

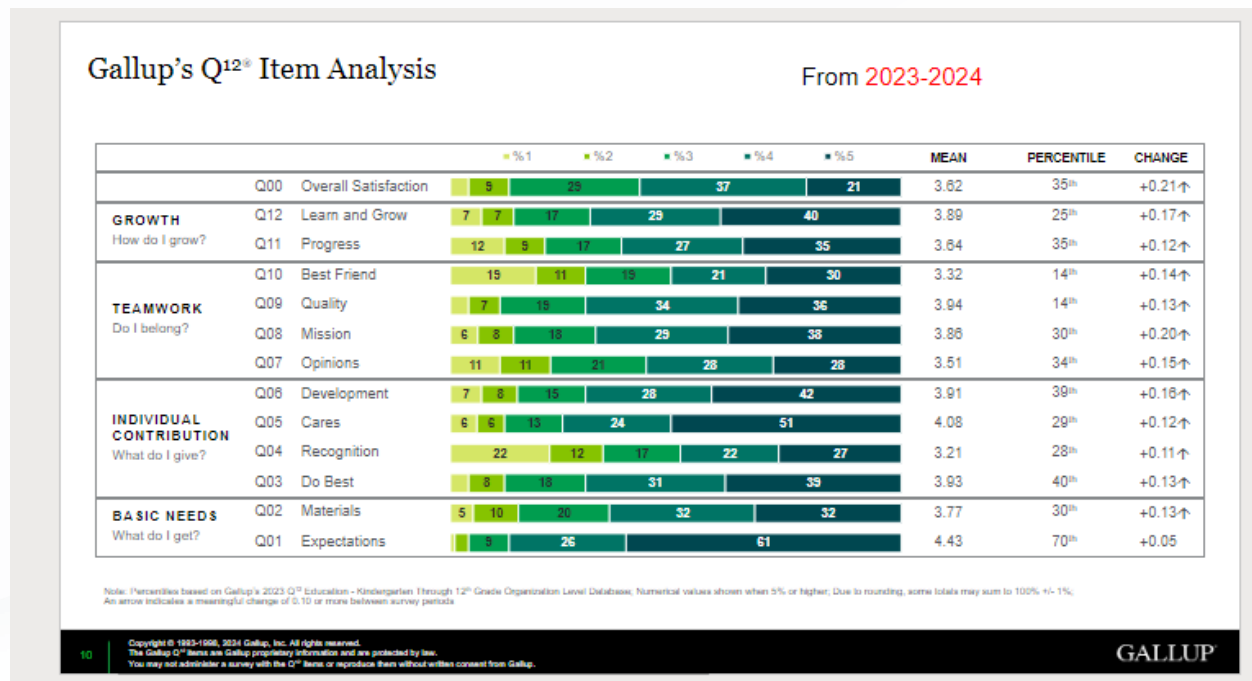
## District Operations Report - April

**Dr. Tekshia Ward-Smith**  
 Interim Chief of Human Resources

**GALLUP Q-12-** All employees of the DeKalb County School District were invited to participate in the 2024 Gallup Q12 Employee Engagement Survey. Gallup has studied over 2.7 million workers across 100,000+ employers. They highlighted the fact that a team’s direct manager was found to be the single most important variable affecting a team’s overall performance since managers directly control so many of the elements within employees’ lives.

Gallup believes engagement is a primary factor in an individual’s overall wellbeing. Research has found employee engagement, as measured by this survey, leads to less turnover, lower absenteeism, and higher employee productivity. The Gallup Q12 is a list comprised of 12 questions scored on a 5-point that have been found, by means of a large-scale meta-analysis conducted by Gallup, to have the most significant impact on a team’s level of engagement and performance. Questions range from “In the last seven days, have you received recognition or praise for doing good work?” to “Does the mission/purpose of your company make you feel your job is important?”

