance)
- \$ 80 for attending and assisting with each of the three student study sessions (maximum of \$240)

Outstanding Teaching Award (From Third Party) for Program AP MSE Teachers

include: You have the opportunity to apply for an outstanding teaching award, funded by a third party. The award amount is calculated as:

- \$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 2016, and,
- A Threshold Award may be earned as follows:
 - If the total number of 2016 AP qualifying scores in AP [course] earned by students in the course meets a threshold of at least __, then you are eligible to receive an additional \$1000 award.

Payment Process

Stipends are contingent upon attendance at training events and will be paid upon verification of documented attendance at the AP Summer Institute, 2 day workshop, mock exam reading, and student study sessions and the submission of a training evaluation for each event. Award payments are made upon submission of the award application and verification of the 20XX AP MSE qualifying scores as reported by College Board.

Teacher Signature

Date

ATTACHMENT G
Designated Administrator Letter of Expectations and Support

Name of Designated Administrator

_____ High School

June 1, 20XX -- June 30, 20XX

Goals of NM SI's College Readiness Program

- Increase the number of students enrolled in math, science, English (MSE) AP[®] courses.
- Increase the number of students receiving qualifying scores of 3 or higher on AP MSE exams.

Expectations for Designated Administrator

- Support and encourage growth and success of the College Readiness Program (CRP) by promoting and obtaining annual increases in the number of students receiving qualifying scores of 3 or higher on AP MSE exams.
- Provide the necessary environment and support needed for teachers and students in CRP to experience success.
- Report Program teacher attendance at CRP events to NMSI as noted in the Teacher Letter of Expectation and Support.
- Confirm stipend payment amounts based on attendance at NMSI events; confirm teacher awards based on verified College Board AP exams.
- Monitor all participating teachers to ensure CRP activities are being implemented.
- Work closely with School administration in making staff assignments that will enhance the Program.
- Ensure that student study sessions are on the school calendar and that the school's extra-curricular activities do not conflict with scheduled CRP activities.
- Work closely with the AP Coordinator in the ordering of all math, science, and English AP exams and collection of associated fees.
- Assist and monitor logistics to provide the best possible AP testing environment.
- Assist in student recruiting and recruitment outreach programs for Pre-AP[®] and AP MSE course enrollment.
- Represent the school and NMSI when called upon to discuss CRP with the community and/or media as outlined in Section 3.4 of the MOU.
- Be responsible for complying with all data requests made by NMSI.
- Return to NMSI all requested documentation

Stipend and Threshold Award for Designated Administrator

- Stipend for completing the expectations listed above of up to \$1,000.
- If the total number of AP qualifying scores in math, science and English earned by students at the School meets a threshold of at least then you will have the opportunity to apply for a threshold award of up to \$1000.

Payment Process

The Designated Administrator, identified by the signature below, will receive a stipend in the fall of 20XX for duties involved in meeting the expectations listed above. The threshold award will be paid to you upon your application for the award and the verification of 20XX AP qualifying scores in math, science and English as reported by College Board.

Signature

Date

ATTACHMENT H

Site Coordinator Letter of Expectations and Support

Name of Site Coordinator

_____ High School

June 1, 20XX – June 30, 20XX

Goals of the College Readiness Program

- Increase the number of students enrolled in math, science, English (MSE) AP[®] courses.
- Increase the number of students receiving qualifying scores of 3 or higher on AP MSE exams.

Expectations for AP Site Coordinator

The grant supports nine student study sessions (3 per subject) in AP math, science and English. Student study sessions are critical to student success on the AP exam. The site Coordinator is responsible for the logistical needs and smooth operation of the student study sessions. The site coordinator will:

- Work closely with the Designated Administrator, AP teachers, and NMSI program managers in the planning and organization of the student study sessions.
- Encourage all AP MSE students to attend student study sessions through early and repeated notification and advertisement.
- Work closely with the teachers to make sure their students register for student study sessions at least three weeks prior to the date of each session through online registration.
- Attend all (including off site) student study sessions to assist with logistics and manage students from your campus.
- Submit student and teacher attendance by the Monday following the sessions to your NMSI program manager.
- Notify NMSI if materials and handouts do not arrive by Thursday prior to the student study session.
- Secure the student study session site facility. Ensure access to rooms and that the site facility is ready prior to student arrival. Ensure that the site facility has adequate heating, air conditioning, lighting, and equipment (i.e. desks, chairs).
- Provide presenters with requested projectors, technology, handouts, and any needed classroom supplies for that day.
- Ensure student study session site facilities are secured and returned to its original condition when leaving.
- Coordinate bus transportation to and from school if required. (Reminder: Transportation is paid by the school or district).

Stipend for Site Coordinator

- The designated NMSI Site Coordinator, identified by the signature below, will receive a stipend in the fall of 20XX for duties involved in meeting the expectations listed above. The amount of the stipend is:
 - Up to \$500 for three student study sessions.
 - Up to \$1,000 for six student study sessions.
 - Up to \$1,500 for nine student study sessions.

Signature _____

Date _____



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Search Results

Current Search Terms: national* math* and* science* initiative*

Your search for "national* math* and* science* initiative*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	National Math And Science Initiative, Inc.	Status: Active +
DUNS: 927182548	CAGE Code: 5EZU9	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 07/06/2017	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

Glossary

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Entity

Exclusion

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By Record Status

By Record Type

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