**WV CASE Strategic Plan**

**Work Plan**

**2014-2015**

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| 1. **WV CASE will directly provide information and professional development to members based upon established needs.** | | | | | | | | | | | | | | | |
| **Activities** | **Persons Responsible** | | | | **Expected Completion Date** | | | | | | **Progress Update** | | | | |
| **1.1 WV CASE members will be surveyed annually to determine their professional development needs.** | **Executive Committee** | | | |  | | | | | |  | | | | |
| 1.1.1 Executive committee will review and revise survey questions to ascertain needed professional development for local special education directors. | Executive Committee | | | | October, 2014 | | | | | | Completed | | | | |
| 1.1.2 Survey will be disseminated through Survey Monkey to all current LEA and RESA special education directors and WV CASE members. | Lesa Hines  And Mary Anne | | | | November, 2014 | | | | | | Completed | | | | |
| 1.1.3 Request RESA special education directors to provide an opportunity at RESA level special education directors’ meeting to complete survey. |  | | | | December, 2014 | | | | | | Completed | | | | |
| 1.1.4 Survey results will be analyzed to determine prioritized list of professional development topics. | Executive Committee | | | | December, 2014 | | | | | | Completed | | | | |
| **1.2 At least annually, WV CASE will provide professional development activities (based on survey results) at a pre-conference WVCEC.** | **Executive Committee** | | | |  | | | | | |  | | | | |
| 1.2.1 WV CASE Executive Committee members will meet with presenter to identify conference session content. | Executive Committee | | | | September, 2014 | | | | | | Completed | | | | |
| 1.2.2 WV CASE will collaborate with WVCEC to plan fall conference. | President-Elect | | | | January, 2015 | | | | | | Completed and Ongoing | | | | |
| 1.2.3 Explore the possibility of a expanding the WV CASE conference. | Executive Committee | | | | November, 2014 | | | | | | Executive committee met and discussed and chose not to expand at this time. | | | | |
| **1.3 Build relationships with other state educational associations such as WVASA, WVCEC and WVSHRO and higher education in providing professional development.** | **Executive Committee** | | | |  | | | | | |  | | | | |
| 1.3.1 Participant in WVCEC Executive Committee meetings in an effort to collaborate on professional development. | President | | | | June, 2015 | | | | | | Ongoing. Lesa has met with the CEC Executive Committee to make preliminary reservations and plans for annual conference. | | | | |
| 1.3.2 Disseminate fall conference brochure/registration to WVSHRO and WVASA membership. | Executive Committee | | | | October, 2014 | | | | | | Completed – Lesa and Vic WVASA  Don WVSHRO | | | | |
| 1.3.3 Communicate professional development activities from other state education associations and higher education that address topics aligned with the WV CASE survey. | Executive Committee | | | | June, 2015 | | | | | | Continuing with plans to facilitate a round-table executive committee with higher education. Consider utilizing Benedum Cohort. | | | | |
| 1. **WV CASE will be active in the mentorship of newly appointed special education leaders.** | | | | | | | | | | | | | | | |
| **Activities** | | **Persons Responsible** | | | | **Expected Completion Date** | | | | | **Progress Update** | | | | |
| **2.2 Work collaboratively with the WVDE and RESAs to provide, evaluate and revise mentorship program.** | | **Executive Committee** | | | |  | | | | |  | | | | |
| 2.2.1 Work collaboratively with the WVDE to provide the mentorship program for new special education directors. | | Executive Committee | | | | October, 2014 | | | | | Ongoing. Mentorship program is established and there are 5 new directors receiving mentorship. This will be revisited annually. | | | | |
| 2.2.2 Collaboratively review applications with WVDE OSP to pair mentor and mentees within each RESA annually. | | WVDE/Selection Committee | | | | March, 2015 | | | | | Completed for 2014/2015. Ongoing for 2015/2016. | | | | |
| 2.2.3 Survey new special education directors to determine needed professional development to identify topics for leadership academies and RESA sessions. | | WVDE/Executive Committee | | | | April, 2015 | | | | | Completed | | | | |
| 2.2.4 Present RESA specific survey results of professional development needs for new directors to RESA special education directors to encourage facilitation of mentor/protégé PD sessions. | | Executive Committee | | | | June, 2015 | | | | | Results have been collected and reviewed but not disaggregated by RESA. Continuing. | | | | |
| 2.2.5 Survey participants of the mentorship program to evaluate the mentorship program. | | WVDE/Executive Committee | | | | June, 2015 | | | | | Ongoing. First full year of implementation has just been completed. | | | | |
| 2.2.6 Analyze survey results to make necessary revisions to the mentorship program. | | WVDE/Executive Committee | | | | June, 2015 | | | | | Ongoing. First full year of implementation has just been completed. | | | | |
| 1. **WV CASE will provide leadership in shaping policies and legislation that affect special education.** | | | | | | | | | | | | | | | |
| **Activities** | | | | **Persons Responsible** | | | **Expected Completion Date** | | | | | **Progress Update** | | | |
| **3.1 Seek input from members on policy and legislative priorities.** | | | | **Legislative Committee** | | |  | | | | |  | | | |
| 3.1.1 Solicit responses from membership through a variety of forums, such as, but not limited to, membership meetings, emails, face-to-face, comments collected from WV CASE website. | | | | Legislative Committee Chair | | | June, 2015 | | | | | Ongoing  Information gained from evaluation forms provided at annual conference and via survey to membership through listserv | | | |