Gallup results for FY2024 show a double-digit gain in engagement for the DeKalb County School District. See the results below:



## **EMPLOYEE WELLNESS INITIATIVES**

The DeKalb County School District offers a robust Employee Wellness Program. We recognize that a healthy, happy, and committed workforce is vital to the success of our district. Research has proven that health and wellness have a significant impact on employee retention in the workplace. A sound wellness program can increase employee retention by targeting their physical, emotional, mental, financial, and social wellbeing. Our goal is to create a culture which motivates, empowers, and engages employees. Employees benefit from improved physical health, reduced stress, and the financial benefits of a healthy lifestyle. Programs this year include but are not limited to:

Atlanta Falcons, Hawks and GA United Discount Employee Appreciation Tickets • Cancer: What Makes Someone High Risk Webinar • Diabetes Prevention & Management • Financial Wellness and Basic Tax Tips • Employee Assistance Program • Emory Healthcare's Breast Cancer 101 Webinar • LA Fitness Discount Membership Offer • Life Link - Health & Wellness & Life Link - Organ Donation & Healthy Choices • Mobile Mammogram • National Alliance on Mental Illness- In Our Own Voice -Multiple Webinar • Onsite Dental Services • Prostate Cancer Awareness and You Tips for Employees • Social Security Administration - Social Security 101 • Stop Stress in its Tracks Presentation and Webinar • Thrive Holistic Wellness Program: Weight Loss Challenge • Virtual Heart Healthy Yoga

### **Angelica Collins (Director of Employment Services)**

We have added roughly 3000 employees into new positions this school year. Our focus must be to develop and retain them. Principals and administrators have been provided with school allocations for FY25 and are aggressively working to staff their buildings. Human Resources has provided additional support to Principals by increasing marketing and advertising, direct sourcing, recruiting, and prescreening qualified applicants to locate top talent for our district. The competition is steep; however, with our sound recruitment strategy we provided qualified staff (including almost 1000 teachers) for all available positions this year. Again, we must be intentional about retention.

As of April 12, 2024, the District has 298 posted teacher vacancies. Current posted vacancies are as a result of additional allocations, retirement and resignations due to non-acceptance of a contract offer of employment for FY25. Top reasons individuals who did not accept a contract for FY25 include those who are leaving the profession altogether. Additional reasons include general burnout, lack of support from parents, aggressive behaviors from students and parents, support from administration, and post COVID student apathy.

### MARCH 2024 JOB FAIRS ATTENDED

HR Managers attended remote and in person career fairs at several colleges/universities to recruit college graduates for the FY25 school year:

MONTH	LOCATION
March 5, 2024	Mississippi State University
March 5, 2024	University of Tennessee-Knoxville
March 6, 2024	Middle Tennessee State University
March 6, 2024	FAMU
March 6, 2024	University of Alabama
March 11, 2024	Michigan State University
March 13, 2024	Auburn University Education Interview Day
March 13, 2024	University of Michigan(virtual)
March 13, 2024	East Carolina University
March 13, 2024	George Mason
March 19, 2024	Bowling Green State University
March 20, 2024	PERC Consortium
March 21, 2024	Tennessee Tech Education Fair
March 27, 2024	Florida State University
March 27, 2024	Florida Gulf Coast University

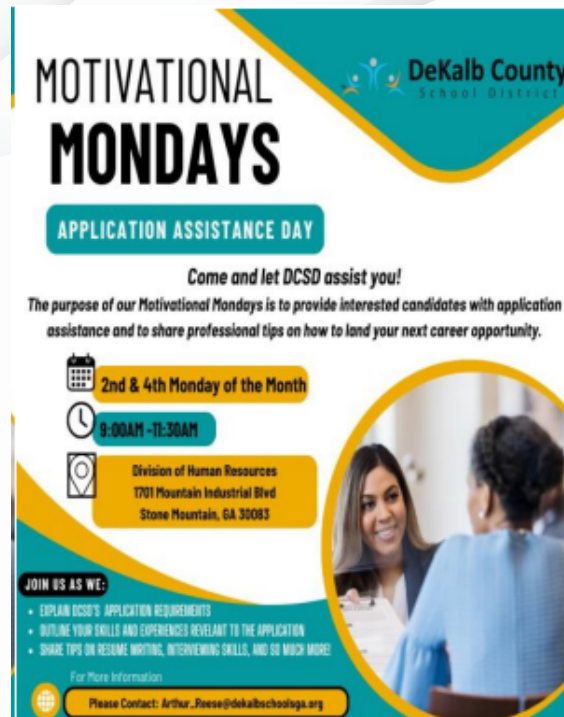
DCSD Districtwide Job Fair is April 27<sup>th</sup>:



