

**INTERNAL OPERATION TIMELINE
MO-CASE STRATEGIC PLAN
2010-2012**

Goal Objective Strategy	Timeline For Completion	Person Responsible	Cost Estimate	Actual Cost	Criteria For Performance	End Results/Date
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Goal I - Leadership: Uphold and direct the future of special education in the state and nation.						
Objective 1 – Recruit and retain highly qualified special education administrators to the profession.						
Strategies						
i. Award and publicize one or more scholarships per year.	Sept/annually	Past- President	\$6000		One or more scholarships awarded at Fall Conference each year. Awardees shall be publicized through the website, Newsletter and the Conference Program.	
ii. Increase by at least \$7500.00 annually the Charles Cummings Scholarship fund toward permanent endowment that would yield \$5000.00 annually.	June/ Annually	Pres-elect	\$7500		\$7500 or more starting at \$96,152 as of May 31, 2010.	
iii. Collaborate with LASE presidents, DESE and IHE's to develop strategies to retain and prepare special education administrators.	Annually/March	LASE Coordinator AMP Committee Chair PD Chair Conference Planning Chair	-0-	-0-	Report to board on activities completed	
iv. Award and publicize annually recognition of new outstanding administrator.	Fall/Annually	Past-President	\$150	-0-	New special education administrator awarded annually. Awardees shall be publicized through the website, newsletter and conference program.	
vi. Collaborate with CEC to recruit potential special education administrators.	Spring/Annually	CEC Board Rep.	Cost of brochures-\$20	-0-	Report to Board on activities completed.	

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Objective 2 – Increase member and supporter participation in organizational activities.						
Strategies						
i. Recognize participants in conference program, newsletter, website, etc.	Annually	Conference chair/ newsletter chair	-0-	-0-	Documents from year	
ii. Provide networking activities for first time conference attendees.	Annually	Conference co-chair	-0-	-0-	Develop conference activities for first time attendees – Fall Conf. networking breakfast for LASE groups	
iii. Recruit candidates for Board positions and MO-CASE committees who are representative of our membership (geographic, urban, rural)	Annually	President/ Past President and Committee Chairs	-0-	-0-	Record of committee participation & representation- Fall Conference, Planning Committee, LASE Groups, Volunteers, Session Leaders	
iv. Conduct two annual business meetings at times/locations designed to encourage membership participation.	Annually	President	-0-	-0-	Attendance at meetings-time has been changed to encourage more participation. Will estimate number of participants.	

Objective 3 – Establish organizational structures that address the changing needs of MO-CASE						
Strategies						
i. Maintain and implement a strategic plan.	June/Annually	President/ Exec. Director	-0-	-0-	Results as shown on operation time line	6-2010 plan developed
ii. Develop and implement an annual budget designed to meet the strategic plan objectives.	June/Annually	Board/Treasurer			Implementation, and accounting reports, treasurer reports	6-2010 FY 11 Budget Approved
iii. Evaluate staffing and	March	Board, Executive	-0-		Report/recommendations from Executive	

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other resources needed to implement the strategic plan		Director			Director	
iv. Maintain current and accurate member records and communication vehicles.	January/Annually	Membership Chair/Admin Asst	-0-		Data base, newsletter, Director briefs, website	
v. Assess and respond to needs of LASE groups and other educational organizations through affiliation with MO-CASE.	Ongoing	LASE Coordinator/ Membership Chair/Executive Director	-0-		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	
vi. Maintain an operating budget balance equal to 100% of the annual operating budget.	-Annually by January	Board/Executive Director	-0	-0-	(assets – CC funds– building funds/ operating budget)	6/10: 156%
vii. Establish a restricted budget fund to fund the lease of office space and expenses.	January 2012	Board/Executive Director	-0--	-0-	Financial reports Finance Committee	January 2012

Goal II – Advance MO-CASE member policy interests at the state and federal levels.						
Objective 1 – Identify and inform members about key policy issues that affect special education.						
Strategies						
i. Actively participate with	Annually	Legislative chair	\$4000	\$4000	Report of activities via board meetings,	