| **3.2 Provide written input on relevant State Board policies that are currently on review.** | | | | **Legislative Committee** | | |  | | | | |  | | | |
| 3.2.1 On behalf of WV CASE, collect and submit comments for WVDE policies on review either electronically or during membership meetings. | | | | Legislative Committee | | | June, 2015 | | | | | Policy 2419 Hearings reviewed with membership at annual meeting. Oral comments submitted by Don at Morgantown hearing | | | |
| **3.3 Be a voice with the WV Legislature on issues related to services for exceptional students.** | | | | **Legislative Committee** | | |  | | | | |  | | | |
| 3.3.1 Visit legislative offices during session(s). | | | | Legislative Committee | | | June, 2015 | | | | | Don visited legislature and met with legislators during session | | | |
| 3.3.2 Alert membership when action is necessary on significant legislation. | | | | Legislative Committee Chair | | | June, 2015 | | | | | Don presented updates and highlights to membership committee at annual meeting and to executive committee at Feb. meeting | | | |
| **3.4 Represent WV CASE members at the national level with CEC/CASE International political endeavors with Congress.** | | | | **Legislative Committee** | | |  | | | | |  | | | |
| 3.4 Legislative Committee members will attend national level CASE Annual Legislative Leadership Seminar. | | | | Legislative Committee Chair | | | Annual meeting in July | | | | | Don attended the Annual Legislative Leadership Seminar in July, 2014. He will be attending again in July, 2015. | | | |
| **3.5 Be a voice of positive change at the state level with the Office of Special Programs.** | | | | **Legislative Committee** | | |  | | | | |  | | | |
| 3.5.1 Meet with WVDE OSP Executive Director to discuss WV CASE concerns/issues. | | | | Executive Committee | | | June, 2015 | | | | | Executive committee met with Pat Homberg June, 2015 and with Dr. Martriano in February, 2015. | | | |
| **3.6 Provide input to the West Virginia Advisory Council for the Education of Exceptional Children (WVACEEC) on relevant issues.** | | | | **President or designee** | | |  | | | | |  | | | |
| 3.6.1 Annually, attend a WVACEEC meeting to present WV CASE policy or legislative issues/concerns. | | | | President or designee | | | February, 2015 | | | | | Gia Deasy and Lesa Hines presented in Marion County at the WVACEEC meeting. | | | |
| **3.7 Advocate with West Virginia’s larger education community and the WV State Department of Education for the critical issues WV CASE is addressing.** | | | | **Executive Committee** | | |  | | | | |  | | | |
| 3.7.1 Present legislative goals/activities to WVASA during membership meeting. | | | | Legislative Chair | | | June, 2015 | | | | | Don and Lesa attended the WVASA membership meeting. Information was provided informally to members of the group. | | | |
| 1. **WV CASE will increase membership to include all current personnel in special education leadership positions.** | | | | | | | | | | | | | | | |
| **Activities** | | | | **Persons Responsible** | | | | **Expected Completion Date** | | | | | **Progress Update** | | |
| **4.1 In an attempt to retain current membership, individual contacts will be made with members who do not renew at the end of their membership term.** | | | | **Membership Committee** | | | | |  | | | | |  | |
| 4.1.1 Membership lists will be monitored monthly to prompt upcoming renewals of membership. | | | | Membership Committee Chair | | | | | June, 2015 | | | | | List monitored by Gia, Membership chair. | |
| 4.1.2 Non-renewed members will be contacted to “remind” them to rejoin CEC and CASE. | | | | Membership Committee Chair | | | | | June, 2015 | | | | | Ongoing | |
| **4.2 Applications to be mailed and contacts made with non-members during CASE membership drive.** | | | | **Membership Committee Chair** | | | | |  | | | | |  | |
| 4.2.1 During CASE membership drive, CEC/CASE applications will be distributed during RESA special education directors’ meetings at each RESA and any other organized meetings of special education directors. | | | | Membership Committee Chair | | | | | June, 2015 | | | | | Information provided at CASE annual conference and OSP Fall Meeting. | |
| 4.2.2 During CASE membership drive, mail/email CEC/CASE applications to all non-member directors. | | | | Membership Committee Chair | | | | | June, 2015 | | | | | Not completed. Ongoing. | |
| 4.2.3 Provide membership incentive to be awarded at fall directors’ conference. | | | | Membership Committee Chair | | | | | June, 2015 | | | | | To be completed at Fall, 2015 directors’ conference. | |
| 1. **WV CASE will develop a website for members as a means of facilitating communications and networking among membership.** | | | | | | | | | | | | | | | |
| **Activities** | | | **Persons Responsible** | | | | | | | **Expected Completion Date** | | | | | **Progress Update** |
| **5.1 Will include survey results of membership.** | | | **Communication Committee**  **Chair** | | | | | | |  | | | | |  |
| 5.1.1 Professional development survey results will be posted on the WV CASE website. | | | Communication Committee  Chair | | | | | | | June, 2015 | | | | | Completed with links on the WV CASE website.  www.wvcase.weebly.com |
| 5.1.2 Post all key professional development events and activities sponsored by WV CASE. | | | Executive Committee/Communication Committee | | | | | | | June, 2015 | | | | | Completed with links on the WV CASE website.  www.wvcase.weebly.com |
| **5.2 May include links to CASE/CEC International and WVCEC.** | | | **Communication Committee**  **Chair** | | | | | | |  | | | | |  |
| 5.2.1 Provide links to membership regarding CASE International professional development opportunities. | | | Communication Committee  Chair | | | | | | | June, 2015 | | | | | Completed with links on the WV CASE website.  www.wvcase.weebly.com |