



Annual Report Template for 2016-17 - Link to this document is: <http://bit.ly/16arcase>

This report is used to report your Unit activities, to determine Unit Awards for Outstanding Achievement and Exemplary Unit and as a platform to share valuable effective information to both the Board of Directors and other Units.

Your submission is due June 30, 2017.

This completed report is required for CASE to issue membership rebate reimbursement checks to your Unit. Rebates may not be made to Units whose annual report is not submitted. In addition, this information is needed in order for CASE to sponsor a representative from your Unit at the annual Board Of Directors Meeting at fall conference.

You must be logged into a Google account, either school-based or personal, to perform the following:

In the top left corner, click FILE, then MAKE A COPY. This will copy the document to your own Google Drive for editing. Make sure to rename the document to indicate which State you are in. E.g.: 2016-17 MICHIGAN CASE Annual Report

When you have completed your form, do the following: In the top right corner of this document, click the SHARE button. Then add my email, emtecabe@gmail.com in the People box and click the pencil to allow CAN EDIT permission. Add a note that you are completed, then click DONE. This will email me that you have submitted your form.

For any questions, comments or suggestions, contact your Unit Development Representative:
Emilie Maule - emtecabe@gmail.com - 19693 Larpenteur Memorial Road - Turin, Iowa 51040

Sections to be completed:

OFFICERS

AWARDS

COMMUNICATION:

LEGISLATIVE:

MEMBERSHIP:

PROFESSIONAL DEVELOPMENT:

OTHER ACTIVITIES:

YOUR PROVINCE OR STATE.	Montana	NAME AND ACRONYM FOR YOUR UNIT:	MCASE
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OFFICERS

LENGTH OF TERM:

MONTH/YEARS OF CURRENT TERM:

PRESIDENT:	Dave Means, 16-17 Karen Underwood, 17-19	CO-PRESIDENT, IF APPLICABLE:	
EMAIL:	karen@ywccssc.k12.mt.us	EMAIL:	
ADDRESS:	410 Colorado Ave.	ADDRESS:	
CITY:	Laurel	CITY:	
PROVINCE/STATE:	MT	PROVINCE/STATE:	
POSTAL/ZIP CODE:	59044	POSTAL/ZIP CODE:	
PHONE:	406-628-3312	PHONE:	

REPRESENTATIVE TO CASE BOARD OF DIRECTORS:	Karen Underwood	PRESIDENT ELECT:	Michelle Halberg
EMAIL:	karen@ywccssc.k12.mt.us	EMAIL:	mhalberg@galmadspecialcoop.org
ADDRESS:	410 Colorado Ave.	ADDRESS:	Special Education Director Gallatin-Madison Special Education Coop. PO Box 162
Helena	Laurel	CITY:	Belgrade
PROVINCE/STATE:	MT	PROVINCE/STATE:	MT
POSTAL/ZIP CODE:	59044	POSTAL/ZIP CODE:	59714
PHONE:	406-628-3312	PHONE:	406-388-6508

EXECUTIVE DIRECTOR/PAID STAFF:		OTHER STAFF:	
EMAIL:		EMAIL:	

ADDRESS:		ADDRESS:	
CITY:		CITY:	
PROVINCE/STATE:		PROVINCE/STATE:	
POSTAL/ZIP CODE:		POSTAL/ZIP CODE:	
PHONE:		PHONE:	

AWARDS

	CONSIDER FOR OUTSTANDING ACHIEVEMENT
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AWARDS CHAIRPERSON 2016-17:	Dave Means and Jenifer Cline	EMAIL:	meansd@whitefishschools.org And Jenifer.Cline@mt.gov
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Describe awards presented within your province/state: (annual/when warranted/other)

Distinguished Service Awards are presented annually to the Special Education Director of the Year, the Regular Education Teacher of the Year, Special Educator of the Year. These are presented in conjunction with the state CEC conference.

