Policy 00010b: Responsibility, Accountability, Consent, Informed, and Discuss (RACID) Assignments

Control Information

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A	04/29/10	Initial release	Hazelton
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C			

1.1. Objective:

The objective of this policy is the following
1. Definitions of groups in the table.
2. Provide definition of "Responsible", "Accountable", "Consent", and "Informed," and "Discuss".
3. Identify RACID assignments for entities.

1.2. Definition of Entities

The following persons or groups are listed in the table below:

1. Inavale Community Partners Board of Directors (ICP). The ICP is the legal entity that oversees the Muddy Creek Charter School.

2. Executive Director: (ED)

3. Head Teacher (HT)

4. Administrative Assistant (AA).

5. Classroom teachers (T)

6. Non-Classroom Teachers and Instructional Aides (NCT)

7. Financial Manager (FM)

8. District (DIS)

9. Community (CM). Represents PTO, families, and community stake holders. In many instances, only certain community members are involved (e.g. parents of a student involved in a remediation.)

1.3.   Definitions:

The following definitions will help in understanding the table below
1. **Accountable (A)**: The person or group accountable is the decision maker on method and outcome.
2. **Responsible (R)**: The person or group responsible performs the task.
3. **Consent (C)**: The person or group must give consent on changes to the policy or procedure.
4. **Informed (I)**: The person or group informed is notified of the results when appropriate.
5. **Discuss (D)**: The person or group is included in the discussion whenever possible.

1.4.   Delegation:

In certain circumstances, RACID assignments may be delegated. If one entity is not present (e.g., Head Teacher), the board must approve delegation of RACID assignments. In other circumstances, (e.g. a volunteer arises to perform a task), the Accountable entity may delegate the assignment. Guidance from policies and procedures should be used with any delegation.

1.5.   Assignment Table:

		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
1	**CURRICULUM**									
1.1	Guides Place Based learning opportunities, curriculum alignment and project coordination	I	I	AR		D	I			
1.2	Defines and helps acquire community place-based resources	I		AR		R				
1.3	Coordinate all SPED services for school		AR	D		D			C	I
1.4	Coordinate individual IEP meetings		D		I	CI	I		AR	I
1.5	Attend IEP meetings		A			R	I		R	R
1.6	Implement IEP for individual student		I	AR		R	R		D	I
1.7	Select Curriculum			AR		R				
1.8	Approve academic program	AR								

		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
1.9	Train teachers and assistants on academic programs	I	A	R						
1.10	Oversee instruction methods			AR						
1.11	Establish and manage curriculum timeline			AR C		R				
1.12	Plan field trips			C	AR					
1.13	Approve field trips		AR							
1.14	Manage remediation and intervention (previously: "Develop system for remediation and intervention.)	I	RC	AR C	I	R				I
1.15	Evaluate and communicate student academic performance and recommend remediation and/or intervention		I	A		R				I
		ICP	**ED**	**HT**	**AA**	**T**	**NCT**	**FM**	**DIS**	**CM**
2	**PUBLIC RELATIONS**									
2.1	Greet and meet needs of parents and community at the school		A		R					
2.2	Coordinate presence at community events		A							R
2.3	Media Spokesperson	ARI	R							
2.4	Approve marketing strategy	AR	D							
2.5	Writes and distributes press releases about MCCS	AC	RC							
2.6	Implement marketing plan for MCCS to parents and community		ARI	R	R	R	R			
2.7	Liaison with donors	AR	R							
2.8	Approve advertisements (media ads)	A	R							
2.9	Approve marketing materials	A	R							
2.10	Approves website contents	A	R							
2.11	Designs and updates MCCS website	I	AR							

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3	**STUDENT DISCIPLINE**									
3.1	Address routine typical daily student discipline / parent communication					AR I	R			I
3.2	Address and document escalating student discipline issues/ parent communication		ARI	R2		RI	R			I
3.3	Address and document inappropriate physical contact	I	ARI							I
3.4	Suspend a student	I	AR		I	CI			I?	DI
3.5	Prepare documents for an expulsion hearing	I	AR	I		CI				
3.6	Evaluate behavioral performance and create and implement plan		A	R		R	I			

