

2024-25 Title I School Improvement Grant 1003 COACHING FOR EXCELLENCE Grant

Project Purpose

For the 2024-25 school year, the New York State Education Department (NYSED or “the Department”) is providing Target Districts with schools identified for Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), and Targeted Support and Improvement (TSI) model at the beginning stages of implementing instructional coaching the opportunity to receive funding to support the employment of an instructional coach to allow the school to participate in the NYSED Coaching for Excellence program.

Eligibility

New Coaches

Target Districts with at least one non-Receiver ship school in the CSI or ATSI support model are eligible to [submit an application](#) for the 2024-25 Title I 1003 School Improvement Grant (SIG) Coaching for Excellence (CFE) funds to participate in the Foundational Coaching path of the Coaching for Excellence Supplemental Support if the following criteria are met:

1. The school did not have a school-based instructional coach during the 2023-24 school year.
2. The school has registered for the Coaching for Excellence Foundational Path Supplemental Support.
3. The school agrees to move to the instructional coach position, an existing teacher who meets the criteria below:
 - the individual identified has not served as an instructional coach or as an administrator during the 2022-23 or 2023-24 school years;
 - the individual identified is tenured; and
 - the individual identified has at least three years of teaching experience within the school identified for Comprehensive Support and Improvement; OR at least one year experience within the school identified for Comprehensive Support and Improvement AND five years’ teaching experience total.
4. The school agrees to address before September 2, 2024, any staffing needs that arise from moving the teacher to the instructional coach position.
5. The school is familiar with the [Coaching for Excellence Program Theory of Action](#)
6. The school agrees to fulfill the [Coaching for Excellence Program Participation Expectations](#)

2024-25 Title I School Improvement Grant 1003 COACHING FOR EXCELLENCE Grant

Schools that had an instructional coach during the 2023-24 school year are ineligible for New Coach funding; however, schools are able to use SIG BASIC funding to support the employment of an instructional coach and participate in the CFE Foundational path program in 2024-25. **A school does not have to receive funding through this grant to participate in the CFE Foundational path.** Any coach, including those not supported through SIG CFE New Coach funding, that completes the CFE Foundational path in 2024-25 will be eligible for CFE Bridge funding to support that coach's participation in CFE Elevate during the 2025-26 school year provided the coach continues at the school identified for additional support.

Bridge Funding (Returning CFE Coaches)

Target Districts with at least one non-Receiver ship school in the CSI, ATSI or TSI support model that participated in the NYSED CFE program during the 2022-23 or 2023-24 school year are eligible to receive CFE Bridge Funding to support the continued employment of previous CFE coaches if the following criteria are met:

1. The coach that participated in CFE continues as at least a 0.5 FTE instructional coach at the school.
2. The school has enrolled the coach in the CFE: Elevate Supplemental Support.
3. The school agrees to fulfil the [Coaching for Excellence Program Participation Expectations](#).

Funding

New Coaches

The Department will provide Districts with up to \$125,000 in funding to support the salary and benefits for the employment of up to 1.0 Full-Time Equivalent (FTE) instructional coach that participates in the CFE: Foundational Path.

The funding available may only support the costs associated with the new coach's salary and benefits. Although an individual district's salary and benefits for the instructional coaching position may be less than \$125,000, the CFE Grant cannot be applied to other school activities. However, reasonable and necessary resources to support the success of the new instructional coach may be covered through the SIG Basic grant.

The grant will cover the costs of a new instructional coach to allow the school to participate in the CFE: Foundational Path Supplemental Support for the 2024-25 school year only.

Bridge Funding

The Department will provide Districts with funding to support the continued employment of 2022-23 and 2023-24 CFE coaches that participate in the CFE: Elevate path (CFE Year 2) for the 2024-25 school year.

The Department will provide up to \$50,000 in funding to support the salary and benefits for the employment of the 1.0 Full-Time Equivalent (FTE) instructional coach or, in secondary schools

2024-25 Title I School Improvement Grant 1003 COACHING FOR EXCELLENCE Grant

only, two 0.5 FTE instructional coaches in conjunction with participation in the CFE: Elevate path.

For secondary schools that are in the CSI, ATSI, or TSI model that continue to employ a previous CFE participant as an instructional coach for 0.5 FTE at the same school and have the coach participate in the CFE Elevate Path, the Department will provide up to \$25,000 to support the salary and benefits for the employment of that individual participated in CFE.

