



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

June 2, 2025

Susan Pastor-Richard, EdD  
 Director of Exceptional Children  
 Instructional Support Services  
 Covington  
 212 Levassor Place  
 Covington, KY 41014  
 859-669-1109  
[susan.pastor-richard@covington.kyschools.us](mailto:susan.pastor-richard@covington.kyschools.us)

Dear Susan Pastor-Richard,

The Center for Applied Linguistics (CAL) is pleased to submit this proposal to collaborate with Covington Independent Public Schools. The proposed professional development will consist of educators from the district who will participate in the following workshops.

Workshop: <i>CAL SIOP Essentials</i>	Dates	Participants
<b><u>Day 1</u></b> <ul style="list-style-type: none"> <li>• SIOP Overview</li> <li>• Lesson Preparation Component               <ul style="list-style-type: none"> <li>◦ Meaningful Activities</li> </ul> </li> <li>• Building Background Component               <ul style="list-style-type: none"> <li>◦ Links to Student Backgrounds</li> <li>◦ Emphasizing Key Vocabulary</li> </ul> </li> <li>• Strategies Component               <ul style="list-style-type: none"> <li>◦ Learner Strategies (cognitive, metacognitive, language learning, and socio-affective)</li> <li>◦ Scaffolding Techniques</li> </ul> </li> <li>• Interaction Component               <ul style="list-style-type: none"> <li>◦ Teacher/Student and Student/Student Interaction</li> </ul> </li> </ul>	August 19, 2025 8:30 AM – 3:30 PM ET 1 Facilitator, In-Person	(Up to 35 Participants)

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.

### Project Title

*CAL SIOP Essentials*

### Description of Services Provided

A one-day in-person workshop will be facilitated by a CAL consultant to up to 35 educators from Covington Independent Public Schools.



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### **Professional Development Content**

During this customized workshop, CAL SIOP Essentials, teachers will explore the theoretical background and practical applications of four components of the SIOP Model: Building Background, Comprehensible Input, Strategies, and Interaction. The synchronous session will include a variety of activities, such as demonstration and explanation, small group tasks, the development of lesson plans, and the creation of classroom activities.

### **Expected Outcomes**

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

- Evaluate the particular importance of linking new concepts to students' background knowledge for English learners.
- Develop an activity for building background for application in their teaching context.
- Interpret research on second language acquisition and vocabulary.
- Categorize vocabulary items using the 3-tier framework.
- Create a plan for vocabulary instruction which includes selecting key vocabulary words and instructional activities.
- Identify techniques for presenting content concepts in ways that are comprehensible to students.

### **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 Instruction Model are available upon request.

### **Dates/Schedule**

The training will take place in-person on August 19, 2025 from 8:30 AM – 3:30 PM ET. The CAL presenter will be informed of the daily schedule at least one week prior to the start of services.

### **Location**

The training will take place at Covington Independent Public Schools. The exact address of sessions will be communicated to the CAL facilitator at least one week prior to the start of services.



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## Materials

Materials	Number of Copies	How They Will Be Provided
Handouts	1 (PDF)	Emailed from a CAL Staff Member to Susan Pastor-Richard for printing and distribution
CAL SIOP Educator Digital Badges	1 per participant	Sent via Credly approximately one week after final workshop and attendance confirmation.

**Note:** CAL will email handouts to Susan Pastor-Richard, 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 ensure that the following is provided:

- 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's table.
- Provide appropriate space and set up for cooperative learning and collaborative planning.
- Print and deliver the workshop handouts to the workshop site.
- Provide attendance lists for each day with participant names and email addresses for issuing digital badges.

## CAL Project Staff

Role	Staff
Project Manager	Kia Johnson, Senior Director of PK-12 PD & Evaluations
Workshop Facilitators	TBD
Administrative Support	Ali Alahmadi, PD Business Specialist

## Covington Independent Public Schools Project Representative

Covington Independent Public Schools has designated \_\_\_\_\_  
 as 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 Kia Johnson at the Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016-1859, (202)-355-1525, [kjohnson@cal.org](mailto: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 Ali Alahmadi at the Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016-1859, 202-355-1597, [aalahmadi@cal.org](mailto:aalahmadi@cal.org).

### **Fee**

The firm, fixed price for the proposed professional development is \$9,386.00. 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 \$9,386.00 for the services described above.

### **Payment**

CAL will invoice Covington Independent Public Schools for \$9,386.00 after the workshop concludes on August 19, 2025.

Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to  
Center for Applied Linguistics  
Accounts Receivable



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This contract will be in effect from the date when the contract is signed until September 30, 2025.

### **Cancellation Policy**

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 the 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 a 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



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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 website at [solutions.cal.org](http://solutions.cal.org).

### **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 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 July 3, 2025**. The proposed fees are valid if we receive a signed contract on or before this communicated date. CAL reserves the right not to honor this agreement if a signed copy is not received at least one month 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, EdD  
Senior Director, PreK-12 Professional  
Development and Evaluations  
Email: [kjohnson@cal.org](mailto:kjohnson@cal.org)

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4646 40<sup>th</sup> Street NW  
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## APPROVED

### Center for Applied Linguistics

DocuSigned by:  
Signature Lolita Hewett-King  
DA5EFCAA43854B8...  
Print Name Lolita Hewett-King  
Title VP of Finance  
Date 6/9/2025

## 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 \_\_\_\_\_