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4	**CULTURE**									
4.1	Safeguard Mission and Vision	AR								
4.2	Revise Mission and Vision	AR	D	D	I	D	I	I		I
4.3	Shepherd school culture and align it with Mission and Vision	A	AR							
4.4	Nurture school culture	R	R	R	R	R	R	R		
4.5	Create and distribute all-school newsletter		A		R					
4.6	Provide classroom update to newsletter		I							
4.7	Coordinate weekly all-school meetings and activities		R	AR						
4.8	Coordinate social skills curriculum		I	AR						
4.9	Support social skills curriculum		R	R	R	R	R			

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5	**GOVERNANCE**									
5.1	Communicate with District Board	AR	R							
5.2	Address an issue that incurs liability for school	AR	R							
5.3	Attends ICP Board meetings.	AR	R					R		
5.4	Creates agenda for ICP Board meeting	AR	D							
5.5	Ensures board meetings are announced and agenda is available	AR								
5.6	Distributes approved minutes of ICP Board meetings	AR								
5.7	Ensure accountability calendar followed (Policy 19)	AR	R	R						
5.8	Approving policies and procedures	AR	I							
5.9	Ensuring compliance of policies and procedures	A	AR							
5.10	Publishing current policies	AR			R					
5.11	Archiving policies and procedures	A			R					
5.12	Creating and updating MCCS policies and procedures	AR	R	RD		DI	DI	DI	I	I
5.13	Creating and updating ICP policies and procedures	AR							I	I
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6	**FINANCIAL**									
6.1	Reports required information regarding business operations to the ICP board.	I	AR					R		
6.2	Ensure state and federal regulations and requirements are met. (Records and Finance) *Also listed in Records section	AR	R					R	I	
6.3	Creates the budget (MCCS)	C	AR	D		D		RC		
6.4	Approves the budget (MCCS)	AR	D					D		
6.5	Approves expenditures within the MCCS	C	AR					D		

		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
	Operations budget									
6.6	Approves expenditures outside of budget.	AR	D					D	DI?	
6.7	Purchases: ordering		A	R	R	R		R		
6.8	Purchases: paying bills							AR		
6.9	Manages and prepares shipping/receiving records.				R			AR		
6.10	Collects money from districts	I	I					AR		
6.11	Deposit of money to the bank - MCCS		A					R		
6.12	Deposit of money to the bank - ICP	AR								
6.13	Receipt of payment from individuals - MCCS		A		R					
6.14	Signing checks – MCCS (Procedure 4)	R	AR					R		
6.15	Signing checks – ICP (Procedure 4)	AR								
6.16	Coordinate and implement grants.	AR								
6.17	Write reports for grants		A	R						
6.18	Approve grants to be submitted (Procedure needed)	AC	R							
6.19	Solicit donations from individuals	AR	R							
6.20	Direct fund requests from businesses and organizations	AR	R							
6.20	Coordinate fund raising	AR	D	D	R	D	D	D		D
6.23	Send receipts and thank you notes to donors		A		R					
		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
7	**OPERATIONS**									
7.1	Supervise facility contractors	I	R					I		
7.2	Coordinate busing, make changes to contract	IC	R	D		D		I		ID
7.3	Implement all safety procedures and policies	A	AR	R	R	R	R			I

		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
7.4	Create and update school operating procedures	CI	AR	D	D	D	D			
7.5	Maintain operating procedures records		A		R					
7.6	Conducts and reports water testing	I	AR						I	
7.7	Food safety record-keeping		A		R					
7.8	Supervises safety committee		AR							
7.9	Makes facility changes	A	R	D		D		D		D
7.10	Room customization, painting		AC		R					
7.11	Cancels school due to weather		AR	I	I	I	I		ID	I
7.11	Cancels school due to facility issue		AR	I	I	I	I		ID	I
7.12	Cancels school due to illness	I	AR	I	I	I	I	I	ID	I
7.13	Approve and change daily schedule	I	AR	D	I	D	I		I	I
7.14	Manage technology systems		AR							
7.15	Issues keys and security codes	I	AR							
		ICP	**ED**	**HT**	**AA**	**T**	**NCT**	**FM**	**DIS**	**CM**
8	**HUMAN RELATIONS**									
8.1	Supervises non-teaching employees		AR							
8.2	Supervises all employee payroll time	A						R		
8.3	Attends staff meetings		AR	R	R	R				
8.4	Schedules, prepares agendas, and runs staff meetings		AR			D				
8.5	Attends teacher meetings		I	AR		R				
8.6	Responds to teaching and/or classroom concerns	I	I	AR		R				
8.7	Mediates unresolved teaching and/or classroom concerns	I	AR	R		D				
8.8	Mediates unresolved staff concerns and conflicts		AR							

