

Note: Facilitators and Covington Independent Public Schools reserve the right to modify the scope and sequence of the workshops based on their assessment of participants' learning needs.



Center for Applied Linguistics
 4646 40th Street NW
 Washington, DC 20016-1859
 Phone: (202) 362-0700
 Fax: (202) 362-3740
www.cal.org

Name of the Project

CAL SIOP Overview Workshop

Description of Services Provided

Four days of in-person professional development workshops (*Overview and Implementation of the SIOP Model*) will be provided by a CAL facilitator to educators from Covington Independent Public Schools. Up to 35 educators will attend the training each day for grades K-12, staff members, coaches, & administrators per session.

Professional Development Content

A CAL facilitator will deliver four in-person workshops introducing the SIOP Model to teachers. Workshops will be provided on August 14, 15, 16, and 17, 2023. Participants will learn about the eight components of the SIOP Model to effectively integrate language and content instruction. Workshops will include a variety of activities, such as small group discussions and demonstrations of instruction techniques for language learners.

Expected Outcomes

By the end of the workshop, participants will be able to:

- Begin developing lesson plans with effective content and language objectives to meet the language demands of the grade-level content lessons.
- Participate in, and develop, activities to build background and make classroom content comprehensible.
- Create activities and routines that meaningfully teach vocabulary and language structures.
- Design interactive activities that promote academic language development in content lessons.
- Evaluate classroom lessons for effective scaffolding and higher order thinking activities that promote student learning strategies.
- Distinguish between practice and application strategies.
- Evaluate video lessons for pacing, differentiation, and other SIOP features.

Evidence-Based Research

The Sheltered Instruction Model is a research-based lesson design and delivery system for emergent bilinguals. The Sheltered Instruction Model evolved into a method for teachers to plan, teach and assess meaningful lessons, and to reflect on their own practice. Each component is supported by empirical studies (August & Shanahan, 2006; Genesee, Lindholm-Leary, Saunders, Christian, 2006) and the model itself has a solid and growing research base (Echevarria, Richards-Tutor, Canges, & Francis; Short, D., Fidelman, C., & Louguit, M).

The Sheltered Instruction Model has 30 features within eight components which provides a framework for teachers to plan integrated language and content lessons (Short, 2013). As a protocol, it is a valid observation instrument. Used as a lesson planning framework, it ensures that the features of effective instruction, some critical for English learners, are present in lessons. More references about the research behind the Sheltered



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Instruction Model available upon request.

Dates/Schedule

The dates indicated for in-person professional development services are August 14, 15, 16, and 17, 2023. The full-day in-person sessions will each last seven hours (6 contact hours with time for breaks and lunch) on a schedule provided by the district

Location

The training will take place at Covington Independent Public Schools for in-person

Materials

Materials	Number of Copies	How They Will Be Provided
Handouts	1 (PDF)	Emailed from Kia Johnson to Susan Pastor-Richard, EdD for printing and distribution

Note: CAL SIOP will email handouts to Ms. Susan Pastor-Richard, EdD, approximately one week prior to the first workshop. Covington Independent Public Schools agrees to reproduce the handouts for distribution to participants.

Training/Workshop Host

Covington Independent Public Schools agrees to the following:

- Make all necessary arrangements for the training site including AV equipment (Smart Board or screen and LCD projector, speakers, internet access, and technical support).
- Provide 2 flip charts with chart paper and markers. Provide boxes of colored markers and scrap paper/sticky notes on each participant table.
- Provide appropriate space and set up for cooperative learning and collaborative planning
- Print and deliver the workshop handouts to the workshop site.
- Technology and resources for virtual sessions.

CAL Project Staff

Role	Staff
Project Manager	Kia Johnson, Director of PreK-12 Language and Literacy
Workshop Facilitators	Facilitators TBD
Administrative Support	Ali Alahmadi, Business Specialist

Covington Independent Public Schools Project Representative

Covington Independent Public Schools has designated _____ to be the contact for matters related to services. Questions and correspondence should be directed to

 _____ (address), _____ (phone)
 _____ (email)_____.



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Covington Independent Public Schools Administrative Representative

Covington Independent Public Schools has designated _____ as the Administrative Representative who shall be responsible for the contractual and administrative aspects of the agreement. Questions and correspondence of an administrative nature should be directed to _____ (address), _____ (phone) _____ (email) _____.

CAL Project Representative

CAL has designated Kia Johnson as its Project Representative who shall be responsible for the programmatic aspects of the Agreement. Questions and correspondence of a programmatic nature should be directed to Project Representative at the Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016-1859, (202)-355-1525, kjohnson@cal.org.

