

MO-CASE Strategic Plan - Proposal

July 2016 - June 2018

GOAL I Leadership: Uphold and direct the future of special education in the state and nation.

Objective 1	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
Recruit and Retain Highly Qualified Special Education Administrators to the Profession.	1	Award and publicize one or more scholarships annually	Sept;	Past-Pres	One or more scholarships awarded at Fall Conference each year. Awardees shall be publicized through the website, Newsletter and the Conference Program.	
	2	Collaborate with LASE presidents, and DESE director to develop strategies to retain and prepare special education administrators.	Annually; March	LASE Coord New Directors Chair PD Chair	Report to board on activities completed	
	3	Annual Awards (publicize & recognize) <ul style="list-style-type: none"> ● New Outstanding Special Education Administrator ● Distinguished Service Recognition Award ● Student Award “Yes I Can” ● MTSS Award (outstanding progress toward implementing a viable MTSS) ● LASE Award (high level of 	Fall; Annually	Past-Pres	Awardees shall be publicized through the website, newsletter and conference program.	

		service to member districts)				
	4	Collaborate with CEC to recruit potential special education administrators through an annual membership drive.	August; Sept.	CEC Board Rep. Membership Chair	Report to Board on activities completed.	
	5	Nominate individuals for CEC, CASE, and MOCEC				
<i>Objective 2 Increase Supporter Participation in MO-CASE Activities.</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Recognize participants in conference program, newsletter and website.	Annually	PD Chair Communications Chair	Documents from year	
	2	Recruit candidates for Board positions and MO-CASE committees who are representative of our membership (geographic, urban, and rural).	Annually	President; Past President; Committee Chairs	Record of committee participation & representation- Fall Conference, Planning Committee, LASE Groups, Volunteers, Session Leaders	
	3	Conduct two annual business meetings at times/locations designed to encourage membership participation.	Annually	President	Attendance at meetings-time has been changed to encourage more participation.	
<i>Objective 3 Establish Organizational Structures that</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Maintain and implement a strategic plan.	Annually in June	President; Exec. Director President Elect	Results as shown on operation time line	

Address the Changing Needs of MO-CASE.	2	Develop and implement an annual budget designed to meet the strategic plan objectives.	Annually by June	Board; Treasurer	Implementation, and accounting reports, treasurer reports	
	3	Evaluate staffing needs and resources needed to implement the strategic plan.	March	Board; Executive Director	Report/recommendations from Executive Director	
	4	Maintain current and accurate supporter records.	Ongoing	Membership Chair; Admin Asst	Data base, newsletter, Director briefs, website	
	5	Assess and respond to needs for LASE groups and other educational organizations through affiliation with MO-CASE.	Ongoing	LASE Coord; Membership Chair; Executive Director	LASE President's Breakfast, develop additional strategies to encourage affiliation; Email Board updates to LASE Presidents after each board meeting; Letter to LASE Presidents from Executive Director and LASE Coordinator Maintain CEC Liaison position on MO-CASE Board; LASE Representatives	
	6	Maintain an operating budget balance equal to 100% of the annual operating budget.	Annually	Board; Executive Director; Treasurer	Assets; Charles Cummings Funds; Building Funds; Operating Budget	
Objective 4 Special Education Reform	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Collaborate with leadership from groups such as DESE, MSBA, MASA, MAESP, MASSP, NEA, MFT, MSTA, MASP, CEC and University Special Education Faculty through a formal advisory committee.	Ongoing	Board; Executive Director	Participation by leadership from major education organizations in Missouri.	
	2	Review or determine need for a facilitator for reform initiatives on an		Board; Executive	Participation by leadership from major education organizations in Missouri	

		annual basis.		Director		
	3	Convene 2 or 3 subsequent meetings of the organizations for the purpose of clarifying issues and achieving consensus relative to changes and improvements that may be necessary.	Ongoing	Board; Executive Director; Advocacy Chair	Agreement reached with representatives of the organizations relative to changes and improvements necessary for educational reform. Development of a formal document to articulate the changes. Discussions with the state and national leaders to advocate the recommended changes.	
	4	Advocate necessary changes with state leadership relative to state specific issues and with the congressional delegation and national education organizations relative to federal issues.	Ongoing	Board; Executive Director; Advocacy Chair	Agreement reached with representatives of the organizations relative to changes and improvements necessary for educational reform. Development of a formal document to articulate the changes. Discussions with the state and national leaders to advocate the recommended changes.	

