



School Board Approval Proposal: Intensive Instructional Coaching Institute - Virtual

Prepared by: Jill Koser, Assistant Superintendent

Organization: Conestoga Valley School District

Requested Action: Board approval for professional development registration and associated expenses

Proposal Summary

Administration recommends approval for nine (9) staff members to participate in the **Intensive Instructional Coaching Institute - Virtual** offered by the Instructional Coaching Group (ICG), led by nationally recognized instructional coaching expert Dr. Jim Knight. The institute is a comprehensive professional learning experience focused on building instructional coaching capacity, strengthening teacher support systems, and improving student outcomes through evidence-based coaching practices.

The virtual institute includes:

- A 16-week live online learning experience
- Instruction in the Seven Success Factors for Instructional Coaching
- Training in the Impact Cycle coaching model
- Books and participant workbooks
- Opportunities for collaboration with coaches and instructional leaders from other districts
- Graduate credit eligibility through the University of the Pacific

Purpose and Alignment

Participation in this institute directly supports district priorities related to:

- Improving instructional practices across all grade levels
- Building leadership capacity among instructional coaches and teacher leaders
- Supporting implementation of district initiatives
- Strengthening professional learning communities
- Increasing student achievement through evidence-based instructional practices

The training will provide participants with a common coaching framework and practical strategies for supporting teacher growth in a non-evaluative, partnership-based model.

Participants

The following nine staff members are recommended to attend:

1. Susan Brunk – Fritz Math Specialist and Elementary STEM Team Leader
2. Maureen Davis – Smoketown Math Specialist
3. Dr. Kelly Galbraith – Director of Curriculum & Instruction
4. Laura Gingrich – Brownstown Math Specialist
5. Katie Koch – Brownstown Reading Specialist
6. David Paul – Leola Reading Specialist
7. Amanda Schlee – Smoketown Reading Specialist
8. Jill Schnader – Leola Math Specialist
9. Jayme Soles – Fritz Reading Specialist

Program Information

Provider: Instructional Coaching Group (ICG)

Program: Intensive Instructional Coaching Institute - Virtual

Format: Virtual (Live Zoom Sessions)

Duration: 16 weekly sessions, approximately 3.5 hours per session

Key topics include:

- Partnership Principles
- The Impact Cycle
- Better Conversations
- Engagement Data and Strategies
- Achievement Data and Strategies
- Instructional Playbooks
- Evaluating Instructional Coaching
- System Support for Coaching Programs

Estimated Cost

Item	Cost Per Participant	Quantity	Total
Registration Fee	\$1,995	9	\$17,955
Less 15% Team Discount	=		(\$2,693.25)
Less CVEF Grant			(\$9,000)
Total Registration Cost			\$6,261.75

Travel Costs: None (virtual format)

Substitute Costs: None anticipated outside contracted work hours / TBD

Total Request: \$ 6,261.75 (District Professional Development Funds)

Expected Outcomes

Following participation, attendees will:

- Apply the Impact Cycle coaching framework within the district.
- Support teachers through evidence-based coaching conversations.
- Use student engagement and achievement data to guide instructional improvement.
- Strengthen district systems for professional learning and coaching.
- Share learning with additional staff through district-based professional development opportunities