The Division of Human Resources is pleased to announce a new initiative, **Motivational Mondays**, to assist applicants with their application. This initiative will also provide applicants with research-based strategies and tips on how to land their next job. **Motivational Mondays** will take place on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. The times are as follows:

**2<sup>nd</sup> Monday of the Month- 9am-11am**

**4<sup>th</sup> Monday of the Month- 4pm-6pm**




**Karen Beadles**  
**(Director of Total Rewards)**

The Total Rewards team is responsible for the functional areas of compensation, benefits, leave administration, retirement, verification, and employee wellness.

### **Retirement – Supplemental 2% Match Program**

The Supplemental 2% Match Program is a tax deferred savings program where the BOE contributes 2% of an employee's base salary into a 403b account held with one of the four BOE approved optional investment and retirement providers – Fidelity, VOYA, EMPOWER, Corebridge.

Pre-Retirement Counseling Sessions for DCSD Employees on 4/9, 4/10, 4/11/24



**Teachers Retirement System of Georgia**

**DeKalb County School District**  
**In Person Individual**  
**Pre-Retirement Counseling Sessions**

**This 50-minute session will allow you to:**

- Receive individual benefit estimates.
- Receive detailed information about TRS retirement options.
- Receive more in-depth information about purchasing service.
- Ask very specific questions about your individual situation.
- Bring a guest with you to listen and ask questions.

**Coming to Your School District Soon!**

**Dates:** 04/09/2024 1:00 PM-5:00 PM or  
04/10/2024 8:00 AM-5:00 PM or  
04/11/2024 8:00 AM-1:00 PM

**Location:** DeKalb County School District  
**Robert Freeman – Admin & Instruct. Complex**  
**DeKalb Early College Academy**  
**1701 Mtn. Industrial Blvd.**  
**Stone Mountain, GA 30083**

**Questions?**  
**Email:** [retirement@dekalbschoolsiga.org](mailto:retirement@dekalbschoolsiga.org)  
**Phone:** 678-676-0362

Appointments are limited, Register today!  
After you attend one of our pre-retirement workshops, we encourage you to meet one-on-one with one of our experienced retirement counselors. We offer this service to all members within 5 years of retirement, with priority given to those within 2 years.  
To learn more about other Pre-Retirement events, go to [www.trsga.com](http://www.trsga.com). Click on "Events", and click on Pre-Retirement in the calendar navigation key.

**To register, follow these easy steps:**

1. Visit
2. Click on **Account Login** link in the upper navigation bar.
3. Select "Active Member" and proceed to the Account Login page.
4. Register for and/or log in to your TRS account.
5. Click on **Register for an Event**. Choose **Statewide Events**, then choose **DeKalb County** or enter ZIP Code **30083**.
6. Pick the event and time of your choice. You will receive an automatic email confirmation upon your successful registration.

Teachers Retirement System of Georgia  
404 352 6500 | [www.TRSGA.com](http://www.TRSGA.com) | 800 332 0650

## Wellness Program – T.H.R.I.V.E – a DCSD Holistic Wellness Program

Employee well-being is vitally important to maintaining a good work-life balance. It is a retention booster and attracts talent. We want employees to feel happy and be happy to work.

### Wellness Mini-Grant Awarded

The Wellness program was awarded a \$25k mini-grant from Healthier Generation for a grant period of February 2024 through June 2025.