Project Period

September 1, 2024 to August 31, 2025

Application Deadline

Completed **CFE applications are due by June 30, 2024. No extensions will be provided.** Schools that have not finalized coverage of the new CFE coach's current responsibilities (e.g. hired a replacement teacher) will be granted conditional programmatic approval; however, their application will not be sent to the Grants Finance office until coverage is finalized (e.g. the replacement teacher is hired). To mitigate instability in classroom staffing and ensure a smooth start to the school year for students, after Monday, September 2, 2024, applications will no longer be eligible for review. At that point, any school that has not finalized coverage for the CFE Foundation path coach will be ineligible to receive CFE grant funding to support their coach's participation. Substitute teacher coverage will not be accepted as an appropriate means of covering the coach's previous responsibilities.

LEAs are encouraged to submit completed applications as soon as possible to expedite the review and approval process.

Submission Instructions

To initiate the programmatic review process for this grant, eligible Districts must submit a **blue ink signed** Application Cover Page; and a School-Level Plan for each participating school to fieldsupport@nysed.gov by **June 30, 2024**.

Districts that receive programmatic approval will be provided a Project Code for the FS-10 and assigned access for submission through the NYSED Business portal.

For additional information or assistance please contact: fieldsupport@nysed.gov

2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant

Coaching for Excellence Program Theory of Action

The Office of Accountability's Field Support Services designed the Coaching for Excellence program using an evidence base supporting the benefits of Instructional Coaching¹ and the following Theory of Action:

IF the New York State Education Department provides schools identified for Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) with funding to **add** an Instructional Coach to the school staff; and:

- The Department provides the Instructional Coach with comprehensive training on the foundations of coaching; and
- The Department provides the Instructional Coach with guidance and support; and
- The Instructional Coach is provided opportunities to participate in a cohort of learners with other Instructional Coaches; and
- The Instructional Coach is familiar with the school and has experience working with students in the school community; and
- The Instructional Coach supports at least ten teachers, all of whom are willing participants that see a value in being coached by a colleague; and
- The Instructional Coach has a routine coaching schedule with minimal disruptions; and
- The Principal has found a means of ensuring that moving the teacher to a coaching position will not lessen the quality of instruction at the school; and
- The Principal introduces coaching in a manner that emphasizes that the Instructional Coach is a designated support and not an evaluator; and
- The Principal is kept informed about the support provided by the Instructional Coach and by NYSED; and
- The Principal and the Instructional Coach have opportunities to ensure that their vision for instruction is aligned;

THEN Instructional capacity at schools identified for Comprehensive Support and Improvement will increase.

¹ For additional information, see: Matthew A. Kraft, David Blazar, Dylan Hogan. [The Effect of Teacher Coaching on Instruction and Achievement: A Meta-Analysis of the Causal Evidence](#) *Review of Educational Research*, November 2016

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Coaching for Excellence Application Cover Page

District:	BEDS Code:
Address:	
Program Contact Person:	Telephone:
Address of Contact:	
E-mail Address:	Fax:

I hereby certify I am the chief school officer of the applicant LEA and that the information contained in this Application is, to the best of my knowledge, complete and accurate. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, Application guidelines and instructions, attached Assurances and Certifications, and that the requested budget amounts are necessary for the implementation of this project. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

It is understood by the applicant that this Application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Authorized Signature of Chief School/Administrative Officer (in blue ink)

Typed Name:	Date:
--------------------	--------------

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Application Packet Checklist

A complete Application consists of the following:

	Item	Checked Applicant	Checked NYSED
1.	Cover Page (1 per District)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Completed and Signed Application Statement of Assurances (1 per District)	<input type="checkbox"/>	<input type="checkbox"/>
3.	New Coaches Only: School-Level Plan (1 per school) A. School Steps B. School Narrative C. School Information Form D. School Signature Page	<input type="checkbox"/>	<input type="checkbox"/>
4.	Bridge Funding Applicants (2022-23 and 2023-24 CFE Participants) Only	<input type="checkbox"/>	<input type="checkbox"/>

Incomplete Applicants will be returned for revision. To be eligible to participate, Districts must have submitted a completed Application by June 30, 2024.

2024-25 Title I School Improvement Grant 1003 COACHING FOR EXCELLENCE Grant

Application Statement of Assurances

In order for the District to receive funds under the Title I 1003 School Improvement Grant Coaching for Excellence Program, compliance with the following statements must be attested to by the superintendent and the representative of the teachers' collective bargaining organization:

- The plan and budget have been developed in accordance with the provisions of Article Fourteen of the Civil Service Law; that is, cooperative planning occurred, and all plan components have been agreed upon by the superintendent of schools (or a representative) and the representative of the teachers' collective bargaining organization. Any amendments to the approved budget also will be developed in accordance with Article Fourteen of the Civil Service Law.
- The applicant agency hereby applies for a grant of federal funds to provide educational activities as set forth in this Application.

