

MO-CASE Strategic Plan

July 2016 - June 2018

| GOAL I Leadership: Uphold and direct the future of special education in the state and nation. | | | | | | |
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| Objective 1 Recruit and Retain Highly Qualified Special Education Administrators to the Profession. | # | Strategy | Timeline | Person Responsible | Criteria | Results; Date |
| | 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. | Completed 2016 Completed 2017 |
| | 2 | Collaborate with LASE presidents, and DESE NEA 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 | Kelli W participates on NDA planning team. LASE groups are active |
| | 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 service to member districts) | Fall; Annually | Past-Pres | Awardees shall be publicized through the website, newsletter and conference program. | Completed 2016 Completed 2017 |

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| | 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. | In process |
| | 5 | Nominate individuals for CEC, CASE, and MOCEC for leadership and committee roles | Annually | President | | Phyllis W – President Elect CASE, Carrie T – Treasurer – CASE, Vicki M – PD Committee CASE |
| <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 | Newsletter, Conference programs |
| | 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 | All positions filled – all areas represented |
| | 3 | Conduct two annual business meetings at times/locations designed to encourage membership participation. Explore one virtual meeting only. | Annually | President | Attendance at meetings-time has been changed to encourage more participation. | Meeting completed – Fall and Spring Conferences |
| <i>Objective 3 Establish Organizational Structures that Address the Changing Needs of MO-CASE.</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 | Strategic Plan in place, Updated on regular cycle |
| | 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 | Budget built and monitored monthly by Treasurer and Exec |

updated June 2018

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| | | | | | Board | |
| | 3 | Evaluate staffing needs and resources needed to implement the strategic plan. | March | Board; Executive Director | Report/recommendations from Executive Director | Done - new position added for 2018 - Director of Innovation and Learning |
| | 4 | Maintain current and accurate supporter records. | Ongoing | Membership Chair; Admin Asst | Data base, newsletter, Director briefs, website | Membership shared at each Board meeting |
| | 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 | done |
| | 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 | done |
| <i>Objective 4 Special Education Reform</i> | # | Strategy | Timeline | Person Responsible | Criteria | Results; Date |
| | 1 | Collaborate with leadership from groups such as DESE, MSBA, MASA, MAESP, MASSP, NEA, MO-DEC, 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. | done |
| | 2 | Convene 2 or 3 subsequent meetings of the organizations for the purpose of clarifying issues and achieving | 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 | Advisories committees, Board meetings |

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| | | consensus relative to changes and improvements that may be necessary. | | | articulate the changes. Discussions with the state and national leaders to advocate the recommended changes. | |
| 2 | | 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. | Platform |

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 Education.</i> | # | Strategy | Timeline | Person Responsible | Criteria | Results; Date |
|--|----------|--|-----------------|--|---|----------------------|
| | 1 | Actively participate with other education organizations such as MCSA, SAC, SEAP and CASE. | Annually | Policy Coordinator | Report of activities via board meetings, email and <i>The Director</i> | ongoing |
| | 2 | Monitor legislative and policy activities at the state and federal levels. | Annually | Policy Coordinator | Evaluation by the Executive Director/ Policy Coordinator | ongoing |
| | 3 | Regularly inform the Board and supporters of information through the website and other communication sources, including weekly updates during the MO Legislative Session | As needed | Advocacy Chair and Policy Coordinator | Communication posted and reviewed by the Executive Director; Policy Coordinator | ongoing |

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| | | | | Communication Chair | | |
| 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 | ongoing |
| | 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 Coordinator | Positions communicated Platform developed | ongoing |
| | 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. | ongoing |
| | 4 | Conduct advocacy training(s) and expand to regional locations as feasible. | Annually | Advocacy Chair; Policy Coordinator | Conducted in November | done |

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

| Objective 1 | # | Strategy | Timeline | Person Responsible | Criteria | Results; Date |
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| Connect Special Education Administrators in Meaningful Mentoring Relationships through LASE Groups. | 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. Obtain an updated list from DESE to see if additional mentors had been added and to make sure they were assigned to a mentee. | ongoing |
| | 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. | ongoing |
| | 3 | Conduct survey of strengths & weaknesses of mentoring program & make modifications accordingly. | May | New Directors/ AMP Chair; Exec Director | Survey Results | in-process done |
| | 4 | Participation in DESE New Director Planning Committee. | | | | |
| | 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 | ongoing |

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| | 6 | Provide Social Media Updates to members regarding MO-CASE activities especially during conferences. | On going | Communication Chair | Survey Results | ongoing |
| <i>Objective 2 Distribute Relevant Information and Resources to the Membership</i> | # | 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 | ongoing |
| | 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 | ongoing |
| | 3 | Publish a minimum of 4 newsletters per year that relate to those needs identified by members. | Annually | Newsletter Editor; Admin. Asst., Exec Director; Advocacy Rep. | Completion of Quarterly newsletters | done |
| | 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. | done |
| <i>Objective 3 Increase Number of MO-CASE Supporters Who are also CASE</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 | done |

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| Members. | 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. | done |
| | 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 | done |

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 |
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| | 1 | 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 | done |
| | 2 | 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. | done |
| <i>Objective 2 Provide High Quality Professional Development Opportunities for</i> | # | Strategy | Timeline | Person Responsible | Criteria | Results; Date |
| | 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 | done |

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| Members and Supporters | 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. | in process |
| | 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 | done |
| | 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. | Not yet addressed |
| 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. | ongoing |