GOAL II Advocacy: Advance MO-CASE member policy interests at the state and federal level.

<i>Objective 1 Identify and Inform Members about Key Policy Issues that Affect Special</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Actively participate with other education organizations such as MCSA, SAC, and CASE.	Annually	Policy Coordinator	Report of activities via board meetings, email and <i>The Director</i>	

Education.	2	Monitor legislative and policy activities at the state and federal levels.	Annually	Policy Coordinator	Evaluation by the Executive Director/ Policy Coordinator	
	3	Regularly inform the Board and supporters of information through the website and other communication sources, including weekly updates during the MO session. <ul style="list-style-type: none"> Proposed Addition: Include Social Media Updates via the Communication Chair - move this to Goal 3 	As needed	Advocacy Chair and Policy Coordinator	Communication posted and reviewed by the Executive Director; Policy Coordinator	
	4	Solicit input from individual special education administrators and/or MO-CASE affiliates on special education issues.	As needed	Advocacy Chair Policy Coordinator	Response to requests	
Objective 2 Advocate for Organizational Policy Recommendations.	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Establish an advisory relationship with the Office of Special Education at the DESE by facilitating a mechanism for systematic review of and response to policy and practice decisions, establishing a coalition of administrators to influence critical policy and practice decisions.	Annually	Executive Director	Documentation of DESE participation at Board meetings Documentation of MO-CASE participation in DESE committees	
	2	Develop an annual legislative platform; organizational position statements, talking points, and similar documents as needed to address key issues.	As needed	Advocacy Chair Policy	Positions communicated Platform developed	

				Coordinator	
	3	Provide organizational recommendations to policy makers including participation in the CASE Leadership Seminar in Washington, DC.	On-going	Advocacy Chair Policy Coordinator Board Members	Testimony, Written documents, Direct contacts and other communications including those done as part of the CASE Leadership Seminar Hill Day.
	4	Complete a White Paper on MTSS			
	5	Conducate advocacy training(s) and expand to regional locations as feasible.	Annually	Advocacy Chair; Policy Coordinator	Seminar to be conducted

GOAL III Support: Provide Services and Resources to Special Education Administrators

<i>Objective 1 Connect Special Education Administrators in Meaningful Mentoring Relationships through LASE</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Collaborate with LASE Groups to provide Mentors for new special education administrators.	On going	LASE Coord; LASE Reps; New Dir Chair	Identify who needs a mentor via LASE; send a request to the LASE President to survey their group. Encourage each LASE Group to increase their mentor list by 1 annually. Request the LASE Pres send a copy of the agenda and list of individuals who need a mentor to the LASE Coord.	

Groups.					Obtain an updated list from DESE to see if additional mentors had been added and to make sure they were assigned to a mentee.	
	2	Develop Pre or Post-Conference workshops for new directors in conjunction with MO-CASE Conferences throughout the year for new directors as a follow-up to the summer workshop.	Twice per Year	Conference & Program Chairs LASE Coord; LASE Reps	Post conference workshops will be offered in conjunction with Conferences.	
	3	Provide follow-up curriculum for the Summer Institute to implement in September, December, & March.	August	New Directors/ AMP Chair; Exec Director	Develop & implement the curriculum that correlates with the administrative tasks of each timeframe	
	4	Conduct survey of strengths & weaknesses of mentoring program & make modifications accordingly. Participation in DESE New Director Planning Committee.	May	New Directors/ AMP Chair; Exec Director	Survey Results	
	5	Assist area LASE groups in creating local mentor/mentee process for individuals who are functioning as process coordinator	On going	New Directors (AMP Chair) Exec Director LASE Coord	Assign mentor/mentees through LASE & notify MO-CASE of names & periodically check to see if they need anything from MO-CASE	
Objective 2 Distribute Relevant Information and Resources to the Membership	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Survey districts regarding needs through electronic survey.	On-going	Exec. Director; President; Administrative Asst.	Survey results from Fall conference, Winter Institute and Spring Law Conference	

