
CABINET-LEVEL DECISION-MAKING PROCESS (PMS-P011)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process for district decisions that require Cabinet-level approval.

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

2.0 RESPONSIBILITY:

- 2.1 Cabinet

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Organizational Development

4.0 DEFINITIONS:

- 4.1 Cabinet – Superintendent, Asst. Superintendent of Organizational Development, Asst. Superintendent of Human Resources, Executive Director of Learning and Teaching, Chief Financial Officer
- 4.2 Review – a formal process to examine a recommendation for legality, propriety, or compliance. Review typically occurs after a proposal and prior to approval
- 4.3 Resource Capacity – time, money, supplies, and human resources that are necessary to implement an idea or recommendation
- 4.4 Stakeholder – any group or individual that has a vested interest in a decision
- 4.5 Input – providing suggestions or opinions that may shape the final decision
- 4.6 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
- 4.7 Approve – the formal acceptance of a policy, procedure, practice, program, etc. Approval is sometimes required by statute, contract, or for other reasons

5.0 PROCEDURE:

- 5.1 A group or individual initiates an idea or recommendation that requires a decision by the Cabinet, which reviews the idea.
 - 5.1.1 If the idea does not align with district goals or there is a lack of resource capacity to support the idea, further action on it is halted.
 - 5.1.2 If the idea does not comply with state and federal regulations, further action is halted.
- 5.2 When making decisions that affect buildings or departments, the Cabinet will consider the following:
 - 5.2.1 Is there research or data that demonstrates the idea will add value to the district?
 - 5.2.2 Which stakeholder groups might be affected by the decision?

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- 5.2.3 Should the stakeholder group(s) be involved in the decision-making process or just be provided an opportunity for input?
- 5.3 If the stakeholder group(s) are to be involved in the decision-making process, the Cabinet will either delegate the decision to a group or individual, or involve the group or individual in assisting the Cabinet in making the decision.
- 5.3.1 If the decision is delegated to a group or individual, that group or individual will be expected to share the decision with Cabinet prior to communicating it to affected stakeholder groups.
- 5.3.2 If a group or individual is to assist the Cabinet in making the decision, the Cabinet will determine the appropriate time and format for making the decision.
- 5.4 If the Cabinet decides to gather input, they will identify the appropriate groups or individuals to be involved and determine the most appropriate forum for input gathering. Forums may include, but are not limited to, leadership, elementary/secondary principals, operational directors, Learning and Teaching Dept. meetings, or Cabinet meetings.
- 5.5 Once input has been gathered and a decision has been made, the Cabinet will communicate with affected stakeholders orally and in writing prior to communicating to the larger system. Oral communication may take place over the phone or in a meeting, and written communication may take place by e-mail or memo. The communication will include a rationale for the decision.
- 5.6 Once the idea/recommendation has been approved and communicated, it can be communicated to the larger system and 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.				

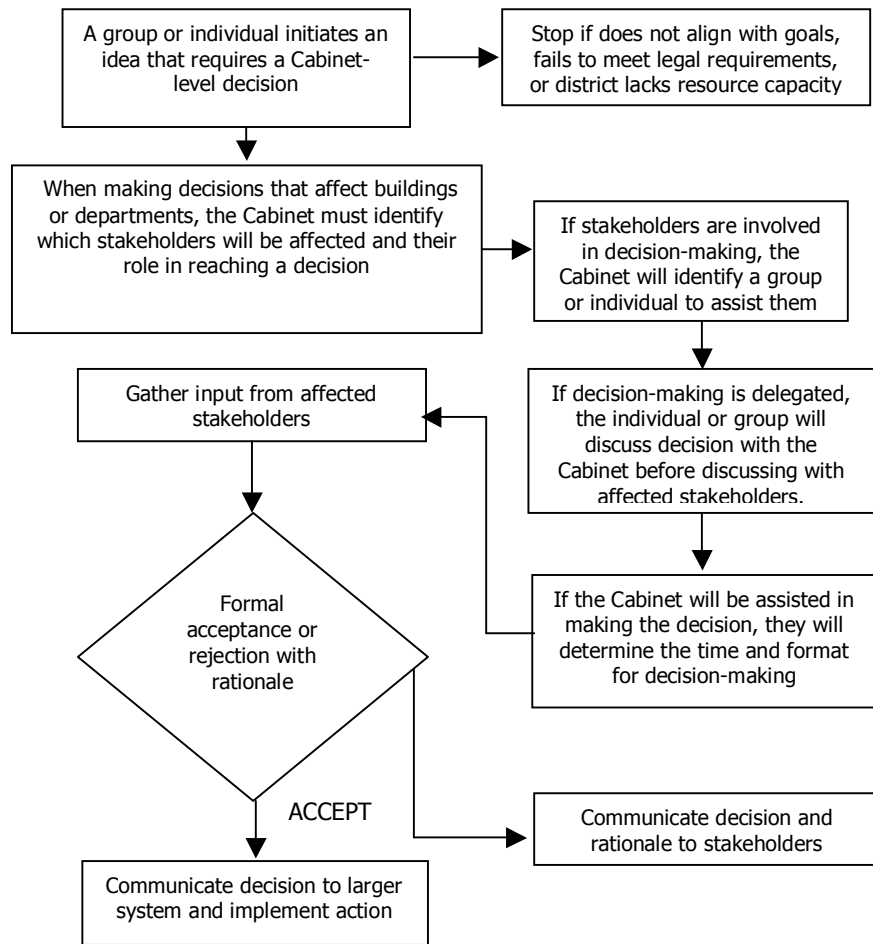
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
15-Nov-06	A	Original Release

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Exhibit "A"



**** End of procedure ****