
Operational Division Continuous Improvement Planning Process (PMS-P008)
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes the process that operational directors follow to create annual continuous improvement plans that address areas of needed improvement on their departmental performance scorecards.

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

2.0 RESPONSIBILITY:

- 2.1 Superintendent, Cabinet and Leadership Team

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Organizational Development

4.0 DEFINITIONS:

- 4.1 Cabinet – Asst. Superintendent of Organizational Development, Asst. Superintendent of Human Resources, Executive Director of Learning and Teaching, Chief Financial Officer
- 4.2 Operational Directors – Directors, Coordinators and Supervisors of the operational division
- 4.3 Performance Scorecard – the performance scorecard identifies the key performance indicators and the targeted results within each area at the district, school and department level. The scorecard provides a concise summary of critical measures needed for updates and decisions while monitoring performance against targets, business goals and competitive benchmarks.
- 4.4 District Strategic Plan – is presented as the five Strategic Goals and the three core processes for accomplishing the strategic direction. The strategic plan also includes vision objectives, key performance indicators, measures and performance results.
- 4.5 Supportive Reviews – Meetings held with department heads to review progress being made toward the objectives and targets identified in the department's Continuous Improvement Plan.
- 4.6 Key Performance Indicator – The critical process and data information components within the system that will provide the best leverage for meeting and exceeding our short-term and long-term goals.

5.0 PROCEDURE:

- 5.1 Results of the final supportive review are used to determine Key Performance Indicators that are in need improvement at the departmental level.
- 5.2 Based on the supportive review results, key performance indicators are prioritized for improvement.
- 5.3 Write a draft continuous improvement plan for each area identified in the prioritization process.

- 5.3.1 Continuous improvement Plan include the following:

- 5.3.1.1 Key Performance Indicator

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5.3.2 Goals (See associated document: Operational CIPP Plan Template)

5.3.2.1 Measures (See associated document: Operational CIPP Plan Template)

5.3.2.2 Strategies (See associated document: Operational CIPP Plan Template)

5.3.2.3 Action Steps (See associated document: Operational CIPP Plan Template)

5.3.2.4 Resources (See associated document: Operational CIPP Plan Template)

5.4 The Cabinet and department heads reviews the CIPP plan for alignment with district goals and the overall effectiveness of the strategy(ies).

5.5 Improvement plans are approved and formalized.

5.6 Department heads deploy approved CIPP plans by executing the action steps, which are identified in the plan.

5.7 The plans are evaluated during the mid-year supportive review.

5.8 The purpose of the mid-year supportive review is for assessing process toward meeting the CIPP plan goals and to make mid course corrections if necessary.

6.0 ASSOCIATED DOCUMENTS:

6.1 Operational CIPP Plan Template

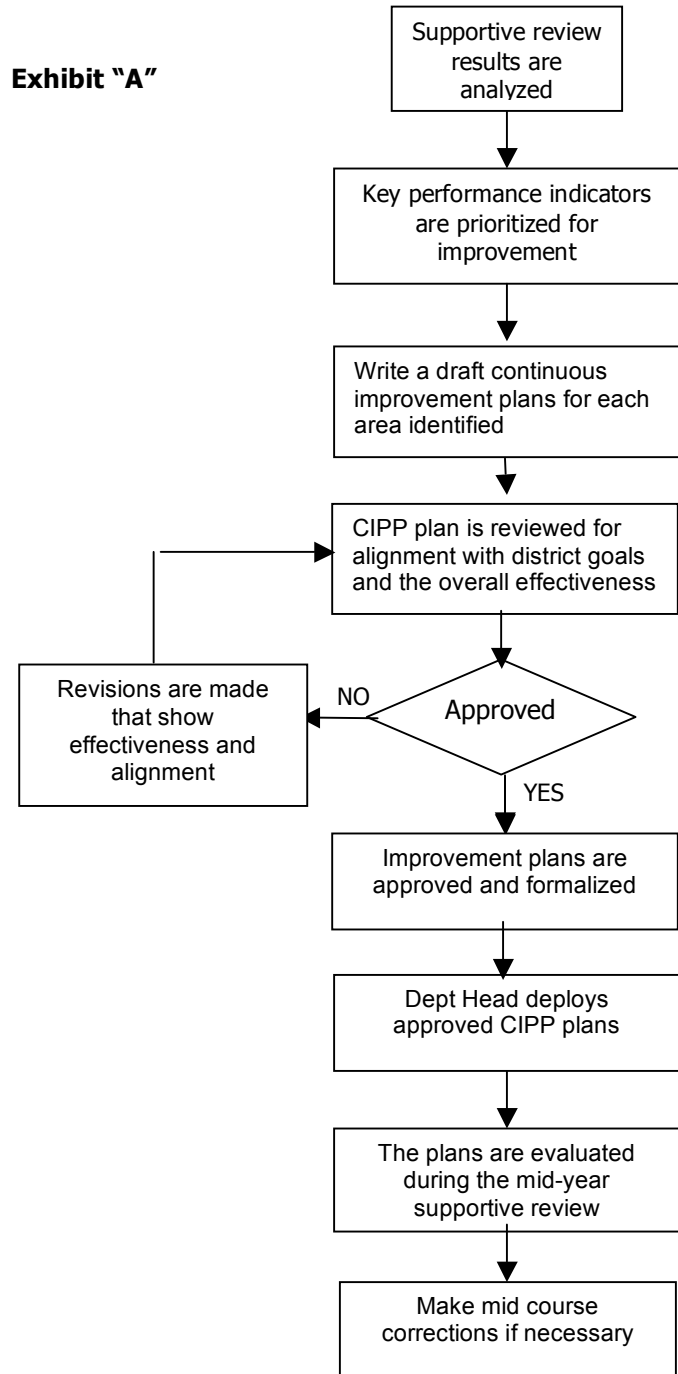
7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CIPP Plans	Department Locations	3 years	As desired	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-Apr-01	A	Original Release
27-Feb-02	B	Added reference to Exhibit "A" in section 5.1. Old 5.1 is now 5.2.
12-Dec-05	C	Completely revised process to reflect current practice
27-Aug-07	D	Revision of approval authority, updated titles of Cabinet Members and wording in 4.4. Revised Record Retention Table.

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**** End of procedure ****