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other education organizations such as SEAC and MCSA, CASE		Advocacy Rep Policy Coordinator	\$5000	\$5000	email and <i>The Director</i>	
ii. Monitor legislative activities at the state and federal levels.	Annually	Advocacy Rep Policy Coordinator			Evaluation by the Executive Director/ Policy Coordinator	
iii Regularly inform the Board and members of issues of importance through the web site and other communication vehicles, including weekly updates during the MO session.	As needed	Legislative chair Advocacy Rep			Evaluation by the Executive Director/ Policy Coordinator	KIM HART STEVEN BELDIN
iv. Solicit input from individual special education administrators and/or MO-CASE affiliates on special education issues.	As needed	Legislative chair Advocacy Rep			Documentation on inquiries, consider developing a list serve for members	

Objective 2 – Advocate for organizational policy recommendations.						
Strategies						
i. Encourage DESE participation at MO-CASE Board meetings and other activities.	In conjunction w/ MO CASE activities	President/Executive Director			DESE participation	
ii. Encourage MO-CASE participation on key DESE committees.	Annually	President			MO CASE participation	
iii. Establish an advisory relationship with the Division	Annually	President			Establish Advisory relationship	

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of Special Education within the DESE.						
iv. Develop organizational position statements on key issues.	As needed	Legislative Chair	TBD		Positions communicated	
v. Utilize a variety of communications to seek support for organizational positions.	As needed	Advocacy Rep Executive Director President			List of communication strategies used	
vi. Provide organizational recommendations to policy makers.	On-going	Legislative Chair			Testimony, Written recommendation, Direct Contacts	
vii. Ensure that lobbying activities remain consistent with the 501 (c) (3) state of MO-CASE	Annually	Advocacy Rep Executive Director Treasurer			<15% of operating budget	
viii. Conduct an annual leadership seminar.	Annually	Ex. Director, PD Chair, Advocacy Rep, Legislative Chair	TBD		Seminar to be conducted	
ix. Contract to obtain professional advocacy services						
ix. Contact other educational organizations sharing both MO-CASE priorities and current issues in the field.	On-going	Board, Executive Director, Advocacy Rep., President	500.00		Summary of activities	

Goal III –Support: Provide services and resources to special education administrators

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Objective 1 – Connect special education administrators in meaningful mentoring relationships through LASE groups.

Strategies						
i. Collaborate with LASE Groups to provide mentoring to new special education administrators.	On going	LASE Coordinator LASE Reps AMP Chair	0	0	Identify who needs a mentor in each LASE Group by sending a request to the LASE President to survey their membership. Encourage each LASE Group to increase their individual LASE mentor list by 1 annually. Request that the LASE President send a copy of the agenda as well as the list of individuals who need a mentor to the LASE Coordinator. Obtain an updated list from DESE to see if additional mentors had been added and to make sure they were assigned to a mentee.	
ii. Collaborate with DESE to develop post-conference workshops in conjunction with the Fall Conference and Winter Institutes for new directors as a follow-up to DESE’s summer workshop.	Fall Conference Winter Institute	Conference & Program Chairs LASE Coordinator and LASE Reps	0	0	Post conference workshops will be offered at the Fall, Winter and Spring Conferences.	

Objective 2 – Distribute relevant information and resources to the membership.

Strategies						
i. Survey districts regarding needs.	On-going	Exec. Dir./ President Administrative Asst.	TBD	TBD	Survey results from Fall conference, Winter Institute and Spring Law Conference	

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ii. Notify members of access to CASE updates on-line.	On-going	Ex. Director	0	0	Email notification by October 1 st of each year, directions on web-site and information in newsletter	
iii. 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	0	0	Dissemination of Board Information	
iv. Publish a minimum of 5 newsletters per year that relate to those needs identified by members.	Annually	Newsletter Editor, Admin. Asst., Executive Director, Advocacy Rep.	///?		Completion of Quarterly newsletters	
v. Maintain website with information relevant to members.	On-going	Ex. Director/ Admin. Assistant Advocacy Rep	\$600	\$600	The Board will annually review the website at the June Board Meeting: Board Report will reflect changes, etc. Will add links to helpful websites Newsletters will be archived LASE Agendas/meeting times will be added under new LASE tab.	