The purpose of the mini-grant is to create staff mindfulness/wellness rooms to be located in various schools. This space allows staff a place to unwind and relieve any stressors and anxiety. The rooms will also help to improve self-care and personal wellness, which will help to positively impact an employee's job performance.

The implementation will be completed during the school year 2024-2025. Planning is now underway.

### April 2024 Events

- Wellness Center in operation M-F, 4p-6p with weekly activities
- Transportation Health and Wellness Event held for all transportation employees; subjects were:
  - Life Link
  - The Dangers of Vaping
  - Overall Self-Care
- Districtwide HealthyWage Weight Loss Challenge ended April 19 w/over 130 participants – final totals are forthcoming from HealthyWage with an announcement in May
  - A team of 5 with the highest percentage of weight loss could win \$10k
  - A DCSD team that reaches their goal will win \$1,500
  - The Wellness Program sponsored 100 DCSD Employees



- DCSD Night w/the Atlanta Hawks – 4/9/2024 and 4/10/2024
- Planning a Spring Garden Webinar 4/9/24
- Social Security 101 In-Person Workshop (3 sessions) 4/11/24
- Emory Healthcare Coronary Artery Disease Webinar 4/15/24
- UGA Extension Adequate Sleep Webinar 4/16/24
- 3D Mobile Mammograms on 4/18/24
- LETS Save Lives: An Intro to Suicide Prevention for Blk & African American Communities 4/23/24
- DCSD Night @ the UniverSoul Circus DCSD Night – Mr. Diijoin DaCosta, Board Chair, as honorary ringmaster and the DeKalb School of the Arts' dance team performance 4/25/24



- Bone & Joint Health Webinar – Presented by Northside Hospital 4/29/24
- Homebuying Webinar – Presented GA United Credit Union 4/29/24
- How To Make Your Money Work For You Webinar – Presented by Consumer Credit Counseling 4/30/24

**Marissa Key**

**(Executive Director of Employee Relations)**

The Employee Relations Team is excited to present the last Legal Symposium of the 2023-2024 SY on April 30, 2024, from 9:00 a.m. - 4:00 p.m. in the AIC auditorium. The target audience is central office leaders. If you missed the February Symposium please join us. There will be sessions on employee misconduct, ADA, the Family Medical Leave Act (FMLA), Workers Compensation, evaluations, employee complaints and grievances, Open Record Requests, and school safety. Bring your questions and eagerness to learn. We look forward to seeing you!

**Mr. Erick Hofstetter**  
**Chief Operating Officer**  
**and**  
**Antwyn Brown**  
**Deputy Chief Operations Officer**

March was the celebration of [Women's History Month](#). The Division of Operations dedicated the March newsletter to showcase the talents and achievements of various women in the Operations Department. With great honor and gratitude, we extend this heartfelt introduction and invitation to join us in commemorating women's remarkable achievements and contributions to the Division of Operations.

Please click the Women's History Month hyperlink above or the link below to access the newsletter.

[https://www.canva.com/design/DAF\\_gFDfMJo/q5jrAgs3KV1jnTif1c66qw/view?utm\\_content=DAF\\_gFDfMJo&utm\\_campaign=share\\_your\\_design&utm\\_medium=link&utm\\_source=shareyourdesignpanel](https://www.canva.com/design/DAF_gFDfMJo/q5jrAgs3KV1jnTif1c66qw/view?utm_content=DAF_gFDfMJo&utm_campaign=share_your_design&utm_medium=link&utm_source=shareyourdesignpanel)

**Dr. Connie Walker**  
**Executive Director of School Nutrition Services**

#### **Plastic Free Awareness Day - April 22, 2024**

As polluting plastics pile up worldwide, Plastic Free Lunch Day provides an excellent opportunity for School Nutrition to act in the school cafeteria. Plastic-free awareness is an opportunity for students to learn about plastic pollution and witness meaningful SNS plastic-reduction action.

