

# MCCS RACID CHART - last updated 01/10/2025

ICP= board; ED=exec director; BIC=behavior; OM=office manager; TCHR=teacher; NCS=non-classroom staff;  
FM=financial mgr; DIS=district; CM=community/pto; IT=info/technology; FAC=facilities mgr

**Responsible:** The responsible individual is delegated a responsibility from the accountable person and must complete that responsibility within agreed-upon parameters and an agreed-upon deadline. A task may have more than one responsible individual.

**Accountable:** The accountable individual ensures that all the responsible members complete the task. Accountabilities should not be delegated; it is best to assign the task to a single individual who can serve as the decision-maker and guide.

**Consulted:** The consulted individual is the team's knowledge-holder. They're available for help, extra context, and advice on the task. Identify these people early on so you can incorporate them into the project and its workflow.

**Informed:** The informed party is typically a stakeholder, leadership team, or approver who wants and needs information about the team's project. Ensuring there is an informed party promotes internal transparency, team alignment, and accurate project timelines.

**Discuss:** The discuss party is typically a tertiary team member who may have personal experience or subject matter knowledge. Discussing decisions and outcomes with these parties promotes buy in, institutional support, and successful outcomes.

1	CURRICULUM	ICP	ED/PRIN	BIC	OM	TCHR	NCS	FM	DIS	CM
<b>Responsible, Accountable, Consent, Informed, and Discuss</b>										
1.1	Guides Place Based learning opportunities, curriculum alignment and project coordination	I	AR	I	I	D	ID			
1.2	Defines and helps acquire community place-based resources	I	AR	R	I	DR	I			
1.3	Coordinate all SPED services for school		C	D		D	D		AR	†
1.4	Coordinate individual IEP meetings		I	I	I	CI	I		AR	I
1.5	Attend IEP meetings		AR	IR		R	I		AR	R
1.6	Implement IEP for individual student		IA	R		R	R		R	I
1.7	Select Curriculum	I	AR	D	I	C	D			I
1.8	Approve academic program	AR	R							
1.9	Train teachers and assistants on academic programs	I	AR			D	D			
1.10	Oversee instruction methods		AR							
1.11	Establish and manage curriculum time-line		ARC	D		R	D			
1.12	Plan field trips		I	D	D	RA	D			I
1.13	Approve field trips		ARC		I					
1.14	Manage remediation and intervention	I	ARC	D	I	R	DI		R	I
1.15	Evaluate and communicate student academic performance and recommend remediation and/or intervention		AI	DI		R	DI		R	I
<b>2 PUBLIC RELATIONS</b>										
<b>Responsible, Accountable, Consent, Informed, and Discuss</b>										
2.1	Greet and meet needs of parents and community at the school		AR	R	R	R	R			
2.2	Coordinate presence at community events (PTO)		AR							R
2.3	Media Spokesperson	I	A/R							
2.1	Approve marketing strategy	I	A/R							
2.5	Writes and distributes press releases about MCCS	I	A/R		R					
2.6	Implement marketing plan for MCCS to parents and community		AR	R	R	R	R			
2.7	Liaison with donors	AR	R		R					
2.8	Approve advertisements (media ads)	I	A/R		R					

