



**Glenn O. Swing Elementary
Professional Development Plan
2025-2026**

SAVE THE DATE

August 13 & 14, 2025

for an opportunity to earn professional development hours at our

**4th Annual
Professional Development Academy**



at the Holmes Campus

COVINGTON INDEPENDENT PUBLIC SCHOOLS WILL OFFER A
PD ACADEMY ON WEDNESDAY, AUGUST 13 AND THURSDAY, AUGUST 14

Various sessions will be offered based on survey results of CIPS staff requests

➡ Stay tuned for registration details ⬅

District Guidance for Professional Development:

To provide additional professional learning throughout the year, we've created some guidelines to help you navigate. These guidelines will be used to determine professional development credit, EILA credit, and when a staff member may or may not receive a stipend for professional learning.

As of right now, the district will be offering the following professional development for the 2025-2026 school year:
(As we move forward, we will notify you of any changes)

CIPS PD Academy-

Up to 12 hours of PD available on August 13 and 14, 2025-

Professional development will be offered at our 4th Annual Covington PD Academy on August 13 and 14 for any staff who choose to attend or are assigned by the principal. We use your PD survey information to provide professional learning choices for you to individualize your learning plan. The PD Academy is not a requirement from the district but can be by your supervisor. If staff members choose to attend sessions that put them above their 24 hours, they need to have principal permission stated on their PD plan. Those stipends must be paid at the school level, or it will be counted as unpaid professional learning. *(Sessions will be shared once planning is complete.)*

The district in all departments will provide stipends for all NEW teacher training.

If staff **choose** to attend additional professional development beyond their 24 hours, it will be counted as unpaid professional learning. Principals can decide to pay a stipend for this professional learning if they wish from their school funds. If principals **assign staff** to professional learning above their 24 hours, they should plan to offer stipends to teachers from school funds.

What is required of schools?

- School submits school professional development plan to the district for review (due March 28)
- Each school's SBDM Council shall approve school PD plans (approval by SBDM can occur after the due date above- the school can then submit any revisions made by SBDM if needed)
- The District PD Plan shall be approved by the Board of Education, and the School PD Plan shall be submitted to the Board of Education for review and comment.
- Individual PD plans for each staff member are required to earn PD, all plans must be approved by the principal or supervisor

Conference attendance considerations and guidance for both certified and classified staff:

- The professional development opportunity (conference) shall be related to the CDIP/CSIP
- **Staff being offered the opportunity to attend a conference by anyone other than their principal or supervisor must communicate with the principal or supervisor regarding conference attendance, PD credit, or stipend approval before registering for a conference.**
- If CIPS requires attendance at a conference or training so that a staff member will be qualified to offer a particular class for students or training for staff, this staff member could receive either PD or a stipend. *(Examples: School Crisis Management Instructor- Training of the SCM Instructor is mandatory for the SCM Instructor to be able to train crisis management teams in our schools, or in some cases, a Career and Technical Education teacher may need training to be qualified to teach a class in which students receive industry certification.)*
- Is this a leadership opportunity only? This means the staff member chooses to attend for professional learning reasons and will not receive PD or a stipend. **It is the principal's responsibility to communicate this clearly to staff before they register for a conference/training.**
- Each school year, staff can be given up to 6 hours of PD for a conference with prior approval from their principal and District PD Coordinator. *(the third bullet above is the exception)*
- It is the responsibility of the party planning and registering individuals for a conference to secure funding before the registration process
- Follow-up after these opportunities must be planned before the registration process. *(Example- If a staff member or group of individuals attend a conference, how will this learning be shared with other staff members?)*

The current District PD Plan and School PD Plans must be posted to individual websites each year.

[KDE Professional Learning Website](#)

Revised: 3.14.25

The following is Professional Development, which will be assigned to specific staff members by their supervisor as needed.

