



CONTINUOUS IMPROVEMENT PROCEDURE (PRM-P007)

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

1.0 SCOPE:

- 1.1 This procedure communicates the process that engages CMCSS stakeholders in the identification, design, development, and implementation of strategic and operational initiatives necessary to achieve the school system's core mission: "To Educate and Empower Our Students to Reach Their Potential".

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

2.0 RESPONSIBILITY:

- 2.1 Senior Leadership Team

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Stakeholders: students, parents, staff, community
- 4.2 Approval: Refers to the formal acceptance of a policy, procedure, practice, program, etc. Status, contract, or other reasons sometimes require approval.
- 4.3 Senior Leadership Team (SLT): Director of Schools, Chief Financial Officer, Chief Academic Officer, Director of High School Education, Director of Middle School Education, Director of Elementary Education, Chief Operations Officer, Chief Human Resources Officer, Director of Communications, Chief Technology Officer and Management Representative

5.0 PROCEDURE:

- 5.1 The school system continually improves the effectiveness and efficiency of the Process Management System through the use of the quality policy, school system objectives, audit results, analysis of data, corrective and preventive actions, Quality Action Plan and management review.
- 5.2 The Senior Leadership Team has created a culture and a set of beliefs that invites employees to actively seek opportunities for improvement of performance in processes, services and products in order to improve the satisfaction of all interested parties.
- 5.3 Authority is delegated so employees are empowered and accept responsibility to identify opportunities where CMCSS can improve its performance.
- 5.4 The Senior Leadership Team and Management Review Team review the Preventive Action ([PRM-P003](#)) reports and allocate resources needed to implement preventive action, if applicable (see Management Responsibility, Section 5, PRM-M001).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Process System Manual ([PRM-M001](#))
- 6.2 Management Review ([PRM-P006](#))



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6.3 Corrective Action ([PRM-P005](#))

6.3 Preventive Action ([PRM-P003](#))

6.4 Internal Audit Summary Reports

6.5 Miscellaneous Data Collected

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/02		Initial Release
3/17/03	A	Add Curriculum & Instruction Coordinator to SLT in 4.0, remove 6.2 & renumber, add none in 7.0
4/11/06	B	Update 6.0
1/23/07	C	Update 4.3

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