
DECISION-MAKING PROCESS (PMS-P009)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the administrative decision-making process for decisions that have a broad system impact on the school district.

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

2.0 RESPONSIBILITY:

- 2.1 Superintendent, Assistant Superintendent of Organizational Development, Cabinet, Leadership Team

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Organizational Development

4.0 DEFINITIONS:

- 4.1 Approve—the formal acceptance of a policy, procedure, practice, program, etc. Approval is sometimes required by statute, contract, or for other reasons.
- 4.2 Input – providing suggestions or opinions that may shape the final decision
- 4.3 Recommend—the formal process of presenting a recommendation to a decision-making group. The group is expected to make recommendations to the decision-maker(s). There is an expectation that recommendations will be addressed directly by the decision-maker(s). Recommendations can be broad or narrow. Making a recommendation entails an endorsement of a specific course of action.
- 4.4 Review—a formal process to examine a recommendation for legality, propriety, or compliance. Review typically occurs after a proposal and prior to approval.
- 4.5 Decide—the act of formally adopting a policy, procedure, practice, program, etc. This commitment reflects the level at which the decision is made, realizing that other groups may also need to approve or review the decision.
- 4.6 Stakeholder – any group or individual that has a vested interest in a decision

5.0 PROCEDURE:

- 5.1 A group or individual initiates an idea or recommendation that may impact stakeholders outside of their department/building and will require a decision by administration.
 - 5.1.1 If the idea does not align with district goals or resource capacity is lacking, further action is halted.
 - 5.1.2 If the idea does not comply with state and federal regulations, further action is halted.
 - 5.1.3 If the idea does align with district goals, meets legal requirements, and there is resource capacity, the group or individual is asked to fully describe the idea to appropriate stakeholders. Input should be gathered from affected stakeholders. Wenatchee School District stakeholders include students, parents, community, faculty, staff, unions, leadership, Business and Finance, Cabinet, Child Care, Food Services, Human Resources, Learning and Teaching, Maintenance and

DECISION-MAKING PROCESS (PMS-P009)

WENATCHEE SCHOOL DISTRICT

Operations, Safety and Security, Student Services, Technology, Transportation, and the School Board.

5.1.4 As part of the input-gathering process, the initiator must determine whether other existing work processes describe how the idea or recommendation should be submitted.

5.2 Once the idea/recommendation has been adequately described and explored, the group or individual makes a formal presentation to the appropriate decision-making body.

5.2.1 The idea/recommendation may be stopped at this point or returned to the initiator for further definition, input, and review.

5.2.2 If the idea/recommendation is approved, the initiator will communicate the outcomes to all affected stakeholders.

5.3 Once the idea/recommendation has been approved and communicated, it can implemented..

6.0 ASSOCIATED DOCUMENTS:

6.1 None required

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|---------------------------------------|----------------|------------------|--------------------|-------------------|
| Depends on situation—see Section 5.0. | | | | |

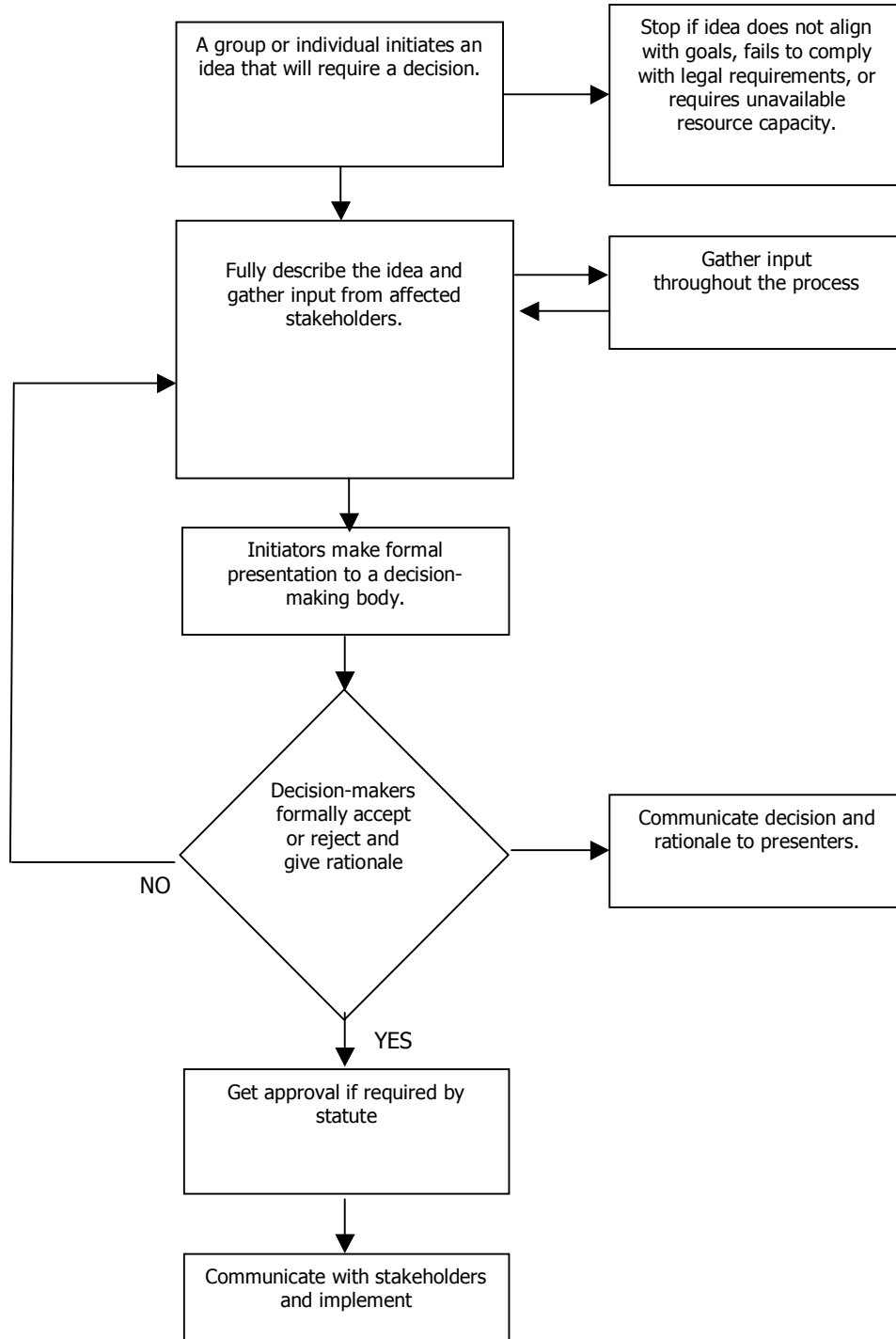
8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 30-Apr-01 | A | Original Release |
| 12-Feb-03 | B | Corrected job title in 2.1 and 3.0 (from Deputy Superintendent to Assistant Superintendent of Operations) |
| 23-Oct-06 | C | Clarified scope; updated list of those responsible; corrected job title in 3.1 (from Assistant Superintendent of Operations to Assistant Superintendent of Organizational Development; updated definitions; inserted new 5.1.2 regarding legal compliance; streamlined new 5.1.3; added "recommendation" to 5.2; reworded 5.3 |

DECISION-MAKING PROCESS (PMS-P009)

WENATCHEE SCHOOL DISTRICT

Exhibit "A"



**** End of procedure ****