Coaching for Excellence Program Participant Expectations

The following are participation requirements for all Foundational and Elevate coaching grant recipients:

Introductory

- 45-minute in-person meeting with principal and coach at the participating school (July/August)
- Fall full-day Whole Group Convening in Albany (September 10, 2024) (New Coaches - Foundational Participants) OR
- Fall 90-minute Whole Group Virtual Meeting (Bridge Coaches - Elevate Participants)

Cycle One

- One-hour Coach the Coach Virtual Meeting (September/ October)
- 4.5 hour in-person Coach the Coach Session at the participating school (October/November)
- In-Person Regional Convening (November/December)
- Half-hour Individual Virtual Check-in session (December)

Cycle Two

- One-hour Coach the Coach Virtual Meeting (January)
- 4.5 hour in-person Coach the Coach Session at the participating school (January / February)
- In-Person Regional Convening (February/March)
- Half-hour Individual Virtual Check-in session (Early March)

Cycle Three

- One-hour Coach the Coach Virtual Meeting (March)
- 4.5 hour in-person Coach the Coach Session at the participating school (March/April/May)
- In-Person Statewide or Regional Convening (May)
- Half-hour Individual Virtual Check-in session (May/June)

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

In addition, the participating school will ensure that the new coach can fully participate by providing the following assurances:

- The instructional coach’s time and responsibilities will be reserved for instructional coaching. The new coach will not be utilized for “coverages” except in extreme circumstances.
- The instructional coach will not have any teaching responsibilities for the 2024-25 school year.
- A minimum of 10 teachers are committed to participating in peer coaching during the 2024-25 school year.
- The principal will participate in a 15-minute check-in during either the virtual or in-person session with the option of participating in both sessions.
- The instructional coach will obtain a copy of [Taking the Lead: New Roles for Teachers and School-based Coaches by Joellen Killion and Cindy Harrison](#), a book that will be used throughout the year as part of the NYSED Coaching for Excellence program.
- The school has completed the following sequence of required steps prior to the submission of the application:
 1. School leadership reviews and confirms commitment to the Coaching for Excellence Theory of Action and Program Expectations.
 2. School leadership presents to staff the opportunity to add an instructional coach and emphasizes the role of the coach as a support, not an evaluator.
 3. School leadership solicits interest among staff and confirms that there are at least ten staff interested in being coached.
 4. School leadership communicates interest to District leaders that the school would like to pursue this opportunity.

Name of District	
School(s) to participate in this Grant	
Name of Superintendent	
Signature of Superintendent	
Name of Teachers’ Collective Bargaining Organization Representative	
Signature of Teachers’ Collective Bargaining Organization Representative	

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

**New Coach Application: School-Level Plan
(complete 1 per school)**

The School-Level Plan consists of four components:

- A. School Steps
- B. School Narrative
- C. School Information Form
- D. School Signature Page

Districts with multiple participating schools should duplicate the pages in the School-Level Plan and have each school complete its own School-Level Plan. All submissions must be received by **June 30, 2024**.

Part A: School Steps

Eligible schools will need to complete four steps in the order listed below. Schools should identify when these steps occurred in the space below. Any sections below that are incomplete will result in this section being returned for revision.

Name of School		
	Step	When Step Occurred
1. School leadership reviews and confirms commitment to the Coaching for Excellence Theory of Action and Program Expectations .		
2. School leadership presents to staff the opportunity to add an instructional coach and emphasizes the role of the coach as a support, not an evaluator.		
3. School leadership solicits interest among staff and confirms that there are at least ten staff interested in participating in peer coaching.		
4. School leadership communicates interest to District leaders that the school would like to pursue this opportunity.		

After schools have completed these steps and begin identifying potential staff members that can serve as an instructional coach for one year, the New York State Education Department **strongly recommends** that the school considers the qualities below as part of their identification process:

- *The Instructional Coach has strong interpersonal skills;*
- *The Instructional Coach is someone that intends to remain as a teacher at the school after serving as an Instructional Coach;*
- *The Instructional Coach has an understanding of adult learning theory;*
- *The Instructional Coach Is respected by their current colleagues;*
- *The Instructional Coach has demonstrated success as a classroom teacher;*

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Schools may also find the ASCD article, [Seven Qualities of an Instructional Coach](#), helpful.

Part B: School Narrative

Participating schools must provide a response to each of the items below that indicates that the school is committed to instructional coaching as a means of schoolwide improvement and in a manner consistent with the [Coaching for Excellence Program Theory of Action](#). Any questions below that are incomplete will result in this section being returned for revision.

1. Who has been identified as the Instructional Coach?
2. What was that person’s role at the school prior to 2024-25?
3. What will the school do to address the coach leaving the role identified in #2?
4. If the response for #3 involves an additional teacher, has that person been identified/hired? If so, what is their name?
5. Describe the steps the school leadership took to determine that at least 10 teachers were interested in participating in a peer coaching model?
6. Please confirm that both the coach and the principal are aware that a NYSED representative will arrange an on-site meeting with them during the summer to answer any questions, outline expectations of the program, and discuss how to introduce the coach when staff return at the start of the 2024-25 school year.

