



COMPLIANCE AND IMPROVEMENT
MONITORING

Activity Handout

Activity: Team Creation

Purpose

The purpose of the team creation is to bring together a diverse group of stakeholders with appropriate subject-matter expertise and administrative authority for the creation of an effective CIM plan. The CIM team will meet regularly over several months to gather and analyze data, investigate root causes, and develop the LEA's plan to improve outcomes for their students with disabilities.

Instructions

1. Establish Team: The establishment of the CIM team is required as an initial activity in CIM development work. The CIM process requires diverse perspectives and is not intended to be carried out by individuals.

a) The CIM team may be either an existing or newly formed group. Depending on local context, it may be appropriate for one person to fulfill multiple roles on the CIM team. See the table below for team requirements:

	Targeted	Intensive
Superintendent or their cabinet-level designee	Required	Required
LEA-level General education administration	Required	Required
LEA-level Special education administration	Required	Required
Site-level Administration	Required	Required
SELPA representation	Required	Required
Fiscal Administration	Optional	Required
General Education Teacher(s)	Optional	Optional
Special Education Teacher(s)	Optional	Optional
Parents	Optional	Optional
Additional Educational Partners as needed	Optional	Optional

Team Creation Activity

b) CIM teams may find it helpful to establish working agreements/ norms to guide their work. They may also benefit from developing an understanding of the various perspectives they bring to the CIM work.

2. Identify Team Lead: Once the team has been created, it is recommended that the CIM team identify a team lead. The CIM team lead may have responsibilities such as: obtaining members with appropriate subject matter expertise and administrative authority, scheduling meetings, creating meeting agendas, facilitating meetings, and acting as an LEA point of contact for SELPA, FMTA Consultants, and/or Technical Assistance providers.

3. Schedule Regular Meetings: To complete all activities and create a meaningful improvement plan, CIM teams will need protected time to work together. It is recommended that the team lead work closely with the superintendent to ensure the team members are able to attend meetings. CIM teams should document attendance at all meetings.

Resources

[Norm Setting Protocol](#)
[Paseo Protocol](#)