

<b>DEPARTMENT</b>	<b>INPUT(S)</b>	<b>PROCESS(ES)</b>	<b>OUTPUT(S)</b>	<b>INTERACTIONS</b>
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.
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 that 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.
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.
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.
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.
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.

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Special Education	Requests to add students to special education process. Requirements from the State for Special Education. Concerns from parents.	Maintenance and oversight of special education process and students according to state requirements.	Properly handled special education students in accordance with state requirements.	Mostly with schools, parents and special education students. Also interacts with state personnel to ensure adherence to requirements.
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.
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.
Food Services	Requests for free and reduced lunches as well as requests for new food services employees.	The processing of applications for free and reduced lunches and training of food service personnel.	Free & reduced lunch program and qualified food service personnel.	Mostly with the school buildings, but also all departments.