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

7. Please confirm that the principal and coach are aware that coaches that participate in the SIG Foundation Path program are required to attend an in-person kickoff event on September 10, 2024, tentatively scheduled to occur in Albany, NY.

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Part C: School Information Form (complete 1 per school)

Schools will need to ensure that at least ten teachers will participate in peer coaching in order to participate in the program. All schools must identify the ten teachers willing to be coached as part of the application.

School Name	
Enrollment	
Number of School-Based Instructional Coaches in 2023-24	
Amount of CFE grant requested (Up to \$125,000 for schools that did not have an instructional coach in 2023-24).	
New Coach's Name	
Years of Experience at the school	
Years of Teaching Experience Total	
New coach's role during the 2022-23 school year	
New coach's role during the 2023-24 school year	

Teacher Name to be Coached	Grade and/or Subject Area
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Part D: School Signature Page

Participating schools must include the signature of the Principal and the School's Teacher Collective Bargaining Organization Representative (i.e. "Chapter Leader" or designee) indicating agreement with the following attestations:

1. The information contained in the School-Level Plan is accurate.
2. Our school will abide by the [Coaching for Excellence Program Participation Expectations](#).
3. Our school meets the [Eligibility Criteria](#).
4. Our school has enrolled in CFE: Foundational Path
5. Our school will ensure that the individual identified as the instructional coach:
 - a. has not served as an instructional coach during the 2022-23 or 2023-24 school years; and
 - b. the individual identified has at least three years of teaching experience within the school identified for Comprehensive Support and Improvement; OR at least one year experience within the school identified for Comprehensive Support; and Improvement AND five years' experience total.

Name of Participating School	
Name of Principal	
Email of Principal	
Signature of Principal	
Name of Coaching For Excellence Participant	
Email of Coaching For Excellence Participant	
Signature of Coaching For Excellence Participant	
Name of School Teachers' Collective Bargaining Organization Representative	
Signature of School Teachers' Collective Bargaining Organization Representative	

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Bridge Funding Application: School-level Plan

The Department will provide Districts with funding to support previous CFE coaches further their professional learning through the CFE Elevate program and the continued employment of 2022-23 and 2023-24 CFE coaches **as instructional coaches at the same school** for the 2024-25 school year.

- For schools that are in the CSI, ATSI, or TSI model that continue to employ the 2022-23 or 2023-24 CFE participant as an instructional coach during the 2024-25 school year, the Department will provide up to \$50,000 in funding to support the salary and benefits for the employment of a 1.0 Full-Time Equivalent (FTE) instructional coach or, in secondary schools only, two 0.5 FTE instructional coaches.
- For secondary schools that are in the CSI, ATSI, or TSI model that continue to employ a 2022-23 or 2023-24 CFE participant as an instructional coach for 0.5 FTE during the 2024-25 school year, the Department will provide up to \$25,000 to support the salary and benefits for the employment of that individual.

To be eligible, the 2022-23 or 2023-24 CFE participant MUST remain as an instructional coach at the same school in 2024-25 and the coach must enroll in CFE Elevate. To apply for this funding, please complete the chart below. Add additional charts as needed.

School Name	
Current School Support Model (e.g., CSI, ATSI, TSI)	
2022-22 or 2023-24 Coaching for Excellence Participant(s)	
Amount Requested (\$50,000 for 1.0 FTE or 2 0.5. FTEs OR \$25,000 for 1 0.5 FTE)	
Teacher Name to be Coached	Grade and/or Subject Area
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**2024-25 Title I School Improvement Grant 1003
COACHING FOR EXCELLENCE Grant**

Bridge: School Signature Page

Participating schools must include the signature of the Principal and the School’s Teacher Collective Bargaining Organization Representative (i.e. “Chapter Leader” or designee) indicating agreement with the following attestations:

1. The information contained in the application is accurate.
2. Our school will abide by the [Coaching for Excellence Program Participation Expectations](#).
3. Our school meets the [Eligibility Criteria](#).
4. Our school has enrolled in the CFE Elevate path.
5. Our school will ensure that the individual identified as the instructional coach will remain as an instructional coach in 2024-25 and participate fully in the CFE: Elevate program.

Name of Participating School	
Name of Principal	
Email of Principal	
Signature of Principal	
Name of Coaching For Excellence Participant	
Email of Coaching For Excellence Participant	
Signature of Coaching For Excellence Participant	
Name of School Teachers’ Collective Bargaining Organization Representative	
Signature of School Teachers’ Collective Bargaining Organization Representative	