Additionally our membership supports and encourages our state Comprehensive Service Professional Development Awards which include the following which are also awarded regionally each year in conjunction with the CEC annual convention in Montana: Para Educator of the Year, Para Teacher Team of the Year, Leader of the Year, and Yes I Can Award (a student recognition award).

Finally, our Administrators' umbrella organization in the state, the School Administrators of Montana, recognizes our award recipients at a banquet for Excellence in Education each June.

Do any awards exemplify special education advocacy?

Not directly.

Were any individuals from your unit submitted to International CASE for award consideration?
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None to my knowledge.

New awards or scholarships in 2016-17?
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N?A

Please share strategies you have found effective in soliciting award nominations.

Active promotion through regional meetings, e-mail correspondence, and word of mouth have aided our efforts.

List awards and recipients for 2016-17:

MCASE Special Education Director of the Year –Ginny Haines

The Montana Council of Administrators of Special Education Director of the Year Award honors a "director" who offers innovative and effective programs that have positively influenced the field of special education and have impacted services to exceptional children.

MCASE Special Educator of the Year –Melissa Lane

The Special Educator of the Year Award was awarded to Melissa Lane who started the elementary Lifeskills Program at Heck/Quaw Elementary and has now taken the Lifeskills Program to Saddle Peak Elementary where she just completed her 10 th year.

MCASE General Educator of the Year – Kim Ray, Rachel Cutler, and Bobby Ingalls

All three are principals at Great Falls Public School. Kim is principal at Loy Elementary; Rachel is principal at Valley View Elementary; and Bobby is principal at Chief Joseph Elementary. MCASE honored these three outstanding educators at their conference in February.

OUR MOST SIGNIFICANT ACTIVITY IN AWARDS THIS YEAR WAS:

Jenifer Cline taking national office and Ginny Haines being recognized as Special Education Director of the Year were high points of our year.

COMMUNICATION:

CONSIDER FOR OUTSTANDING ACHIEVEMENT

COMMUNICATION
CHAIRPERSON 2016-17:

EMAIL:

Does your Unit publish and disseminate a newsletter? If so, number of issues published this year?

E-mails are currently utilized as our source of communication.

Does your Unit maintain a website? If so, list the URL.

No although we do have an area on the SAMMT.ORG website dedicated to MCASE.

Did your Unit submit articles/materials to other publications? If so, list them below.

Yes, we publish at least twice per year in the SAM (School Administrators of Montana) Bulletin.

List any other publications published by your Unit:

Do you conduct electronic surveys? If yes, how are the results communicated to your membership?

On occasion with results being shared at MCASE meetings or through a listserv.

How does your Unit communicate quickly with membership? (Examples: Listserv, blog, twitter, email, WIKI)

Listserv

Does your Unit facilitate sharing of information from state, federal and provincial education partners?

Listserv again serves as our vehicle.

OUR MOST SIGNIFICANT ACTIVITY IN COMMUNICATION THIS YEAR WAS:

Our advocacy at the state legislature was our greater achievement this year. Special recognition goes out to Tamra Covington of Billings, Chris Rice of Lewistown, Tim Miller of Bitterroot Coop, Verne Beffert of Park Co., Jenifer Cline of OPI, Michelle Halberg of Gallatin Coop., Cheryl Russell of Miles City, and Dale Lambert and Lisa Von Bergen of Great Falls. Uniting with administrative affiliates and providing expert testimony these individuals forwarded a message promoting adequate funding for special education, expansion of services for students, and generally looking toward greater engagement by the full educational community of all students.

LEGISLATIVE:

CONSIDER FOR OUTSTANDING ACHIEVEMENT

LEGISLATIVE CHAIRPERSON 2016-17:	None	EMAIL:	
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List/describe STATE activities/topics addressed by committee this year:

List/Describe	Results/Comments
State Legislative Activity	Protection of Funding though had hoped for increases
State Legislative Activity related to ages served	No change

List/describe FEDERAL activities/topics addressed by committee this year:

List/Describe	Results/Comments
Medicaid	Remains a high concern

What activities/topics have proven to be most effective in your province/state: Funding topics dominated

Number of times your President/Executive Officers/Chairperson/Members have met with: Governor/Provincial Premier (or their representative), State Superintendent/Commissioner/Provincial Minister of Education, State/Provincial Director of Special Education, and/or Legislative Committee? Indicate with whom below.