DCSD School Nutrition Services will participate in the "Pollution Solution" on April 22, 2024. On April 22, all DCSD schools will use compostable plates and utensils to reduce as much plastic as possible. It is our hope that one plastic-free day will lead to another.

#### **The Impact:**

- Promote student awareness
- Reduce hundreds or even thousands of single-use plastic items by making simple switches during meal service.
- Reduce pressure on recycling systems.
- Reduce unnecessary waste and save precious resources.

In addition to celebrating Plastic Free Awareness, several DCSD schools are part of a compostable initiative that began in 2018: Fernbank ES, Sagamore Hills ES, Laurel Ridge ES, Oak Grove ES, Druid Hills MS, & Arabia Mountain HS.





**Bernando Brown**  
**Director of Student Transportation**

**Introducing Our New Regional Transportation Managers!**

I am thrilled to announce some exciting news from the Transportation Department! As of March 1, 2024, we have welcomed three outstanding individuals to our team as Regional Transportation Managers. Please join me in extending a warm welcome to Mrs. Chenille Hemphill, Ms. Tracee Hill, and Mr. Monroe Kenard.

Each of our new managers brings a wealth of knowledge, experience, and enthusiasm to our department, and I have no doubt that their contributions will enhance the work and worth of our Transportation Department. Mrs. Hemphill, Ms. Hill, and Mr. Kenard are eager to collaborate with all of you to ensure the continued success and efficiency of our transportation operations.

I encourage you to take the opportunity to introduce yourselves and extend a warm welcome to Mrs. Hemphill, Ms. Hill, and Mr. Kenard when you have the chance. Their insights and expertise will undoubtedly strengthen our team and help us achieve our goals.

Let's join in welcoming our new Regional Transportation Managers and celebrating the exciting future for our department. Transportation is on the move for greatness, and with Mrs.

Hemphill, Ms. Hill, and Mr. Kenard on board, I am confident that we will achieve even greater heights.

Together We're Driving Forward!

**Cedric Burse**  
**Director of Fleet & Fleet Maintenance**

The Department of Fleet Services is exploring the integration of electric vehicles (EVs) into its pool fleet, which is a testament to our commitment to excellence and sustainability. Here's why this initiative represents a significant step forward for our department and the district as a whole:

**\*\*Environmental Stewardship\*\***: By transitioning to EVs, we are taking proactive measures to reduce carbon emissions and promote sustainability within our operations. This aligns perfectly with the district's commitment to environmental stewardship and sets a positive example for our community.

**\*\*Safety and Well-being\*\***: Beyond environmental benefits, adopting EVs delivers a health-based position by contributing to cleaner transportation. This benefits the environment and helps keep our students and staff safe by reducing exposure to harmful pollutants emitted by traditional fuel-powered vehicles.

**\*\*Operational Efficiency and Cost Savings\*\***: EVs are known for their lower maintenance requirements and reduced fuel expenses compared to conventional vehicles. By incorporating EVs into our fleet, we're making a sustainable choice and ensuring long-term cost savings and operational efficiency.

**\*\*Advanced Monitoring and Management Systems\*\***: Through the integration of advanced monitoring and management systems, we can ensure optimal utilization of our EV fleet, maximizing productivity while minimizing downtime. This strategic approach to fleet management demonstrates our commitment to innovation and adaptability.

**\*\*Leadership in Sustainable Practices\*\***: By embracing EVs and spearheading initiatives like the Electric Vehicle Pool, the Department of Fleet Services positions itself as a leader in sustainable government practices. This enhances our reputation and inspires other departments and organizations to follow suit.

Overall, the adoption of EVs by the Department of Fleet Services represents a forward-thinking initiative that benefits the environment, enhances operational efficiency, promotes cost savings, and fosters a culture of innovation and sustainability. It is a win-win situation for our department, the district, and the community we serve.

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**Richard Boyd**  
Director of Design and Construction

### **Athletic Facilities Assessments/Evaluations**

On April 22, Design and Construction, CDH Architects and Breedlove Engineering met to start evaluating athletic facilities at the remaining DCSD high schools. The team reviewed the Dunwoody High School facilities and submitted a draft report to be used as a standard. After some revisions to that report, the team is now ready to evaluate the remaining schools.