	2	Dissemination of board information and updated guidance regarding relevant information, including Board updates to LASE Presidents for distribution to LASE members a minimum of four times annually.	On-going	Ex. Director; LASE Coordinator	Dissemination of Board Information	
	3	Publish a minimum of 5 newsletters per year that relate to those needs identified by members.	Annually	Newsletter Editor; Admin. Asst., Exec Director; Advocacy Rep.	Completion of Quarterly newsletters	
	4	Maintain website with information relevant to members. Develop social media sites.	On-going	Ex. Director; Admin Assistant; Advocacy Rep	The Board will annually review the website at the June Board Meeting: Board Minutes will reflect recommended updates. Add links to helpful websites Newsletters will be archived LASE Agendas/meeting times will be added under new LASE tab.	
	5	Social Media updates will be made in conjunction with MO-CASE activities	On-going	Communicatio ns Chair		
<i>Objective 3 Increase Number of MO-CASE Supporters Who are also CASE Members.</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Notify members of access to CASE updates online.	Ongoing	Membership Chair LASE Coord	Email notification by October 1 st of year, directions on website and information in newsletter	
	2	Disseminate CASE information to LASE Presidents for distribution to LASE members.	Ongoing	Membership Chair LASE Coord	Newsletters with CASE information. Dissemination of CASE information to LASE Presidents.	

	3	Annually conduct a CASE membership drive through email	August – December	Membership Chair Exec Director	Email LASE contacts & send newsletters by October 1 st of each year	
--	---	--	-------------------	-----------------------------------	--	--

GOAL IV Education: Provide Ongoing Support to Meet the Informational and Educational Needs of MO-CASE Supporters

<i>Objective 1 Implement an Annual Plan Outlining Needs Identified by MO-CASE Supporters Related to Professional Development</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	The MO-CASE Board of Directors (BOD) will serve as the Professional Development Planning Committee and is responsible for all professional development activities.	Annually	PD Chair President Elect	Responsible for planning and organizational duties for MO-CASE Conferences and other means of professional development.	
	2	The BOD reviews all available data sources, including conference evaluations, member surveys, new legislative requirements, DESE outcomes and LASE/Board Feedback.	Annually	PD Chair President Elect	Summary of Results, suggestions from conference evaluations, annual member survey	
	3	BOD identifies key priorities for the upcoming year and matches those priorities with the organizational structures for professional development.	Prior to Each PD	PD Chair President Elect	PD aligned to strategic plan. Develop a PD plan with data, key priorities, strategic plan alignment. Organizational/planning meeting in summer.	
<i>Objective 2 Provide High</i>	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date

Quality Professional Development Opportunities for Members and Supporters	1	Provide a minimum of two high quality professional development opportunities per year that relate to those needs as identified by supporters.	Annually	PD Chair, President Elect	Evaluation Forms, Conf. Summary	
	2	Investigate and explore other professional development activities in a variety of formats.	On-going	PD Chair; President Elect	PD Chair report of activities in the Unit Report. New Directors program designed for special ed administrators; Explore a variety of presentation formats; Advocacy trainings; Sunday Law Seminar subcommittee needs to be developed.	
	3	Participate in national CASE Board meetings and conferences.	Annually	Exec Director, President, President-Elect & Board Members at the digression of President	Report to Board, LASE groups, newsletter, &/or website	
	4	Present a model Missouri program at a national conference as appropriate.	Annually	PD Chair	Report to Board – add to agenda and get reports each meeting.	
Objective 3 Collaborate with Other Organizations to Provide Educational Opportunities for Special Education Administrators through Yearly Contact	#	Strategy	Timeline	Person Responsible	Criteria	Results; Date
	1	Contact will be made to other educational organizations suggesting both presentations and articles that can be disseminated by MO-CASE members to their memberships.	On-going	Board, Exec Dir, Adv Rep, President, PD Chair	Summary of activities; Newsletter to other partners; Present at other conferences; Document contact on log sheet; Work with leaders from other organizations to write and submit joint articles for both group's publications.	