With whom did you meet?	How many times
Represented by our umbrella organization SAMMT, with Kirk Miller and Pat Audet having daily contact with state legislators during our state session	Daily during session

Do you work with other professional organizations in your state on legislative issues?

Yes, the educational advocacy community in Montana had a unified effort including MEA-MFT, MPEC, MQEC, and all SAM affiliates (Principal and Superintendent groups).

Does your Unit send out a call for legislative action?

Our group was represented in committee discussions particularly in the areas of interim funding studies.

Did you utilize CASE legislative resources?

CASE resources were passed on by Dave Means, Karen Underwood, and Jenifer Cline.

OUR MOST SIGNIFICANT ACTIVITY IN LEGISLATIVE THIS YEAR WAS:

No loss of funding.

MEMBERSHIP:

CONSIDER FOR OUTSTANDING ACHIEVEMENT

MEMBERSHIP CHAIRPERSON 2016-17:		EMAIL:	
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Describe types of membership:

67 Active Members

List/describe activities conducted to recruit or support membership:

SAM and Regional Chair Efforts

Describe those activities which are most successful:

Personal contacts

UNIFIED MEMBERSHIP * is defined as a member who pays dues and belongs to both CEC and CASE. Describe any strategy utilized by your Unit to increase the percentage of unified membership:

<i>Number of Unit Members</i>	<i>Number of CASE Members</i>	<i>State/Province total number of Special Education Administrators</i>	<i>*Number of UNIFIED Members</i>
December			
June	67	67	67

OUR MOST SIGNIFICANT ACTIVITY IN MEMBERSHIP THIS YEAR WAS:

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PROFESSIONAL DEVELOPMENT:

CONSIDER FOR OUTSTANDING ACHIEVEMENT

PROFESSIONAL DEVELOPMENT CHAIRPERSON 2016-17:	None	EMAIL:	
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Describe activities conducted: (Conferences offered, number of statewide/provincial and regional CASE meetings, etc.) INCLUDE # OF ATTENDEES, SETTING AND OUTCOME.

Fall MCASE along with MASS and winter with MCEC

Did you utilize CASE professional development resources/tools? List them below:

Does your Unit conduct a survey of the membership to identify needed professional development needs & opportunities? If yes, how were the survey results utilized to plan PD?

Post evaluations

How did your Unit collaborate with other educational and other partners to provide PD?

Continuous dialogue through SAM, CSPD, and regional MCASE gatherings

List presenters from conferences held that you would recommend to other CASE Units:

Presenter	Topic	Contact Information
		Press TAB to create more cells
		...

OUR MOST SIGNIFICANT ACTIVITY IN PROFESSIONAL DEVELOPMENT THIS YEAR WAS:

CONSIDER FOR EXEMPLARY AWARD - Overall Outstanding Unit

100

101

102

103

104

105

OTHER ACTIVITIES:

Did your Unit create any new, innovative practice(s) this year?

Does your Unit have a Strategic Plan?

Did you have a goal for your Unit this year? If so, please list and comment on progress.

Does your Unit support attendance at CASE conferences and functions? (yes/no) - If yes, please describe:

Has your Unit been able to support CASE during this year? (Hosting, Patron Club, sponsorships, door prizes, etc.). If yes, please describe:

Has your Unit supported CEC federally or within your own state or province? (Provide stories for CEC Federal Outlook document, provide speakers for CASE Conference, collaborate on conferences, etc.). If yes, please describe:

What ideas does your unit have for additional professional development activities/opportunities?

What can CASE do to better support your Unit?

Describe anything else your Unit would like CASE to know,