Goal IV – Education: Provide ongoing support to meet the informational and educational needs of MO-CASE members and supporters.						
Objective 1 – Implement an annual plan outlining needs identified by MO-CASE members and supporters related to professional development.						
Strategies						
i. A Professional Development Planning	Annually	PD Chair President Elect	\$200		– Professional Development Committee responsible for planning and	6/10- Shantel Farnan appointed as Professional

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Committee is appointed-including key board members responsible for all professional development activities.					organizational duties for Fall, Winter and Spring Law conference.	Development Chair
ii. Professional Development Committee reviews all available data sources, including conference evaluations, member surveys, new legislative requirements, SPP outcomes and LASE/Board feedback.	October of each year	PD Chair President Elect	\$400		Summary of Results, suggestions from conference evaluations, May member survey Board review of SPP to assist with supporting membership	Results from May member survey
iii. Professional Development Committee identifies key priorities for the upcoming year and matches those priorities with the organizational structures for professional development.	June of each year October Transition Meeting	PD Chair President Elect	-0-		PD aligned to strategic plan	

Objective 2 – Provide high quality professional development opportunities for members and supporters.						
Strategies						
i. Provide a minimum of three conferences per year that relate to those needs as identified by members.	Annually	PD Chair, President Elect, PD Committee	Determined annually	Determined annually	Evaluation Forms, Conf. Summary	
ii. Develop methods to gain feedback on the success of the organization's professional development strategies	Annually	PD Chair and Committee	-0-	-0-	Summary of Results, suggestions from conference evaluations, member survey	

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iii. Investigate and explore other professional development activities.	On-going	PD Committee	TBD		PD Committee report of activities AMP program designed for special ed administrators -Explore a variety of presentation formats ECSE Eligibility/Regional Trainings	
iv. Participate in national CASE Board meetings and conferences.	Annually	Executive Director, President, President-Elect Board Members at the digression of President	\$6000	\$6000	Report to Board	
v. Present a model Missouri program at a national CASE conference as appropriate.	Annually	PD Chair and Committee	\$4000	\$4000	Report to Board	

Objective 3 – Collaborate with other organizations providing educational opportunities for special education administrators through yearly contact.						
Strategies						
i. Contact will be made to other educational organizations suggesting both presentations and articles that	On-going	Board, Executive Director, Advocacy Rep, President Professional			Summary of activities Newsletter to other organizations Presenting at other conferences What's New in Special Education	

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can be disseminated by MO-CASE members to their memberships.		Development Chair			Powerpoint	
Objective 4– Increase membership and supporter base.						
Strategies						
i. Recognize annually the LASE group that has the greatest percentage of MO-CASE supporters. Increasing LASE Membership-Recognizing New LASE Groups and those with increased attendance.	Annually	Membership chair & LASE liaison	-0-	-0-	Affiliate(LASE) with greatest % of supporters, recognize @ fall conference & media	
ii. Recognize annually the LASE group that has the greatest percentage increase of CASE membership.	Annually	Membership chair & LASE liaison	-0-	-0-	Affiliate with greatest % of CASE members, recognize @ fall conference & media	
iii. Connect with special education contacts in all Missouri school districts.	Annually	Membership chair	-0-	-0-	Record of contacts and conference evaluations	
Objective 5 – Increase member and supporter participation in organizational activities.						
Strategies						
i. Recognize participants in conference program, newsletter, website, etc.	Annually	Conference chair/ newsletter chair	-0-	-0-	Documents from year	
ii. Provide networking activities for first time conference attendees.	Annually	Conference co-chair	-0-	-0-	Develop conference activities for first time attendees – Fall Conf. networking breakfast for LASE groups	
iii. Recruit candidates for	Annually	President/ Past	-0-	-0-	Record of committee participation &	

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iv. Conduct two annual business meetings at times/locations designed to encourage membership participation.	Annually	President	-0-	-0-	Attendance at meetings-time has been changed to encourage more participation.	