
CAS Competitive Grant Application

COACHING SUPPORT FOR NEWLY APPOINTED SPECIAL EDUCATION ADMINISTRATORS

Connecticut Association of Schools

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Due Date: December 15, 2016



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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



TABLE OF CONTENTS

BACKGROUND FOR DEVELOPMENT OF GRANT _____ PAGES 4-5

SCOPE OF SERVICES _____ PAGE 5

GRANT APPLICATION REQUIREMENTS _____ PAGE 6

SELECTION CRITERIA _____ PAGE 6

INSTRUCTIONS _____ PAGES 6-8

ASSURANCES _____ PAGES 9-10

BACKGROUND FOR DEVELOPMENT OF GRANT

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

In August of 2016, the CSDE and CAS met to discuss and finalize a proposal which was submitted to the Executive Director of CAS and the Academic Chief, of the Academic Office for approval. This special education executive coaching model was developed as a result of many requests from the field indicating that newly appointed administrators, who are in their first to third year, and would benefit greatly from the support of an executive coach with special education expertise. This new special education model was approved in September. It was also determined the CSDE would support this model through a competitive grant process made available to districts. Grant awardees would receive a coach at no cost for the services provided.

The coaching support will help to ensure compliance with Federal and State regulations. Coaches will work with administrators to develop good time management and organizational skills. Systemic collaboration with all staff within the district will also be an area of focus. Ultimately, differentiated support will be provided as determined by district, and school needs. Possible outcomes may include 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 special education administrator will be able to manage special education requirements and timelines, improve programming and services for students with disabilities and increase collaboration across all staff.

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

- Support the transition of a new special education administrator;
- create a structured, individualized support plan for the administrator;
- build capacity for supporting equitable learning experience for all students, specifically, students with disabilities; and
- enhance district capacity for implementing and sustaining successful practices that are developed throughout the year by providing training and technical assistance and resources to identified special education administrators.

SCOPE OF SERVICES

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

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 no more than 10 school site visits 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 that are provided and a self reflection of the site visit to include its outcomes and next steps and final overview of project to CAS.
- The coach will provide an end of the year summary to CAS which will align with the end of the year summary provided by the administrator.
- An end of the year report will be provided to each new administrator, which will outline the year's activities, identify areas of strength, reflect on areas of improvement and provide goals/objectives and action plan items for next steps.

GRANT APPLICATION REQUIREMENTS

Applicants must address each of the questions in the instructions section of this application. The grant will be awarded to districts that address the following:

- 1. The district has demonstrated the need for the assignment of a coach in a clear and concise manner.***
- 2. The project is likely to have a positive impact on students and has the potential to transform the culture of the department.***
- 3. The district has the determination to support the administrator during the implementation of the project and will continue to sustain gains after the coach is no longer assigned to the district.***

Grant Period

The grant period will begin December 15, 2016 and end on June 30, 2017.

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.

SELECTION CRITERIA

A selection committee representing the CSDE and CAS will review and score all proposals. 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 POSED.**
- 2. OTHER INFORMATION AND SIGNATURES AS REQUESTED**

INSTRUCTIONS TO GRANT APPLICANTS

I. Proposal Schedule

Release of Grant Application:	November 15, 2016
Proposal Due Date:	December 15, 2016

Please clearly describe your rationale for applying for this grant and the services provided within the responses to the following:

- 1.** Organizational information - Include the title of the special education administrator, the number of years in the position, the number of individuals who are part of the special education department broken down by number of special education teachers and pupil personnel, number of identified special education students, number of self-contained classes, disability served by these classes and district student enrollment.
- 2.** Briefly describe the programs and services that are provided in your district.
- 3.** Describe why your special education administrator would benefit from having a coach and why your district should be chosen.
- 4.** Describe how the support your administrator receives will have a positive impact on students and will help to create a cohesive department.
- 5.** Expected goals - List at least 2 goals that you hope will be achieved throughout the year as a result of your special education administrator working with a coach.
- 6.** Sustainability plan - Explain how the work and goals that are achieved will be supported and sustained by the district once the coach leaves the district.

II. Grant Application Information

District

Address

District Administrator

Telephone #'s:

Email Address

III. Questions

Questions may be submitted in writing to:

Marie Salazar Glowski, Connecticut Association of Schools mglowski@casciac.org

IV. Proposal Submission

All responses to this solicitation must be submitted as follows:

Proposal must include 3 complete copies and must be received, by December 15, 2016 at:

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

Appendix A

Statement of Assurances

PROJECT: The Connecticut Association of Schools Special Education Executive Coaching Grant

Evaluators: The Connecticut Association of Schools and the Bureau of Special Education

THE APPLICANT, _____, HEREBY ASSURES THAT:

(Insert Name)

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 summary (within 30 days of the project completion), as specified by CAS. Overall satisfaction with the services provided will be included in the summary.
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 save 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 _____

Name (typed) _____

Title (typed) _____

Name of District _____ Date _____