

School Year		2025-2026		School/District		Bourbon	
Principal/Administrator		Jill Maynard		Date		April 2025	
Bourbon County Schools Professional Development Learning Plan							
Priority Need Identified	Goal	Professional Learning Activity	Implementation	Sustainability	Date or Timeline and PD Hours Needed	Who Will Lead the Activity?	Who is Accountable? Funding Source
Flexible Professional Development	Legal Basis (KRS 158.070): Kentucky Revised Statute (KRS) 158.070, which allows local school boards to approve flexible professional development plans for teachers and certified personnel. The purpose of the flexible professional development plan is to enable teachers and certified personnel to participate in professional development activities outside of the regular school calendar or workday hours while still meeting the professional development requirements mandated by law.	Professional Learning Activity for the new school year could begin as soon as the 1st day after closing day for all staff.	To provide professional development during times that are available to all staff; providing them with professional development to improve school/district/staff growth	Yearly PD	The day after closing day to May 1st of every school year	Professional Development can be lead by district and school employees along with individuals outside of the district and school (CKEC, KEDC, Renaissance, KASA, KDE, etc)	Superintendent, PD Coordinator/Director of Federal Programs, District Admin, School Admin
Prorated Professional Development	This policy aims to establish guidelines for prorating professional development hours for employees who join or leave the organization during the course of the year.	All employees are expected to complete professional development throughout the school year: Certified Employees: 24 hours of professional development in a school year Classified Employees: 28 hours of professional development in a school year	July 1st, 2025 to May 1, 2026 Proration will be calculated based on the total number of professional development hours allocated for the year and the percentage of time the employee spent or will spend with the Bourbon County Schools.	Yearly PD; PD will be checked throughout the school year to provide information to principals and to district administrators and to staff Bourbon County Schools will maintain records of professional development hours allocated for each employee for the year.	Certified Employees: 24 hours of professional development in a school year Classified Employees: 28 hours of professional development in a school year	Professional development throughout the school year	District, School, Out-of-district
Administrative Leadership Professional Development KRS 156.101(2)		Leadership Academic Improvement Trainings/Meetings, Evaluation Training, Instructional Rounds, Mental Health, KASA, CKEC, KEDC, other state or district trainings/conferences	Ongoing discussions, monitoring, and training	Continued yearly training and as needed.	Throughout the 25-26 school year. 42 hours for the leadership academic improvement trainings every 2 years.	Various presenters	PD Coordinator Director of District-Wide Services

Audio Enhancement System	District Staff will be trained on how to use the new Audio Enhancement System.	Beginning of the 2025-26 school year, all district staff will get trained on how to use Audio Enhancement System to increase safety and communication.	Staff will be trained at the beginning of the year based on school roll out and throughout the school year. Audio Enhancement will be at the district professional learning day.	The district will plan and monitor training, tech team will be providing support, principals will be monitoring use	At the beginning of the school year along with other training as needed throughout the school year	Technology Dept.	Director of District-Wide Services
CPR, First Aid, and Medication Training	This training is for all personnel who plans on driving a vehicle, coach, field trips, parent volunteers, principals, etc.	To comply with the guidelines set forth by the state to ensure all staff who will be with students in vehicles, field trips, sporting events, etc will have training on CPR, First Aid, and Medication.	Throughout the school year as needed	Continued yearly training and as needed.	Summer 2025 Training and throughout the year as needed.	School Nurses	DPP School Principals
CTE	To provide CTE teachers with the needed professional learning within their pathway	To provide professional development opportunities for Kentucky CTE educators and administrators. It also serves as a platform for the CTE community to network, share ideas, and highlight the work of external partners. The program aims to enhance CTE instruction and improve understanding between teachers/administrators and industry/business partners.	Staff will be provided training in July and throughout the school year to improve their professional growth in their pathway	Continuous throughout the school year	Summer 2025 Training and throughout the year as needed.	Various Presenters	CTE Coordinator Director of Federal Programs Perkins State Funding
Curriculum Alignment/Learning Checks	To discuss needs at all grade levels to support student achievement	Vertical Content Network Meetings PLC Summer Work District Work Days	Meet throughout the year to discuss the greatest need for the transition years	Teachers will analyze data	On-going Up to 12 hours	Directors of Continuous Improvement	Directors of Continuous Improvement Title I and II
District and Building Administrators Certified Evaluation Training	To review, understand and calibrate the evaluation process to improve teaching and learning.	District Wide	Train and calibrate in the evaluation process with the school and district team to learn to effectively conduct evaluations at each school.	Administrators will calibrate.	6 hours	CKEC Certified Evaluation Training KEDC or another out-of-district Certified Evaluation Training or Trained by the Director of District-Wide Services	Director of District-Wide Services/All Administrators

