



Activity Handout

Activity: CIM Team Creation

(Requirement for LEAs identified with Significant Disproportionality)

Purpose

The purpose of the CIM Team is to bring together a diverse group of LEA leadership staff, with appropriate subject-matter expertise and administrative authority to develop the LEA's plan to improve outcomes for students of the identified disproportionality.

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 conducted by individuals.
 - a. The CIM team may be either an existing or a 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:

Role	Identification
Superintendent (or Designee)	Required
Cabinet Level Leader-General Education	Required
Cabinet Level Leader-Special Education	Required
Director of Curriculum (or Similar)	Required
SELPA Director (or Designee)	Required
Fiscal Services Representative	Recommended
Principal or Site Level Administrators	Recommended
Human Resources Administrator	Recommended
Bargaining Unit Representative	Recommended
Director of Assessment (or Similar)	Optional
Appropriate Grade Level General Education Teacher(s)	Optional
Appropriate Grade Level Special Education Teacher(s)	Optional
Parent/Guardians	Optional
Community Representatives	Optional
Other:	Optional

- 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, TA Providers, and/or TA Facilitators.
3. **Schedule 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 can attend meetings. CIM teams should document attendance at all meetings.

Resources

[Norm Setting Protocol](#)

[Paseo Protocol](#)



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