When & Where	Target Audience	Title & Information	# of PD/EILA available
<p>July 30, 2025 9:00-11:30 Location: Holmes High School Cafeteria</p>	<p>Any School Personnel</p>	<p>Medication Administration for Unlicensed School Personnel</p> <p>Staff will complete an online module for Medication Administration training at home before this date. Bring the <u>Certificate of Completion</u> to this PD event, and a nurse will sign off on the return demonstration portion of the training. Instructions for completing the online module will be emailed to all staff who register for this course after July 1. That email will also include a Sign-Up Genius link where you will be asked to register for your specific 15-minute time slot to come in on July 30, 2025, to be signed off by a nurse. If you are trying to register for this course and there are no seats left, email Jenn Fowee (jennifer.fowee@covington.kyschools.us) for more information on how you can complete this training.</p>	<p>3 hours of PD, EILA not available, not eligible for a stipend</p>
<p>Choose <i>one</i> date: July 30, 2025 1:00-3:00 pm Location: HHS Cafeteria OR one of three sessions during PD Academy on August 13th (more info in PD Academy registration TBD.) Location: TBD</p>	<p>Staff with current certifications expiring BEFORE July 1, 2026, or staff assigned by their principal to be certified for using portable AEDs on school field trips.</p>	<p>CPR/First Aid Training</p> <p>This course will provide an update on CPR, AED, and First Aid. All registered participants will receive an email with a Sign-Up Genius link to register for one of four available classes. Please only register for ONE class. Enrollment may be canceled if you have a non-expiring CPR certification or if we need to open spots to ensure state requirements are met per building.</p>	<p>2 hours of PD, EILA not available, not eligible for a stipend</p>

July 31, 2025 8:30 - 3:30 Location: The Madison	Administrators who evaluate certified staff	Annual Evaluation Update Training	6 hours of EILA available
August 4-8, 2025 8:30 - 4:00 Location: TBD	Core Team from each school (appointed by principal ONLY); principals have schedules	Safe Crisis Management (SCM) Specific dates for your school will be provided by Mr. Bradford.	6-15 hours PD for non-administrators, EILA available
August 5-8, 2025 8:30 - 3:30 Tentative Location: Instructional Support Center	Assigned by the school principal, principals have schedules, various locations	DI Training Full-day training sessions for <u>Reading Mastery and Decoding</u> for K-8 teachers new to teaching DI or are recommended by the building principal or coach. 8-5 - RMS-K 8-6 - RMS I 8-7 - RMS-2-5 8-8 - Decoding	6 hours of PD, EILA not available, eligible for stipend (district paid)
August 11-12, 2025 8:30-3:30 Location: The Madison (enter from 8th Street)	All NEW to CIPS-certified teachers	New Teacher Training	12 hours of PD, eligible for stipend (district paid)
August 13-14, 2025 8:30-3:30- The First session begins at 8:30 Location: Holmes Campus	Any staff may register to attend	CIPS PD Academy Various CIPS employees, community, and educational partners will offer sessions on various topics. If you choose this option, you must register for the individual sessions you plan to attend. Full session descriptions and registration can be found on the staff resources page.	Each session is 2 hours, with 2 - 12 hours of PD available, some sessions may be eligible for EILA, but not eligible for a stipend
August 15, 2025 8:30 - 3:30 Location: Instructional Support, Dream Room	ELL teachers	ELL Teacher Training Training is provided by the Director of Exceptional Children and the EL team lead.	6 hours of PD/stipend, eligible for stipend (district paid)

<p>August 15, 2025 8:30 am - 3:30 pm Location: TBA</p>	<p>All NEW certified special education teachers to CIPS (Preschool, Elementary, Secondary)</p>	<p>NEW Special Education Teacher Training PD is provided by the CIPS Special Ed department and Student Support staff.</p>	<p>6 hours of PD, EILA not available, eligible for stipend (SPED paid)</p>
<p>August 19, 2025 8:00 am - 3:00 pm Location: GOS</p>	<p>All instructional staff</p>	<p>Various PD Sessions - TBD</p>	<p>6 hours of PD Stipend not available EILA not available</p>
<p>August 19, 2025 8:30 am - 3:30 pm Location: TBD</p>	<p>ELL teachers and General Education teachers: Ninth, LES, JGC, and Biggs (only 35 slots available)</p>	<p>SIOP training Provided by Cal-Siop The SIOP Model is an instructional model for lesson design and delivery. It is comprised of eight interrelated components: lesson preparation, building background, comprehensible input, strategies, interaction, practice/application, lesson delivery, and review/assessment.</p>	<p>6 hours, PD or stipend eligibility determined by the principal</p>
<p>August 19, 2025 8:30 am - 3:30 pm Location: Hartman Resource Room (HHS)</p>	<p>Health Services Staff only</p>	<p>Health Services Staff Training This course will provide an annual review of health services, state-mandated health requirements, IC documentation, immunization schedules, compliance planning, School-Based Health Centers, partnerships with community resources, and more.</p>	<p>6 hours of PD for health services staff only</p>