District and Building Administrators PLC Progress Monitoring Instructional Rounds	To conduct Instructional Rounds to improve teaching and learning.	Progress Monitoring Instructional Rounds	Train and develop a team to conduct rounds twice a year at each school. (Once a semester)	Classroom Observations, Analysis of the Problem of Practice and provide recommendations for improvement. Follow up monitoring the second semester.	24 Hours per Semester (48 Hours for the year) EILA	PD Coordinator Director of Federal Programs Superintendent Director of District-Wide Services Directors of Continuous Improvement Title II	PD Coordinator Director of Federal Programs Superintendent Director of District-Wide Services Directors of Continuous Improvement Title II
District Professional Learning Day	To provide professional learning that meets the need of our district as demonstrated in our Needs Assessment	August 4th from 8:00 am - 3:30 pm; Staff will have a choice of professional learning through 6, 55 minute sessions	August 4, 2025; District Professional Learning Day. Will support throughout the year as needed with follow-up sessions.	District yearly professional learning day	6 hours	Various presenters Topics: Vibrant Learning, Renaissance, AI, Audio Enhancement, Standards Based Grading, Mastery Learning, IEPs, social emotional learning, maintain balance, ELL, engagement, Kagan, Reveal Math, PBL, Avoiding Burnout, Deeper Learning, KCM strategies, special education and the general education teachers, Nearpod, Building Relationships, Thinking Maps, Migrant Program, HQIR, Authentic Learning, Move to Learning, Infinite Campus, Profile of a Learner, Xello, National Board Certification, Student Led Conferences, Gifted and Talented Learners. Changes may occur based on presenters and needs.	PD Coordinator Director of Federal Programs Director of District-Wide Services Directors of Continuous Improvement
ELL Training	Strategies to use within the regular classrooms to assist new-comers and English Language Learners	Equipping ELLs strategies along with WIDA and TESOL activities	Implementation will be throughout the school year through PLCs and Staff meetings. Also, district EL teachers will provide training at new teacher and content network meetings along with various elementary literacy/math nights (parent involvement)	Principal and District staff will monitor through walk throughs and Data analysis	Ongoing throughout the school year	District EL Staff/Teachers	Title I Title III Director of Federal Programs

Follow the Continuous Improvement Strategies/Evidence Based Training	To improve/refine the strategies through the efforts of providing trainings to meet the individual needs of each school.	Educators will attend various state and regional meetings to enhance knowledge	Educators will utilize knowledge from the training to impact teaching and learning throughout the school year.	This work will be enhanced through discussions and additional trainings in PLC meetings, faculty meetings and individual coaching sessions.	Spring/Summer meetings, PLC, Summer Retreat, content networks/ leadership Mtgs	Director of Continuous Improvement	Directors of Continuous Improvement (Elementary and Secondary) Title I and II
Go Guardian	This is a new technology that will improve internet/chromebook monitoring of students within the classroom.	District Wide	Educators will utilize this technology within their classroom to monitor students as they are on the internet and chromebooks	Yearly	Beginning of the School Year	Technology Dept.	Director of District Wide Services District Chief Information Officer
IEP Training	To provide information to ensure everyone understands the process to develop/implement IEP's.	Special Education Staff	All Special Education staff will understand how to develop and implement IEP's. They will support the process districtwide throughout the year.	Case Managers will guide the IEP process in the district.	6 hours	DOSE/Case Managers/CKEC	DOSE/IDEA
Edmentum Courseware	To provide information on how to utilize this program in our virtual academy and high school.	This professional learning will be used to enhance learning within our virtual academy and credit recovery at the high school.	Training will be provided to all staff who work with the virtual academy and credit recovery at the high school.	As Needed Throughout the school year	PLCs PD Days District Days Office Hours	Various Presenters from Edmentum	Directors of Continuous Improvement Director of District Wide Services
EPROVE/Cognia Training	To provide information to the continuous improvement directors and other staff who need to upload required information into Cognia.	This is a key tool for Kentucky schools and districts to track and demonstrate their continuous improvement efforts.	Administration who needs to upload information into Cognia	Yearly PD	At the beginning of the school year	KDE	Directors of Continuous Improvement Administrators Director of District Wide Services
HQIR Resources and Curriculum	To provide teachers and staff with the needed training on their HQIR resources and curriculum.	To provide curriculum that is aligned with Kentucky State Standards in all content areas	Training will be to all admin, teachers, and staff who will be utilizing the HQIR within our schools.	As Needed Throughout the school year	PLCs PD Days District Days Office Hours	Various Presenters	Director of Continuous Improvement PD Coordinator Director of Federal Programs
Improvement Plans with timeline and responsible people using EPROVE.	To have school focus and monitor a plan in one main area of improvement.	Updates on the development, implementation and monitoring of 30, 60, 90 Day Plan/CDIP/CSIP.	District will provide specific feedback regarding the 2022-2023 30, 60, 90 day plan/CDIP/CSIP. School leadership teams will create their first 30 Day plan for 2024-25 using the feedback.	The 2025-26 plan will be reported/monitored by central office every 30 days and will be shared with others at the Leadership Academic Improvement Meetings/PLCs.	Summer Retreat Leadership Academic Improvement meetings/PLCs	Director of Federal Programs/ Directors of Continuous Improvement	PD Coordinator Director of Federal Programs/ Director of Continuous Improvement

