

CONNECTICUT ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

**SCHOOL BUSINESS & OPERATIONS INNOVATIVE PRACTICES
RECOGNITION**

2019 APPLICATION

DEADLINE: MUST BE RECEIVED BY MARCH 29, 2019

School Business and Operations Innovative Practices Recognition

The purpose of the School Business and Operations Innovative Practices Recognition is to identify effective and innovative uses of public resources in support of education, and to disseminate the ideas or practices for the benefit of public schools in Connecticut.

Eligibility

1. The district must have a full or regular CASBO membership for at least 12 consecutive months prior to application.
2. The best practice or new idea submitted must have been developed and executed by the applicant. If the entry is a group submission, only the lead person will receive the award for the group. Cooperative efforts between districts are eligible.
3. All entries must be submitted with a CASBO Official Applicant Form and must be received by March 29, 2019 at 5:00 p.m.
4. Decisions rendered by the CASBO Committee are final.

How to Apply

- ✓ Complete the CASBO Application Form and attach it to the front of the submission. Each submission must have a concise, descriptive title that conveys the subject and the date it was implemented.
- ✓ All entries must be summarized in a one or two-page (8½" x 11" page, one-side only; single or double-spaced). Summaries must be typed on plain paper (no stationery) without personal or school identification. This will be a blind-selection process, therefore context should be provided as to the size of the district, budget or enrollment where relevant. Summaries must stand-alone; do not reference other materials. Applicants must provide CASBO with their summary or submit it electronically to ssbruce@comcast.net.
- ✓ Along with five copies (if submitting hard copy) of the one or two-page summary, submit one complete copy of the entire submission. This may include, but is not limited to, webpage printouts, typewritten materials, footnotes, news clippings, board minutes, financial records, charts, or audiovisual scripts. All submissions must be printed materials or typewritten on paper. VCR tapes, transparencies, or flip charts will not be used in the judging process. Do not submit your original materials since we are unable to return them to you.
- ✓ Entries must be received by March 29, 2019 at 5:00 p.m. The official application packet must be completed in its entirety and mailed to:

CASBO
11 High Gate Lane
West Hartford, CT 06107-1010

Or submitted electronically to: ssbruce@comcast.net

Selection Process

Recipients will be chosen by a committee of CASBO members based on the potential of the practice to promote and enhance the operation of Connecticut school districts. Operations include:

- ◆ Accounting and reporting
- ◆ Financial planning and budgeting
- ◆ Operation and maintenance of plant
- ◆ Administering personnel functions
- ◆ Purchasing and supply management
- ◆ Information systems
- ◆ Food service operations
- ◆ Grant applications and reporting
- ◆ Insurance
- ◆ Collective bargaining
- ◆ Transportation

A blind-selection process will be used. Consideration will be given to the impact of the idea relative to the size of the district. The Executive Director will distribute the entries to the committee without identifying the applicant.

The committee will review all eligible entries and will select one winning entry to submit to the Connecticut State Board of Education.

Award

The School Business and Operations Innovative Practices Recognition will be announced at the annual CASBO Institute. The awardee will receive an engraved commemorative plaque. The recognition and awardee(s) information will be forwarded to the Connecticut State Board of Education for consideration of additional recognition. The lead person will receive a complimentary Institute registration.

Recognition Recipients Requirements

The award submission will be made available to the CASBO membership through a variety of means which may include posting in the ERC, newsletter article, and roundtable discussion.

Questions

If you have any questions or need an additional application, please contact Sharon Bruce, Executive Director, phone (860) 519-0023, ssbruce@comcast.net.

CASBO

School Business and Operations Innovative Practices Recognition

Official Application Form

Date Implemented: _____

Descriptive Title (not longer than 20 words): _____

Name/Lead Person: _____

Title: _____

School District: _____

Address: _____

City: _____ Zip: _____

Telephone: (_____) _____ FAX: (_____) _____

Email Address: _____

Attached is my submission implemented on _____. I hereby certify that the information in this submission is true and correct, and I authorize release of this information to CASBO to publicize it in any manner they may consider appropriate.

Signature: _____ Date: _____

Please mail application along with your one or two-page summary and entire submission to Sharon Bruce, Executive Director, CASBO, 11 High Gate Lane, West Hartford, CT 06107-1010. Or submit one complete packet electronically to ssbruce@comcast.net.

Applications must be received by 5:00 p.m. on March 29, 2019 for consideration for the 2019 Recognition. Applications received after 5:00 p.m. on March 29, 2019, will be returned to the applicant.