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# CAS Competitive Grant Application

## SPECIAL EDUCATION COACHING SUPPORT FOR ADMINISTRATORS

**Connecticut Association of Schools**

**Contact:** Tiffany Caouette

**E-Mail:** [tcaouette@casciac.org](mailto:tcaouette@casciac.org).

**Electronic Copy Due Date:** CAS does not have a fixed application deadline.



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### **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 was developed as a result of requests from the field indicating that special education and other 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 executive coaching is to enhance the leadership skills of motivated, achievement-oriented professionals looking to excel in their current roles. Differentiated support will be provided as determined by the administrator based upon the individual, school and/or district needs. Possible outcomes may include creating systems of support for the new IEP implementation; 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 and staff in 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 an administrator and staff overseeing special education matters;
- Support administrator's work in new initiatives and trending problems of practice;
- Support administrator through challenges;
- Build capacity for supporting accelerated and 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 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 administrator who is applying for this grant. The coach will meet with the administrator during the grant period.
- The coach will become familiar with the district’s special education and general education staff and together with the administrator will develop an action plan as agreed upon by accepting this assignment.
- The coach will provide support and strategies to implement the plan and achieve the goals within the plan. The typical grant award for executive coaching services is approximately 40 hours throughout the school year. This equates to approximately 12-18 sessions.

### 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 20, 2025.

## 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:	August 2024
Electronic Grant Application Due Date:	Rolling acceptance

## **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 the grant application with responses to all questions
2. Other information and signatures as requested

Questions may be submitted in writing to:

Tiffany Caouette, Director of Executive Coaching, Connecticut Association of Schools

[tcaouette@casciac.org](mailto:tcaouette@casciac.org).

## **GRANT APPLICATION SUBMISSION**

Electronic copy submitted to [tcaouette@casciac.org](mailto:tcaouette@casciac.org).

## GRANT APPLICANT INSTRUCTIONS

The administrator applying for executive coaching must address the following:

***Organizational information – Please complete all information in the table below.***

Name of Administrator who is applying	
Title	
Location where the applicant has an office	
Name of Special Education Director if different from applicant	
District/School	
Address	
District/School Telephone Number at which the applicant may be reached	
Cell Phone Number	
Applicant Email Address	
Years in Position	
Number of special education administrators in the district	
Number of schools in the district	

***Expected goals--List 3 goals that you plan to achieve in the 2024-2025 school year as a result of working with a coach. These goals can be related to impact on students, impact on your own leadership capacity, and/or impact on staff. Please include data points that support these goals if data is available.***

## 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 filer 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. 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.
6. 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.
7. The district superintendent is aware of the coaching services requested and supports the time needed to invest in this work by the applicant.

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

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

Name \_\_\_\_\_

Title \_\_\_\_\_ Date Completed \_\_\_\_\_

Name of District \_\_\_\_\_ Telephone # of Applicant: \_\_\_\_\_

Mailing Address (work): \_\_\_\_\_

Superintendent Name \_\_\_\_\_

Checking this box confirms that the applicant will ensure the superintendent supports this grant application.