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8.9	Mediates unresolved concerns and conflicts involving the ED	AR	D							
8.10	Evaluates performance of certified teaching staff		A	R	D	D	D		D	
8.11	Evaluates performance of instructional aides and non-classroom teachers		A	R		D	D			
8.12	Evaluates performance of non-teaching staff		AR	D		D	D			
8.13	Evaluates performance of ED	AR	D	D	D	D	D	D		D
8.14	Mentors teaching staff			AR		D				
8.15	Supervises non-classroom teachers and instructional aides			AR			D			
8.16	Address staff legal and liability issues	IC	AR							
8.17	Manage teaching staff professional development		AR	C		D	D			
8.18	Manage classified staff professional development		AR			D	D			
8.19	Manage all-staff training		AR							
8.20	Manage student, parent, volunteer handbook(s)	I	AR		R					
8.21	Manage staff handbook	I	AR		R					
8.22	Hire Executive Director (Procedure 8)	AR C	D		D	D	D	D	I	D
8.23	Dismiss Executive Director	AR								
8.24	Hire certified teaching staff (Procedure 11)	AR C	R	R	D	D	D	D		D
8.25	Hire instructional aides and non-classroom teachers (Procedure 10)	I	AR	R						
8.26	Hire non-teaching staff (Procedure 10)	I	AR							
8.27	Dismiss teachers	AC	R	D		D				
8.28	Dismiss NCT's and IA's	I	AR			D	D			
8.29	Dismiss non-teaching staff	I	AR							

		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
9	**ENROLLMENT**									
9.1	Determine classroom grade configuration	C	AC	R		D				
9.2	Assign students to classrooms prior to start of school year		C	AR	I	D				
9.3	Assign students to classrooms during school year		AR	ID	I	ID				I
9.4	Set classroom enrollment limits	AC	R	D		D				
9.5	Market to new parents/students	AR	R	R	R	R	R			
9.6	Conduct lottery	A	R		I	I				I
9.7	Enroll students		A		R	I				I
9.8	Orient families of enrolled students		AR	R		R				
		ICP	ED	HT	AA	T	NCT	FM	DIS	CM
10	**RECORD KEEPING**									
10.1	Ensure state and federal requirements are met (Records and Finance) *Also listed under Finance	AR	R					R	I	
10.2	Track daily attendance		A		R					
10.3	Report required information regarding staff and education program to the ICP board	I	AR	D						
10.4	Ensure all state and district requirements are met regarding testing and standards	I	A	R					I	
10.5	Report to ODE, State, and District per Charter	A	R					D		
10.6	Complete Annual Report	A	R						I	

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11	**REPORTING, COMMUNICATION**									
11.1	Distribute non-sensitive information memo to all employees	R	AR			R	R			
11.2	Write and distribute all memos containing sensitive information		AR							
11.3	Approve memo to multiple employees regarding MCCS educational program		D	AR						
11.4	Approve memo to employees regarding an administrative topic and/or procedure		AR							
11.5	Acknowledge changes in all policies and relevant procedures	R	AR	R	R	R	R	R		
11.6	Approve content of school and community-wide communications		AR							
11.7	Approve MCCS website content	A	R							
11.8	Approve ICP website content	AR								
11.9	Ensure compliance with 509J contracts	A	R					I		
11.10	Communicate with 509J board	ARI	R							
11.11	Communicate with ODE	I	AR							
11.12	Allocate use of building space	CI	AR							
11.13	Make changes to grounds	A	R	D		D				D
11.14	Write and distribute classroom communications		I		I	AR				
11.15	Ensure implementation of IEP objectives for individual students			AR		R			D	