
**OPERATIONAL IMPROVEMENT AND OPERATIONAL DIRECTORS
TEAM MEETING PROCEDURE (PMS-P002)
(FORMERLY MANAGEMENT REVIEW TEAM)
WENATCHEE SCHOOL DISTRICT**

1.0 SCOPE:

1.1 This procedure applies to the members of the Operational Directors and Operational Improvement Team (formerly Management Review Team) and describes the meeting procedures the team conducts on a regular basis.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

It is the responsibility of the ISO Coordinator as the ISO 9001 Management Representative and the Executive Director of Student & Support Services to direct and administer the operational steps of this procedure and to maintain all documentation for these meetings.

3.0 APPROVAL AUTHORITY:

ISO Coordinator, Executive Director of Student & Support Services

4.0 DEFINITIONS:

4.1 OIT: Operational Improvement Team

5.0 PROCEDURE:

5.1 Operational Improvement Team and Operational Directors Team meetings (Previously Management review team) are each held monthly or more often as deemed necessary by the team members. Minor exceptions will be noted in the annual meeting schedule developed near the beginning of each school year.

5.2 These meetings are held to ensure the process management system's continuing suitability, adequacy, and effectiveness. The reviews include assessing opportunities for improvement and the need for changes to the integrated process management system, review and update the Feedback Center Database and the quality policy, operational mission and vision and district objectives as necessary.

5.3 The Executive Director of Student & Support Services and the ISO Coordinator lead these meetings and all of the operational directors are members of this team. Alternate representatives could be chosen at anytime, assigned by either team leader as deemed necessary if either could not be in attendance.

5.4 The input to these meetings shall include information on:

5.4.1 follow-up actions from previous these meetings;

5.4.2 results of internal audits which indicate performance and conformity to ISO 9001 requirements conducted since the previous meeting;

5.4.3 customer feedback, as a result of customer input and/or customer surveys conducted, when required and on-going;

5.4.4 status of corrective and preventive actions;

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5.4.5 quality policy, operational mission and vision and district objectives;

5.4.6 planned changes that could affect the integrated process management system; and

5.4.7 recommendations for improvement.

5.5 Review output—The output from these meetings shall include any decisions and actions related to:

5.5.1 improvement of the effectiveness of the process management system and its processes;

5.5.2 improvement of the district related to customer requirements; and

5.5.3 any resource needs determined.

5.6 Operational Director's meeting minutes will be taken. The Executive Director of Student and Support Services will maintain these minutes. In addition to these meeting minutes, any discussions that occur during OIT meetings that result in any actions or updates to items found in the FBCD (regardless of whether they were the result of OIT or Operational Director's Meetings) will be logged in the FBCD. Separate meeting minutes will not be maintained for OIT meetings by any other means except by way of the dated discussion notes in the FBCD.

6.0 ASSOCIATED DOCUMENTS:

6.1 Operational Director's Meeting agenda and minutes

6.2 Feedback center database notes and record of actions taken

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Meeting agenda and meeting minutes	Electronic copies with the Executive Director of Student & Support Services	Three years minimum	Discard as desired	Back-up electronic copies
OIT Feedback Center Database	OIT Feedback center database			

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
18-May-01	A	Original Release
20-Dec-02	B	Updated job titles in 2.0, 5.3, and 5.4
8-Jan-10	C	Updated procedure to reflect recent changes in meeting names, position titles, descriptions and process details.

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