



Georgia Council of Administrators of Special Education
Special Education Administrator Development Academy

SPECIAL EDUCATION ADMINISTRATOR DEVELOPMENT ACADEMY
INFORMATION FOR PARTICIPANTS

1. Academy Structure

- The Academy consists of four (4) full-day sessions held in Houston County during June, September, and January.
- Two additional three-day conferences are included: the G-CASE Fall Conference in Savannah, GA (November) and the G-CASE Spring Legal Forum in Athens, GA (March).

2. Hotel Reservations

- Participants are responsible for making their own room reservations if overnight stays are required.
- Discounted hotel blocks will be available before the Fall and Spring Conferences.
- Hotel information for Houston County sessions will also be provided.

3. Travel Costs

- Travel-related expenses (e.g., mileage, hotels, meals not covered by the Academy, parking) are paid by the participant's school system, per the signed Letter of Commitment.
- Use your school system's travel forms and process for reimbursement. Ensure you bring a Tax-Exempt form for hotel stays.

4. Attendance

- If a session is missed, Academy instructors will assist participants in accessing the presented materials.
- Notify one of the Academy contacts if you expect to miss a session.

5. Dress Code

- For Houston County sessions: Business casual.
- For conferences: Business attire during sessions and relaxed clothing for evening activities.

6. Technology

- Bring a device to access presentation materials during sessions.

7. Special Dietary Needs

- Inform the Executive Director of any dietary restrictions as soon as possible.

8. Membership Benefits

- Participants receive a one-year membership in the Georgia Council of Administrators of Special Education (G-CASE).
- Participants receive a one-year membership in the Georgia Association of Educational Leaders (GAEL).
- Participants receive a one-year membership in the national Council for Exceptional Children (CEC) and the national Council of Administrators of Special Education (CASE).

9. Instructors

- Academy sessions are led by experienced state and nationally recognized professionals in Special Education, Human Resources, Student Support, Finance, and Data Management.

10. Curriculum and Project

- The curriculum aligns with the Administrator of Special Education Advanced Leadership Standards set by national CASE.
- Each participant will complete a culminating project based on a selected Standard, focused on improving outcomes for students with disabilities in their schools or districts.
- Projects will be showcased during the G-CASE Spring Legal Forum.

11. Tuition

- Tuition includes instructor fees, membership fees, books, materials, supplies, specified meals, snacks, registration for the G-CASE Fall and Spring Conferences, and administrative costs.

12. Graduation

- Graduation takes place during the G-CASE Spring Legal Forum in March.

13. Daily Schedule for Houston County Sessions

- 9:00-10:30: Session 1
- 10:30-10:45: Break
- 10:45-12:15: Session 2
- 12:15-12:45: Catered Lunch
- 12:45-2:15: Session 3
- 2:15-2:30: Break
- 2:30-4:00: Session 4

14. Academy Leadership and Contact Information

- The Special Education Administrator Development Academy is led by:
 - **Dr. Tris Gilland**, G-CASE ADA Committee Chair
Email: tgilland74@gmail.com | Phone: (770) 546-5631
 - **Dr. Zabrina Cannady**, G-CASE ADA Facilitator
Email: zabcan@gmail.com | Phone: (478) 447-4624
 - **Sarah Burbach**, G-CASE Executive Director
Email: sburbach@gael.org | Phone: (706) 474-4272

For questions, comments, or concerns, use the contact information provided above.