2.9	Approve marketing materials	I	A/R		R					
2.1	Approves website contents	I	A/R		R					
2.11	Designs and updates MCCS website	I	A/R		R					
<b>3</b>	<b>STUDENT DISCIPLINE</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>									
3.1	Establish appropriate behavior expectations both in the school and classroom		A	AR		AR	R			I
3.2	Address and document escalating student discipline issues		AR	R		R	R			†
3.3	Address and document severe misbehavior	†	AR	R		R	I			†
3.4	Suspend a student	†	AR	R		D	I			†
3.5	Prepare documents for an expulsion hearing	I	AR	R	I	ID	I			†
3.6	Maintain appropriate and effective BICior management systems		AR	AR		R	I			
3.7	Parent communication related to discipline issues	I	AI	RI		RI	I			
3.8	Provide education and support that contribute to the positive social and personal development of students		R	A		R	R			I
<b>4</b>	<b>CULTURE</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>									
4.1	Safeguard Mission and Vision	AR								
4.2	Revise Mission and Vision	AR	D	D	I	D	DI	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	I	A	D	R	D	D	I	I	I
4.6	Provide classroom update to newsletter		DI	R	R	R	R			
4.7	Coordinate weekly all-school meetings and activities		RD	I		R	R			
4.8	Coordinate social skills curriculum		AR	R		DI	DI			
4.9	Support social skills curriculum		R	R	R	R	R			
<b>5</b>	<b>GOVERNANCE</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>									
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					C		
5.4	Creates agenda for ICP Board meeting	AR	D							
5.5	Ensures board meetings are announced and agenda is available	AR	R	I	R	I	I	I	I	I
5.6	Distributes approved minutes of ICP Board meetings	AR	R	I	R	I	I	I	I	I
5.7	Ensure accountability calendar followed (Policy 19)	AR	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	D		R								
5.11	Archiving policies and procedures	A	D		R						I		
5.12	Creating and updating MCCA policies and procedures	AR	RD	D	D	D	D	D	I	I			
5.13	Creating and updating ICP policies and procedures	AR	D						I	I			
<b>6</b>	<b>FINANCIAL</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>			
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>												
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 (MCCA)	C	AR			D		RED		I			
6.4	Approves and posts the budget (MCCA) to website	AR	R	I	I	I	I	D	I	I			
6.5	Approves expenditures within the MCCA Operations budget	I	AR					D					
6.6	Approves expenditures outside of budget.	AR	D					D	DI				
6.7	Purchases: ordering		AR	R	R	R	R	R					
6.8	Purchases: paying bills		AR		D			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 - MCCA		AR		R			R					
6.12	Deposit of money to the bank - ICP	AR						I					
6.13	Receipt of payment from individuals - MCCA		A		R			I					
6.14	Signing checks – MCCA (Procedure 4)	R	AR					R					
6.15	Signing checks – ICP (Procedure 4)	AR						I					
6.16	Coordinate and implement grants.	AR	AR		I			I					
6.17	Write reports for grants	AR	AR					I					
6.18	Approve grants over \$2500 to be submitted	R	AR										
6.19	Solicit donations from individuals	R/I	R/A								R		
6.20	Direct fund requests from businesses and organizations	R/I	R/A								R		
6.21	Coordinate fund raising	AR	D		R	D	D	D			R/D		
6.22	Send receipts and thank you notes to donors		R		A						R/A		
<b>7</b>	<b>OPERATIONS</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>	<b>FAC</b>	<b>IT</b>	
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>												
7.1	Supervise facility contractors	I	AR					I			R	D	

7.2	Coordinate busing, make changes to contract	IC	R		RD			I		ID		
7.3	Implement all safety procedures and policies	A	AR	R	R	R	R			ID	R/R	R/R
7.4	Create and update school operating procedures	CI	AR	D	D	D	D	D			D	D
7.5	Maintain operating procedures records		AR		R				I		R	
7.6	Conducts and reports water testing	I	AR						I		R	
<del>7.7</del>	<del>Food safety record keeping</del>		A		R							
7.8	Supervises safety committee		AR									
7.9	Makes facility changes	A	R			D		D		D	D	D
7.10	Room customization, painting		AC							I	R	
7.11	Cancels school due to weather	I	AR	I	I	I	I	I	ID	I	I	
7.12	Cancels school due to facility issue	I	AR	I	I	I	I	I	ID	I	I	
7.13	Cancels school due to illness	I	AR	I	I	I	I	I	ID	I	I	
7.14	Approve and change daily schedule	I	AR	D	I	D	DI		I	I	I	
7.15	Manage technology systems including cyber security		AR		R							ARD
7.16	Issues keys and security codes		AR		R						I	
<b>8</b>	<b>HUMAN RELATIONS</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>		
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>											
8.1	Supervises non-teaching employees		AR									
8.2	Supervises all employee payroll time	A	AR		R			R				
8.3	Attends staff meetings		AR	R	R	R	R					
8.4	Schedules, prepares agendas, and runs staff meetings		AR	D	D	D	D					
8.5	Attends teacher meetings		ARI	R		R	R					
8.6	Responds to teaching and/or classroom concerns	†	ARI	R		R	R					
8.7	Mediates unresolved teaching and/or classroom concerns	†	AR	D		D	D	D				
8.8	Mediates unresolved staff concerns and conflicts		AR	D	D	D	D	D				
8.9	Mediates formal complaints involving the ED	AR	DR									
8.1	Evaluates performance of certified teaching staff		AR		D	D	D		I			
8.11	Evaluates performance of instructional aides and non-classroom teachers		AR	D		D	D		I			
8.12	Evaluates performance of non-teaching staff		AR	D		D	D		I			
8.13	Evaluates performance of ED	AR	D	∅		∅	∅	∅	I	∅		
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	D		D	D					
8.18	Manage classified staff professional development		AR	D	I	D	D					

