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# CAS Competitive Grant Application

## COACHING SUPPORT FOR SPECIAL EDUCATION ADMINISTRATORS

Connecticut Association of Schools

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Due Date: September 11, 2020



THE CONNECTICUT ASSOCIATION OF SCHOOLS  
*Serving schools and their leaders*

## AFFIRMATIVE ACTION STATEMENT

The Connecticut Association of Schools and all contractors and subcontractors who do business with the Connecticut Association of Schools are committed to providing equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

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This Policy Statement is based on both the spirit and the letter of state and federal anti-discrimination laws, regulations and executive orders. Accordingly, care is taken to ensure that no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against. Further, the Connecticut Association of Schools will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



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## BACKGROUND FOR DEVELOPMENT OF GRANT

### **The Connecticut State Department of Education (CSDE), Bureau of Special Education and the Connecticut Association of Schools (CAS) partnership**

This special education executive coaching model has been developed as a result of many requests from the field indicating that special education administrators would benefit greatly from the support of an executive coach with special education expertise. It was determined the CSDE would support this model through an application process made available to districts. Grant awardees will receive a coach at no cost for the services provided.

The primary focus of coaching support will be to assist administrators with the reopening of schools. Additionally, coaches will work with administrators to enhance time management, organizational skills and communication strategies. Differentiated support will be provided as determined by the administrator based upon their individual, school and/or district needs. Possible outcomes may include a smooth transition to the reopen of schools; increased job effectiveness; improved staff satisfaction and retention; timely responses and resolutions to compliance related matters; improved staff and family communication; and increased parent satisfaction. It is anticipated that the coach will assist the administrator in achieving a successful reopen of schools while managing special education requirements that support effective programming and services for students with disabilities.

Through this grant, the CSDE and CAS will work collaboratively with partner districts to:

- Support a new or experienced special education administrator;
- Create a plan to support administrator during transition of reopening of schools;
- Build capacity for supporting equitable learning experiences for all students, particularly, students with disabilities; and
- Enhance district capacity for implementing and sustaining successful practices that are developed throughout the year by providing training, technical assistance and resources to identified special education administrators.

# GRANT INFORMATION

Services will be provided at no cost to the districts that are awarded the grant.

## SCOPE OF SERVICES

### 1. CAS Executive Coach

- A coach with special education expertise will be assigned to the special education administrator. The coach will meet with the administrator for up to 10 days during the grant period.
- The coach will become familiar with the district's special education department and together with the administrator will develop an action plan.
- The coach will provide technical assistance and strategies to implement the plan and achieve the goals within the plan.
- The coach will be available by email and phone.

### 2. Project updates and end of the year summary

- The coach will submit logs providing an overview of activities, questions and feedback and a self reflection of each session to include its outcomes and next steps.
- An end of the year report will be provided to each administrator, which will document activities related to the structured individualized support plan inclusive of an action plan for next steps.

## GRANT PERIOD

The grant period will end June 30, 2021.

## GRANT AWARD

The CSDE and CAS reserve the right to award this grant in a manner deemed to be in the best interest of the district and its students.

## GRANT APPLICATION SCHEDULE

Release of Grant Application:	08/28/20
Grant Application Due Date:	09/11/20

## **MINIMUM REQUIREMENTS**

The CSDE and CAS will review all grant applications. The following information, in addition to the requirements, terms and conditions identified throughout this document, will be considered as part of the Selection process.

### **Selection Criteria:**

1. Submission of grant application with responses to all questions
2. Other information and signatures as requested

Questions may be submitted in writing to:

Marie Salazar Glowski, Director of Executive Coaching, Connecticut Association of Schools – [mglowski@casciac.org](mailto:mglowski@casciac.org).

## **GRANT APPLICATION SUBMISSION**

All responses to this solicitation must be submitted as follows:

Application must include two (2) complete copies and must be received by September 11, 2020 at 4:00 PM at:

Connecticut Association of Schools  
c/o Marie Salazar Glowski, Director of Executive Coaching  
30 Realty Drive  
Cheshire, CT 06410

You may email a copy as well to [mglowski@casciac.org](mailto:mglowski@casciac.org), but we must also receive hard copies by September 11, 2020.

## GRANT APPLICATION INSTRUCTIONS

The special education administrator who will receive a coach must address the following:

- 1 Organizational information – Name and title of the special education administrator who is applying and the number of years in the position, number of other special education administrators in the department, composition of pupil personnel staff and number of schools.

Name of Special Education Administrator who is applying	
Title	
District	
Address	
School/District Telephone Number at which the applicant may be reached	
Cell Phone Number (Optional)	
Applicant Email Address	
Years in Position	
Number of other special education administrators in the department	
Composition of pupil/personnel staff	
Number of schools in district	

- 2 Describe how the special education administrator and all stakeholders will benefit from having a coach to support a transition plan as schools reopen.
- 3 Describe how this project will have a positive impact on students and has the potential to transform the culture of the department and/or the district.
- 4 Expected goals - List 2 goals that you hope will be achieved throughout the year as a result of the special education administrator working with a coach.
- 5 How will the applicant work with the district during the implementation of the grant project to sustain positive results beyond the close of the grant period?

# APPENDIX

## Statement of Assurances

PROJECT: The Connecticut Association of Schools Special Education Executive Coaching Grant:  
THE APPLICANT, \_\_\_\_\_, HEREBY ASSURES THAT:

1. The applicant has the necessary legal authority to submit a grant application.
2. The filing of this grant application has been duly authorized to file this application for and on behalf of said applicant.
3. The activities and services for which assistance will be provided under this grant will be under the control of the applicant.
4. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the CAS and the CSDE.
5. The administrator and coach will provide an end-of-year report (within 30 days of the project completion), as specified by CAS. Overall satisfaction with the services provided will be included.
6. CAS reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, reports and materials resulting from this project.
7. The applicant will protect and hold harmless the CAS from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application and in the contract, if awarded;

**I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.**

Signature \_\_\_\_\_

(By signing this electronically you confirm that this is your signature.)

Name (typed) \_\_\_\_\_

Title (typed) \_\_\_\_\_

Name of District \_\_\_\_\_ Date \_\_\_\_\_

Telephone # \_\_\_\_\_