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# Management Review Procedure (QAS-P001)

Saint Louis Public Schools

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process by which the Members of the Management Review Team at Saint Louis Public Schools will conduct Management Review Team Meetings.

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

## 2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

## 3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools

## 5.0 PROCEDURE:

- 5.1 Management Reviews are held a minimum of once per month and more often as deemed necessary by the Management Review Team.
- 5.2 Management Reviews ensure the Quality Management System's continuing suitability, adequacy and effectiveness. The reviews include assessing opportunities for improvement and the need for changes to the Quality Management System, including the District's Mission, Vision, and Operating Principles.
- 5.3 The following departments, as a minimum, will provide staff to serve as members of the Management Review Team: Superintendent's Office, Deputy Superintendent's Office, Office of the External Engagement Officer, Chief Academic Office / Education Officers, Curriculum & Instruction Department, Elementary / Middle & Secondary Principals, Professional Development Department, Leadership Development Officer, Accountability Office, Finance Department, Operations Department Human Resources Department and Technology Services Department. To conduct a formal Management Review, the Quality Assurance System Management Representative, Lead Auditor, and at least 75% of all Management Review Team members must be present.
- 5.4 The input to Management Reviews shall include information on:
- Results of audits, which indicate process performance and conformity to requirements, conducted since the previous review.
  - Customer feedback as a result of customer complaints and/or required customer surveys.
  - Status of Corrective Action Requests and Preventive Action Requests.
  - Follow-up actions from previous Management Reviews.
  - The District's Vision, Mission, and Operating Principles to align with MRT work.
  - Planned changes that could affect the Quality Assurance System.
  - Recommendations for improvement.

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- 5.5 Review output: The output from the Management Review shall include any decisions and actions related to:
- a) Improvement of the effectiveness of the Quality Assurance System and its processes.
  - b) Improvement of the District process related to customer requirements.
  - c) Any determined resource needs.
- 5.6 The Management Review Meeting Minutes will include the items discussed in the agenda, action items assigned, and any miscellaneous items discussed.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Management Review Agenda
- 6.2 Management Review Meeting Minutes
- 6.3 Management Review Team sign-in sheet

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Management Review Agenda, Sign-in Sheet and Meeting Minutes	Hard copy in binder in Project Management Office	3 years	Discard as desired	Locked Office

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

**\*\*\* End of procedure \*\*\***