8.19	Manage all-staff training		AR	D	I	D	D				
8.2	Manage student, parent, volunteer handbook(s)	I	AR		R						
8.21	Manage staff handbook	I	AR		R						
8.22	Hire Executive Director ( <del>Procedure 8</del> )	AR	DR	D	D	D	D	D	I	I	
8.23	Dismiss Executive Director	AR									
8.24	Hire certified teaching staff ( <del>Procedure 11</del> )	I	AR	D	D	D	D	D		I	
8.25	Hire instructional aides and non-classroom teachers (Procedure 10)	I	AR	I	I	D	I	I		I	
8.26	Hire non-teaching staff ( <del>Procedure 10</del> )	I	AR	I	I	D	I	I		I	
8.27	Dismiss teachers	AC	RD		I	ID	I	I			
8.28	Dismiss NCT's and IA's	I	AR			Ø	Ø				
8.29	Dismiss non-teaching staff	I	AR	Ø							
<b>9</b>	<b>ENROLLMENT</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>	
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>										
9.1	Determine classroom grade configuration	C	ACR	D	I	D	D			I	
9.2	Assign students to classrooms prior to start of school year		ACR	D	I	D	D			I	
9.3	Assign students to classrooms during school year		ARID	ID	I	ID	I	I		I	
9.4	Set classroom enrollment limits	AC	AR		D	D	I			I	
9.5	Market to new parents/students	AR	R	R	R	R	R				
9.6	Conduct lottery	I	R	I	R	I	I			I	
9.7	Enroll students		A	I	R	I	I		I		
9.8	Orient families of enrolled students		AR	R	R	R	R				
<b>10</b>	<b>RECORD KEEPING</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>	
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>										
10.1	Ensure state and federal requirements are met (Records and Finance) *Also listed under Finance	AR	R		R			R	I		
10.2	Track daily attendance		A	R	R	R	R				
10.3	Report required information regarding staff and education program to the ICP board	I	AR			D	D				
10.4	Ensure all state and district requirements are met regarding testing and standards	I	AR						I		
10.5	Report to ODE, State, and District per Charter	C	A					R			
10.6	Complete Annual Report	C	A					I	I	I	
<b>11</b>	<b>REPORTING, COMMUNICATION</b>	<b>ICP</b>	<b>ED/PRIN</b>	<b>BIC</b>	<b>OM</b>	<b>TCHR</b>	<b>NCS</b>	<b>FM</b>	<b>DIS</b>	<b>CM</b>	
	<b>Responsible, Accountable, Consent, Informed, and Discuss</b>										
11.1	Distribute non-sensitive information memo to all employees	R	AR	R	R	R	R	R			

11.2	Write and distribute all memos containing sensitive information		AR	R	R			R				
11.3	Approve memo to multiple employees regarding MCCS educational program		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 communitywide communications		ARD									
11.7	Approve MCCS website content	A	R		R							
11.8	Approve ICP website content	AR										
11.9	Ensure compliance with 509J contracts	A	R					R	R			
11.10	Communicate with 509J board	ARI	RD					R	R			
11.11	Communicate with ODE	I	AR					R	R			
11.12	Allocate use of building space	CI	DR		AR						D	
11.13	Make changes to grounds	A	DR	D	D	D	D					
11.14	Write and distribute classroom communications		I	I	I	AR	AR					