Kagan Strategies and/or Engagement Strategies	The use of Kagan/Engagement strategies in the classroom will engage students, differentiate learning and increase mastery of skills in all curriculum areas as noted on KSA data, Renaissance data, Common Assessment data and grade reports. This is also address staff professional growth plans to improve engagement strategies within their classrooms.	Staff can be trained with Kagan/Engagement strategies, as needed. The training will address many areas but include cooperative learning; multiple intelligences; character development; thinking skills; memory systems etc. for the classroom.	Ongoing training throughout the school year in new teacher, content network, PLCs, staff meetings, district planning days, PD days.	Throughout the school year to ensure teachers are providing engagement strategies	Throughout the 25-26 school year	Various presenters	District Kagan Instructor PD Coordinator Teacher Leaders Principals Directors of Continuous Improvement
KDE Division of Innovation	Vibrant Learning, Profile of a Learner, Project Based Learning are the vision of Bourbon County Schools along with our state. KDE would be providing support to all staff along with resources/training on how to best implement these within their classrooms and schools.	Throughout the school year, staff will participate in ongoing professional learning focused on implementing strategies that support vibrant learning environments, Project-Based Learning (PBL), and our district's Portrait of a Learner competencies. These trainings are designed to equip educators with tools to foster deeper student engagement, real-world application of skills, and personalized learning experiences. By aligning instructional practices with the expectations of our community and future employers, we aim to ensure that all students graduate prepared to thrive in college, careers, and life.	Ongoing training throughout the school year in new teacher, content network, PLCs, staff meetings, district planning days, PD days.	As needed Throughout the school year along with at the beginning of the school year	PLCs PD Days District Days Office Hours	Various Presenters	PD Coordinator Director of Federal Programs Directors of Continuous Improvement
Learning and Understanding Content Standards	To get a better understanding of the content standards in Science. Social Studies, ELA and Math.	Teachers will attend Science, Social Studies, ELA and Math meetings at the district and any trainings hosted by KEDC/CKEC/KDE/KCM to gain knowledge to bring back to their school to support teaching and learning.	Teachers will attend various trainings to create or redesign curriculum maps, assessments, activities based on their new knowledge of standards and practices	Teachers will continue to enhance their curriculum maps, assessments, and activities based on the breakdown of their standards. Teachers will develop I can statements that align with their standards and practices.	Throughout the 25-26 school year	District Leadership/CKEC/KEDC/KDE/KCM	Directors of Continuous Improvement and PD Coordinator Title II/Title IV
Mandated Training, Suicide Prevention	All MS/HS Staff must receive suicide prevention techniques	SB 65 compliance/mandate	Throughout the school year as needed	Continued yearly training and as needed.	September 1, 2025 New Employees trained upon hiring	Cabinet for Health and Family Services/Guided Self-Study	MS/HS Principals

