

## Memo

Re: Memo to high school principals regarding AP test prep sessions sent in an e-mail on Thu 3/26/2015 3:17 PM

From: Michael Konrad, Interim Director of Advanced Learning Experiences

Date: 3/26/2015

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Dear Principals,

Between April 1<sup>st</sup> and the end of the year, each of your teachers who run an AP class will be authorized to be paid to run a 4 hour test prep session for their students. Please designate an administrator on your campus who will organize this effort. Here are the details:

-A teacher teaching multiple sections of the same AP class will still only be paid for 4 hours of work.

-A teacher who teaches multiple AP classes (different subjects) will be paid for 4 hours of student prep for each AP subject they teach.

-The rate of pay is \$25 an hour.

-If a teacher runs extra prep sessions that is fine, but they will only be paid for 4 hours of test prep.

-Teachers will be paid based on the attached list, I have already asked for your review and it should be up to date but please double check.

-Teachers may do multiple shorter sessions or a single 4 hour session.

Principals, please let me know which administrator on your campus will organize this effort for your site. Please make sure they communicate this information out to the teachers ASAP.

In Service,

Michael Konrad

Director of Middle Schools

Interim Director of Advanced Learning Experiences