

**Colorado Springs School District No. 11**  
**Criteria and Procedures for the Development of  
Management Directives**

The purpose of a Management Directive is to provide authoritative direction beyond the scope of Board Policy and Regulation. All District employees are required to comply with management directives for the benefit of District 11 students, staff and stakeholders in order to ensure compliance with the Board of Education approved Business Plan.

A management directive provides direction to address a serious legal or policy issue in the district that requires a formal directive from the superintendent. A directive has the force of policy, and violations of the directive are serious. Merely determining that an issue or a disparity exists does not in itself justify the need for a management directive. The following criteria were developed to help determine the need for a management directive. If the following criteria are met, there is probably a need for a management directive.

1. Is the topic of great significance to the organization and management of the district?
2. Is there the possibility of serious consequences for the district if the directive is not developed and implemented?
3. Is there a potential legal liability for the district if the directive is not developed and implemented?

Any staff member may propose a management directive to a member of the Superintendent's Executive Cabinet. If the proposed directive qualifies according to the previous criteria, the cabinet member should compose or facilitate the composition of the management directive for review. The process of review will include the following steps:

1. Compose a draft of the management directive according to the format and style of previously approved management directives.
2. Present a draft of the proposed directive to the Executive Cabinet Representative and then Superintendent's Cabinet for review.
3. Process any recommended changes to the proposed directive.
4. Present any substantive issues about recommended changes to the directive to the Superintendent.
5. Have the proposed directive reviewed by the district's legal counsel, as necessary,
6. Obtain the Superintendent's approval of the final wording of the proposed directive.
7. Review the directive for final format consistent with present management directives.
8. Reproduce and distribute the management directive, signed by the Superintendent, to all appropriate administrators with an accompanying memo from the Superintendent.