Mandated Training/ Medication Training State Statute	Designated staff receive medication training within 30 days of school start date or upon hire	SB 65 compliance/mandate	Throughout the school year as needed	Continued yearly training and as needed.	Summer 2025 Training and throughout the year as needed.	School Nurses	DPP School Principals
Mandated Training/PBIS Safe Crisis Management (Restraint Training)	All employees in the district will receive PBIS/physical restraint and seclusion Safe Crisis Management- Restraint-teams will receive restraint training as mandated by the law. Reducing behavioral barriers within the classroom setting will positively impact learning.	Compliance with 704 KAR 7:160	Schedule on the PD or District Planning Day and throughout the school year as needed	Continued yearly training and as needed.	August prior to the start to 25-26 school year	KDE on site training or videos (self-study)	PD Coordinator DOSE School Principals
Mandatory District Trainings	All staff will receive required training in: Confidentiality, Harassment/Discrimination, bloodborne pathogens, referral, seizure, evaluation (classified or certified), active shooter, and handle with care within 30 days of school start date or upon hiring.	In compliance with federal, state, and local policies to ensure all staff are aware and utilize appropriate practices.	Use skills learned as needed.	Continued trainings yearly.	First 30 days; New employees trained upon hiring	DOSE/social workers/school nurses/school psychologists Human Resources PD Coordinator	Superintendent Human Resources/Director of District-Wide Services PD Coordinator All School Principals and Supervisors
Mandatory State Assessment Training	Implementation of administration code and inclusion of special population training for all state testing.	Training for administering all state testing as mandated by law. Learning all guidelines and procedures set forth by the state.	All staff will receive training prior to state testing to ensure they're able to administer the test according to the specific test guidelines and KDE regulations	The DAC will ensure that all BACs are trained. The BACs will ensure all staff are trained. Sign-in sheets will be at all training events to document staff training.	Throughout the school year; approximately 90 minutes	DAC and BACs	DAC BAC Principals
McGraw Hill Reveal Training, ALEKS, Red Bird	Math teachers will work with ondemand training videos to learn about Reveal, ALEKS, Red Bird; new teachers will be assigned a mentor teachers to be trained on Reveal, ALEKS, and Red Bird. Training Videos and other PD opportunities will be offered to all math teachers.	All Math teachers K-12	Provide training and ondemand video training through PLCs, New Teacher, Content Network Meetings to ensure all math teachers know how to use this resource/curriculum in their classrooms with resources and textbooks.	Progress Monitoring, PLCs, weekly walkthroughs, principals monitoring	Ongoing throughout the school year during PLCs, New Teacher, and Content Network Meetings	PD Coordinator Director of Federal Programs Directors of Continuous Improvement	PD Coordinator Director of Federal Programs Directors of Continuous Improvement

New Teacher Orientation	Provide Professional Development Training to New Teachers	District level orientation, foundational expectations, curriculum, assessment, and instruction skills. Professional Development on IC along with information on all programs offered in Bourbon County Schools. Relevant Topics to help new teachers within their classroom: Behavior Management, Classroom Management, etc.	Train and give a general overview of topics critical to supporting their needs; each month new teachers will meet and discuss topics that are relevant to them and helping them as new teachers.	Meeting with new teachers at the beginning of the year and throughout the school year	August 2025 and Monthly throughout the school year	Directors of Continuous Improvement (Elementary and Secondary) Director of Federal Programs	Director of Federal Programs Directors of Continuous Improvement Title II
Power School	District Staff will be trained on how to use the new system for using a personal day, absence and professional development.	Staff will get trained at the beginning of the school year and throughout the school year to ensure all know how to use the system effectively	Throughout the school year, the district will use Power School App to manage subs/absences and professional development.	The district will plan and monitor training, tech team will be providing support, principals will be monitoring use	At the beginning of the school year along with others throughout the school year	Power School Representatives	Director of District-Wide Services
Renaissance	Staff will learn about the Universal Screener, reading reports, etc. Will give on-demand/office hour information on Freckle, myOn, myOn News, and DNA	Universal screener, Diagnostic, CBMs, DNA, Freckle, myON, myON News, and other classroom resources through Star assessment/resources	All Staff	Progress Monitoring, PLCs, weekly walkthroughs, principals monitoring	PLCs PD Days District Days	Renaissance PD representative	PD Coordinator Directors of Continuous Improvement
SBDM Training	Providing 6 hours of required professional development training to new SBDM members; providing 3 hours of updated SBDM training for experienced council members.	Introduction to School-Based Decision Making Parts I & II Refinement of skills Knowledge and understanding of council roles and responsibilities Teamwork Other trainings approved by KDE	Will use knowledge from training at monthly meetings	Monthly Meeting Minutes	Spring/Summer 2025 or as needed throughout the year if vacancies occur. KDE and other organizations will host trainings at various times.	KDE KASC trainer SBDM Coordinator	SBDM Coordinator
Technology	To provide teachers and paraprofessionals an opportunity to attend technology PD to meet their identified needs and professional growth.	The district will plan various technology PD sessions to support teaching and learning. (Google Drive, Google Classroom, Google Forms, Chrome Books, STEM activities, classroom engagement through technology, etc.	Professional Development sessions planned during the school year. (PLC's, leadership academies, staff meetings, online opportunities and job-embedded opportunities)	Regular feedback from staff to ensure needs are met.	On-going At least 1-6 hours	PD Coordinator/ Technology Department	PD Coordinator Technology Department Title II
Website	To provide teachers, staff and administrators with the knowledge of how to implement and maintain Bourbon County Schools website	Staff and administrators will be able to update the website along with having live feed concerning student learning, school activities, district information, etc.	All Staff	Beginning of the school year and throughout to provide follow-up training as needed	District Days PD Days PLCs	Technology Dept.	Director of District-Wide Services District Chief Information Officer

PD Needs Assessment:	https://forms.gle/V6Rgn16umNtWoMhg7						