

<b>DEPARTMENT</b>	<b>INPUT(S)</b>	<b>PROCESS(ES)</b>	<b>OUTPUT(S)</b>	<b>INTERACTIONS</b>
Athletics	Requests for playing sports from students. Requests for use of sports facilities, indoor and outdoor.	The processing of athletic eligibility requests. Scheduling the indoor and outdoor sports facilities.	Qualified and eligible students to play sports and the proper use and control of sports facilities.	Mostly interacts with students and school buildings. In addition, interacts with the community through use of athletic facilities.
Food Services	Preparation of claims for reimbursement, requests for new food service employees, bank deposit corrections, and the need to purchase food	Orientation process, submitting a claim for reimbursement, handling deposit corrections, and ordering food as a kitchen manager	Qualified food service personnel, correct bank deposits, food to serve, and payment fro OSPI	Mostly with the school buildings, but also all departments.
Human Resources	Requests for new personnel. Requests for training needs.	Hiring and maintenance of workforce. The fulfillment of staff development and training needs. The development and maintenance of job descriptions.	Qualified employees to ensure excellent services to the Wenatchee School District.	All departments.
Learning & Teaching	Requirements from the state for curriculum content. Results from testing and student performance. Input from community, school board, school employees, etc. for student learning needs.	The development of courses and course content to ensure that state requirements are met and those students meet or exceed learning requirements from the state.	Highly qualified students prepared for higher education, career of their choice, or prepared for other educational institutions.	Learning and Teaching interacts mostly with the school staff and articulation teams to ensure courses meet state requirements. In addition, they also work with all levels of administration to ensure that textbooks are ordered and available, that budgeting supports state requirements and that the community is satisfied with student outcome.
Maintenance & Operations	Requests for maintenance work whether it be preventive or corrective. The need for capital projects. Purchase requisitions, new purchases	Fulfillment of maintenance requests and completion of capital projects. Maintenance of purchased items including food items.	Completed work orders and capital projects. The proper shipment of purchased items to the departments who placed the original requests.	All departments.
Payroll	Requests for payment to employees and requests for tax sheltered annuities.	Paycheck processing according to the needs of employees, payments to vendors, and maintenance of the tax sheltered annuity process.	Paychecks, payments, and properly process tax sheltered annuity reports.	All departments.
Process Management System	Information from departments concerning requests for process correction, revisions to documents, training needs, etc.	The maintenance of the process management system to ensure up to date procedures/documents, process correction, internal audits by process consultants, customer satisfaction surveys, etc.	Revised documents, results from audits, results from management reviews, development and maintenance of the process management intranet site, and anything else required to maintain the process management system.	Interacts with all departments to ensure the maintenance and effectiveness of the process management system.
Purchasing	Requests for purchases and new vendors, as well as concerns about vendors.	Processing of requisitions into purchase orders and maintenance of vendors to the district.	Approved purchase orders to vendors and maintenance of the approved vendors.	All departments.

Special Education	Requests to assess students for special education qualification. Requirements from the state and federal agencies for special education. Concerns from parent.	Maintenance and oversight of special education process and students according to state and federal requirements.	Properly handled special education students in accordance with state and federal requirements.	Mostly with schools, parents and special education students. Also interacts with state personnel to ensure adherence to requirements.
Technology	Requests to provide and repair hardware, technical support, web development and printing needs. Requirements from state and federal agencies for technology.	Ordering equipment and refresh timeline, support, repair, maintenance, printing and web development.	Completed work orders and projects. The proper hardware ordering, support and maintenance. Current web content and printing needs met.	All departments.
Transportation	Scheduling and Student Information. New employees to drive busses. Requisitions and/or need for new vehicles. Requests from District or other personnel.	Bussing students to and from school. Training drivers. Purchasing vehicles. Use of District Vehicles.	Safe, on-time, transportation. Qualified, safe, drivers. Adequate number of vehicles. Scheduling & use of vehicles.	Transportation interacts mostly with the school buildings in the district to ensure proper student transportation. Their main customers would be the schools since they rely on transportation to get the students to teach. Transportation also interacts with all departments in regards to use of district vehicles, finance for budgeting and purchasing, human resources for maintenance of employees and others as necessary.