

**CHECKLIST
CAMPUS IMPROVEMENT COMMITTEE COMPLIANCE
WITH BQB (LOCAL)**

Duties & Responsibilities

	A Campus Improvement Committee (CIC) is established on this campus and is designated as the campus-level planning and decision making committee.
	As a member of the CIC, the principal regularly attends CIC meetings and consults with the CIC in the planning, operation, supervision and evaluation of the campus educational program.
	The CIC is involved in decision making in the areas of: <ol style="list-style-type: none"> 1. campus goals and objectives; 2. the curriculum; 3. the campus budget; 4. campus staffing patterns; 5. campus staff development; 6. campus organization; 7. needs of special populations; 8. crime prevention and intervention; and 9. parent involvement.
	Annually, the principal, assisted by the CIC, develops, reviews, and revises the Campus Improvement Plan for the purpose of improving student performance for all student populations with respect to the academic excellence indicators and any other appropriate performance measures for special needs populations.
	The Board annually reviews and approves campus-performance objectives developed by the principal and the CIC.
	The CIC approves the campus plan for staff development.
	The CIC has put in place systematic communications measures to periodically obtain broad-based community, parent, and staff input, and to provide information to those persons regarding the recommendations of the CIC.
	The CIC holds at least six meetings per year.
	The CIC holds a public meeting after receipt of the annual campus rating from the Texas Education Agency to discuss the performance of the campus and the campus performance objectives.
	The CIC holds a meeting after the receipt of the annual campus AEIS report in the fall for the purpose of evaluating the performance of all students and student groups, including special populations, and formulating a Campus Improvement Plan to address the student needs.
	The CIC holds a meeting after the election of classroom teachers in the spring, prior to the end of school, for the purpose of selecting the parents, community representatives and business representatives for membership on the minimum CIC.
	The CIC holds a meeting in the spring for the purpose of reviewing and approving the district and campus plans for addressing campus staff development needs.

Membership

	The campus principal serves continuously as a member of the CIC.
	The “minimum” CIC consists of the campus principal, four elected classroom teachers, four parents, two community members and two business representatives (unless the campus has a Board waiver).
	The professional staff of the campus elects four classroom teachers to the minimum CIC, with two standing for election each spring prior to the close of school.
	Each spring prior to the close of school, the existing members of the CIC elect by majority vote four parents, two community representatives and two business representatives to serve on the minimum CIC.
	Prior to the close of school in the spring, the members of the CIC solicit nominations to the CIC in writing from staff, parents and community members.
	The principal ensures that all eligible nominations of parents, community members and business representatives to serve on the CIC are brought forward to the CIC for consideration.
	At the high school level, the principal and the four elected teachers select two students to serve on the minimum CIC (unless the campus has a Board waiver).
	The term of service on a CIC commences June 1 and terminates May 31. Consecutive terms are allowed.
	The membership of the full CIC is expanded beyond the minimum committee by consensus or by majority vote on the minimum CIC members, if applicable.
	At least one-half of the professional school employees on the “full” CIC are classroom teachers elected by the professional staff of the campus.
	No more than one-half of the members of the “full” CIC are district employees.
	The maximum number of CIC members (without a Board waiver) does not exceed 15 at the elementary and middle school level or 17 at the senior high school level.

Agenda, Minutes & Procedures

	The full CIC elects a chairperson and a recording secretary from among the committee members at the first meeting of the full committee each school year. The results of the election are documented in the minutes.
	A majority of the “full” CIC members constitutes the necessary Quorum to conduct business of the committee and a majority of the Quorum acts for the CIC.
	The principal ensures that the recording secretary makes and maintains a record of the date, time, place, CIC members attending, visitors attending, and committee discussions or decisions for each CIC meeting.
	The consent of a majority of the parents, community representatives and business representatives on the CIC is documented in the minutes of the CIC if the CIC meetings are held during regular school hours.
	Discussion of the following topics by the CIC is documented in the minutes: <ol style="list-style-type: none"> 1. campus goals and objectives; 2. the curriculum; 3. the campus budget; 4. campus staffing patterns; 5. campus staff development; 6. campus organization; and 7. needs of special populations; 8. crime prevention and intervention; and 9. parent involvement
	The agendas of CIC meetings reflect the purpose of the campus-level committee as started in BQB(Local).
	The chairperson of the CIC and the principal, if the chairperson is other than the principal, are responsible for developing the meeting agenda prior to each CIC meeting.
	Matters which are unrelated to directing and maintaining improvement in student performance are not placed on the CIC meeting agenda except by consensus or by majority vote of the full CIC.
	Minutes of CIC meetings are distributed to the members of the CIC and posted in areas accessible to teachers and to the public.
	The CIC has established rules of operation by consensus or by majority vote of the full CIC, which include a process for any member of the CIC to express concerns about the format, process or content of the CIC meetings.
	The campus-level planning and decision-making process is evaluated annually.

Training

	The District provides appropriate training for new and returning CIC members.
	The content of the CIC training focuses on the law mandating the district and campus decision-making process and on the responsibilities of the CIC.
	The CIC training occurs before October 1 of each year.
	The principals attend the CIC training.
	New members agree to attend the CIC training as a condition of being placed on the CIC.
	Additional training in group decision-making processes (i.e., consensus building, conflict resolution, team building) is to be provided upon request.