CARMEN ANAYA ELEMENTARY
Dedicated to Excellence!

RACI Matrix for Campus Improvement Process (CIP)

SBDM Responsibility	SBDM Voting Members						
	Principal	Professional Staff Representatives	Parent Representatives	Community Representatives	Business Representatives	Assistant Principal	Other Campus Staff
1. Elect professional staff representatives to SBDM (every 2 years or if vacancy)	R					C	A
2. Select non-professional staff representatives to SBDM (every 2 years or if vacancy)	R	C				C	C
3. Collect, analyze, & organize data for CNA	R	R	I	I	I	C	C
4. Identify & prioritize problem statements for CNA	R	R	I	I	I	C	C
5. Find root causes for CNA	R	R	I	I	I	C	C
6. Write CNA summary	R	R	I	I	I	C	C
7. Develop SMART Goals for CIP for district goal areas	R	R	I	I	I	C	C
8. Write CIP objective statements by goal (sub-committees)	R	R	I	I	I	C	C
9. Complete task-analysis for each objective statement	R	R	C	C	C	C	C

R	Responsible
A	Approver
C	Consulted
I	Informed

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10. Vet CIP draft by Title I	R	I	I	I	I	R	I
11. Meet to make SBDM committee amendments to CIP	R	R	R	R	R	R	I
12. Vote by 2/3 majority to approve CIP (principal has veto power)	A	A	A	A	A	I	I
13. Create PD timeline	R	C	C	C	C	C	C
14. Vote by consensus to approve PD timeline	A	A	A	A	A	I	I
15. Submit PD timeline and CIP to executive officer	R	I	I	I	I	I	I
16. Make final revisions	R	C	C	C	C	C	I
17. Hold and attend quarterly meetings and public meeting to review, revise, and assess progress in CIP	R	R	R	R	R	R	I
18. Create agenda for quarterly meetings to review, revise, and assess progress in CIP	R	C	C	C	C	C	I
19. Vote by simple majority to approve posting of meeting notes and agendas to school website	A	A	A	A	A	I	I
20. Post SBDM committee notes and agendas to school website	A	I	I	I	I	I	R

*** Full voting procedures are included in the SBDM campus by-laws. Voting members include principal and SBDM committee members. Principal has a veto power on any CIP votes, and PD timeline must be approved with full consensus (all voting members assent). For all votes, quorum of voting members must be met.

R	Responsible
A	Approver
C	Consulted
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