CAL Administrative Representative

CAL has designated Ali Alahmadi as the Administrative Representative who shall be responsible for the contractual and administrative aspects of the agreement. Questions and correspondence of an administrative nature should be directed to the Administrative Representative at the Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016-1859, 202-355-1597.

Fee

The firm, fixed price for the proposed professional development is \$18,698.00 This price covers all professional services needed for the delivery of this professional development, including consultation, preparation and presentation, and all workshop materials mentioned above.

Covington Independent Public Schools agrees to pay the Center for Applied Linguistics this firm, fixed price of \$18,698.00 for the services described above.

Payment

CAL will invoice Covington Independent Public Schools in one installment for \$18,698.00.

- Installment for \$18,698.00 after Workshop 4 on 08/17/2023

Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to

Center for Applied Linguistics

Accounts Receivable

4646 40th Street NW

Washington, DC 20016

This contract will be in effect from the date when the contract is signed until 08/30/2023.

Cancellation Policy



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In the case of a cancellation or date change, Covington Independent Public Schools will be responsible for reimbursement to CAL for all unrecoverable expenses (such as planning time) incurred by CAL for the specific training engagement. Cancellations or date changes received less than three (3) business days prior to the start of the training/workshop are subject to a late change fee of 50% of cost of canceled or changed services.

If the assigned CAL facilitator(s)/coach(es) cannot provide the services as scheduled, CAL will make every effort to provide a qualified, alternative facilitator/coach for the scheduled dates. If this cannot be arranged, CAL will reschedule the training based on consultation with the district.

Notice of cancellation or date changes on the part of Covington Independent Public Schools for training/workshops, technical assistance sessions, or coaching days must be received in writing by fax, email, or regular mail using the contact information in this Agreement.

Inclement Weather/Emergency Situations

Due to inclement weather or an emergency situation, if notice of cancellation is given at least 24 hours prior to the training workshop, there will be no charge for the on-site training costs and time. However, Covington Independent Public Schools will be responsible for any training expenses incurred by the trainer that cannot be refunded and for their planning time to date.

CAL reserves the right to postpone or cancel training/workshops in weather/emergency situations. Weather/emergency-related postponements or cancellations will be rescheduled as soon as possible based on the current training schedule.

Copyright

CAL is the owner and copyright holder of all materials developed by CAL staff and consultants for use in the delivery of services under this Agreement. Conversion of the CAL materials to online products is not permitted without the express permission of CAL.

CAL Capabilities Statement

The Center for Applied Linguistics (CAL) is a private, non-profit organization involved in the study of language and the application of linguistics to educational, cultural, and social concerns. CAL's mission is to improve education through better understanding of language and culture. Established in 1959, CAL has earned an international reputation for the quality of its work in language-related information collection, analysis, and dissemination; linguistic research that addresses the needs of the classroom; direct technical services to language programs; professional development; and needs assessments and program evaluations. For current information about CAL projects and products, visit our Web site at www.cal.org/solutions.

Entire Agreement

This Agreement constitutes the entire agreement and understanding between Covington Independent Public Schools and CAL and supersedes any prior oral or written agreements or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement



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executed by the duly authorized representatives of the parties.

If you agree with the above terms and conditions, please sign two copies of this Agreement, keep one copy for your records, and return one to me with a Purchase Order number on or before 08/01/2023. The proposed fees are valid if we receive a signed contract on or before 08/07/2023. CAL reserves the right not to honor this agreement if a signed copy is not received at least one week in advance of the first day of services.

We appreciate your selection of CAL for professional services, and we look forward to working with you and your district staff.

Sincerely,

Kia Johnson
Director, PreK-12 Language and Literacy
Center for Applied Linguistics
Email: kjohnson@cal.org

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Web: www.cal.org/solutions@cal.org



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APPROVED

Center for Applied Linguistics

DocuSigned by:
Signature Lolita Hewett-King
DA5EFCAA43854B8...

Print Name Lolita Hewett-King

Title Vice President, Finance

Date 12/21/2022

ACCEPTED

Covington Independent Public Schools

Covington Independent Public Schools warrants that the person who is signing this Agreement on behalf of Covington Independent Public Schools is authorized to do so and to execute all other documents necessary to carry out the terms of this Agreement.

Covington Independent Public Schools affirms the source of funds is: ☐ Federal ☐ Non-federal

Signature _____

Print Name _____

Title _____

Date _____