MANAGEMENT REVIEW PROCEDURE (CIS-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1. This procedure applies to the members of the Senior Leadership Team in their role of management review.

2.0 RESPONSIBILITY:

2.1. Director of Schools

2.2. Director of Continuous Improvement

3.0 APPROVAL AUTHORITY:

3.1. Director of Schools

4.0 DEFINITIONS:

4.1. Continuous Improvement System (CIS) – referred to as Educational Organization Management System in ISO 21001: 2018.

4.2. Continuous Improvement Team (CIT) – Staff members working together to complete a chartered recommendation for improvement, preventive action or corrective action.

4.3. District Objectives: District Strategic Work

4.4. Management Review: Review of the Continuous Improvement System conducted by SLT.

4.5. Senior Leadership Team (SLT): Director of Schools, Department Chiefs, Level Directors, District Accountability and Data Analyst.

4.6. Quality Policy: To provide Business Affairs, Communications, Human Resources, Instruction, Technology, and Operations support for our schools in achieving the district's mission which is:

"To Educate and Empower Our Students to Reach Their Potential."

5.0 PROCEDURE:

5.1. SLT shall review the organization's continuous improvement system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness, and alignment with the strategic direction of the organization's management review inputs:

5.1.1. status of actions from previous management reviews,

5.1.2. changes that could affect the CIS,

5.1.3. information of the performance and effectiveness of the CIS, including trends in:

5.1.3.1. stakeholder feedback derived from concerns, survey results, stakeholder groups, etc.,

5.1.3.2. strategic work and quality objectives (at least twice per year),

5.1.3.3. process performance and conformity of products and services,

5.1.3.4. status of nonconformities and corrective actions (CITs, internal audit reports, compliance reports),

5.1.3.5. monitoring and measurement results,

5.1.3.6. audit results, and

5.1.3.7. performance of external providers

5.1.3.8. Formative and summative assessment outcomes.

5.1.4. adequacy of resources,

5.1.5. the effectiveness of actions taken to address risks and opportunities,

5.1.6. opportunities for improvement, and

5.1.7. Quality Policy (Mission statement).

5.2. Output from management review includes any decisions and actions related to:

5.2.1. opportunities for improvement,

5.2.2. improving the district based on stakeholder requirements, and

5.2.3. resource needs.

6.0 ASSOCIATED DOCUMENTS:

6.1. Stakeholder Feedback Form (CIS-F009)

6.2. Stakeholder Engagement Procedure (COM-P001)

6.3. Continuous Improvement Quality Manual (CIS-QM01)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Management Review Report/Notes	Electronic	5 yrs.	Discard as needed	Secure server
Quality Policy	Electronic	3 revisions	Discard as needed	Secure Server
Strategic Work Overview	Electronic	5 yrs.	Discard as needed	Secure Server

8.0 REVISION HISTORY:

Date:	Rev:	Description of Revision:
12/13/02		Initial Release

5/08/03	A	Add a new "c", re-letter, remove planned from "f", add "i" in 5.4
2/14/12	B	Added Quality Policy and District Objectives, and MRT members to the Definitions, made changes to Input and Output of MRT
9/17/12	C	Updated scope to refer to the SLT in role of management review, updated 4.1 definitions to SLT and included personnel, updated 4.4 changing MRT to SLT and changing quarterly to three times per school year in 4.4 and 5.1, deleted reference to formal management review and renumbered, deleted 5.5 reference to management review meeting minutes. Deleted Associated Documents Management Review Agenda/Minutes and MRT sign in sheet, changed CIS Manual to CIS Quality Manual. Changed Record Retention Table Identification to mid-year and end-of-year review.
1/9/15	D	Minor grammatical change to 4.4; added 5.2d internal audits; updated logo
1/26/16	E	5.2 Added Continuous Improvement Teams. CIS-F112 and CIS-F115 added to associated documents. Updated management review inputs and outputs in accordance with ISO 9001:2015. Updated logo.
5/4/17	F	5.2 updated to align ISO standards with the evidence produced by CMCSS. Updated record retention table.
11/26/17	G	Changed "management representative" to "director of continuous improvement".
3/23/18	H	Updated management review inputs in accordance with ISO 9001:2015. Removed CIT charter and summary, Tracking and Trending Report, Stakeholder Survey Reports, and KPIs from record retention table and added Management Review Report.
1/16/23	I	Removed old titles. Updated with a reference to formative and summative student data to reflect organizational data that is shared at retreats.

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