

PLANNING AND DECISION-MAKING PROCESS

BQ  
(EXHIBIT)

See the following exhibits:

- Exhibit A: Approvals for Requesting Program Evaluation Services from Research and Accountability – 2 pages
- Exhibit B: Approvals Regarding the Decision-Making Process for Major Contracts, Purchases, Projects, and Significant Organizational Decisions – 2 pages
- Exhibit C: Decision-Making Process Flowchart – 1 page



EXHIBIT A

APPROVALS FOR REQUESTING PROGRAM EVALUATION  
SERVICES FROM RESEARCH AND ACCOUNTABILITY

**REQUESTS**

<b>Responsible Party</b>	<b>Level of Authority</b>	<b>Requirements and Other Information</b>
Assistant Superintendent, Research and Accountability	Requests for evaluation services  Assignment of each approved evaluation request to appropriate staff for completion	A written request by a senior staff member for program evaluation services. The request must include all necessary information and be submitted annually before the start of the school year or before approval of the program to be evaluated.  Types of services include evaluation, compliance monitoring, and education research.
From the appropriate area of responsibility:  Senior Staff	Submission of a written request for program evaluation services, including reports, to the assistant superintendent, Research and Accountability	A written request from a senior staff member indicating both the type and frequency of report needed.  Acceptable reasons for services may include being mandated in law or regulations; required by the Houston Independent School District Board of Education; required by a grant or funding agency; requested by a senior staff member; or required by contract.

**REPORTS**

<b>Responsible Party</b>	<b>Level of Authority</b>	<b>Requirements and Other Information</b>
Assistant Superintendent, Research and Accountability	Issuing a requested report	A written request from a senior staff member indicating both the type and frequency of report needed.  Types of reports include: data only; data with brief description; and literature review.

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1. References.

BQ1(REGULATION)

2. The assistant superintendent, Research and Accountability, is responsible for maintenance of this exhibit.

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EXHIBIT B

APPROVALS REGARDING THE DECISION-MAKING PROCESS FOR  
MAJOR CONTRACTS, PURCHASES, PROJECTS, AND SIGNIFICANT  
ORGANIZATIONAL DECISIONS

This exhibit concerns authority in the decision-making process for major contracts, purchases, projects, and significant organizational decisions. This approval is exercised as needed.

Responsible Party	Level of Authority	Requirements and Other Information
Superintendent	Final decision for recommendations to the Board  Content of Board agenda item	The Superintendent requires carefully researched options in order to make a decision that is in the best interest of the District as a whole.
	Initiation of a major decision-making process	The Superintendent may initiate this process or receive a request from a direct report to initiate a major decision-making process.
	Exceptions to or changes in the major decision-making process	Exceptions to or changes in the major decision-making process may be made in response to time constraints on a case-by-case basis only.
	Major project charters	A major project charter includes a timeline, an outline of the decision-making process, milestones, and key deliverables.
	Preliminary activities in a major decision-making process	

**SUBMISSION TO SUPERINTENDENT**

<b>Responsible Party</b>	<b>Level of Authority</b>	<b>Requirements and Other Information</b>
From the appropriate area of responsibility:  Superintendent's Cabinet	Alternative solutions and outcomes for submission to the Superintendent  Preliminary activities and major project charters for submission to the Superintendent	

1. References.  
BQ2(REGULATION)
2. The Superintendent is responsible for maintenance of this exhibit.

EXHIBIT C

DECISION-MAKING PROCESS FLOWCHART