The goal is to present a comprehensive report to the Board of Education illustrating the current state of the DeKalb County School District (DCSD) high school athletic facilities. The design team will provide a site study for five (5) shared district stadium facilities throughout the DCSD. The site-specific assessments will review the following scoping items for parity and continuity:

#### **Key aspects that the construction and design team will be evaluating:**

**Field and Track Conditions:** Assessing compliance with GHSA requirements to ensure optimal playing surfaces and safety standards.

**Concessions and Restroom Facilities:** Reviewing amenities such as concessions and restroom facilities, focusing on ADA accessibility to accommodate all community members.

**Seating and Lighting:** Evaluating seating arrangements and lighting systems to enhance spectator experience and ensure safe and well-lit environments.

**Changing Facilities:** Assessing changing facilities for both teams and referees to meet the needs of participants and officials.

**Track and Field Equipment:** Reviewing the availability and condition of essential equipment such as scoreboards, goals, and jumping apparatus.

**Parking:** Evaluating parking requirements and availability to facilitate convenient access for attendees.

The design team will also provide site studies for five shared district stadium facilities throughout the DCSD. These assessments will focus on parity and continuity, ensuring equitable access to high-quality facilities across the district.

This evaluation will provide valuable insights to inform future enhancements and investments in our athletic facilities, benefiting our students, athletes, and community members.

**Bobby Moncrief**  
Director of Facilities Services

April was a busy month for Facility Services, with significant accomplishments and initiatives that display our dedication to excellence and continuous improvement.

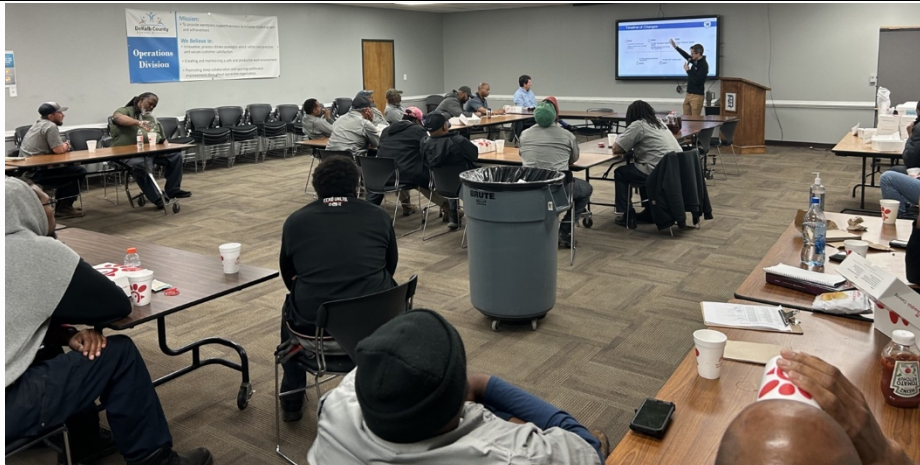
John Jewett has been steadily working on getting obsolete equipment posted on Govedeals.com. He has items posted there now, and we will hopefully be able to find these items new homes soon

**Work Order Completion:** Facility Services completed a staggering 1005 work orders in April, showcasing our team's efficiency and ability to promptly address a wide range of maintenance and repair needs. This achievement highlights our commitment to ensuring the district facilities operate smoothly and safely.

**New Work Orders Creation:** Additionally, we created 1068 new work orders, reflecting our proactive approach to identifying and addressing facility maintenance needs. By staying ahead of potential issues, we minimize disruptions and ensure the continued functionality of district facilities.

**Training Sessions:** We understand the importance of investing in our team's professional development, so we conducted numerous training sessions throughout April. These sessions enhance our technicians' skills and knowledge and ensure that they stay up-to-date with the latest industry standards and best practices.

**Refrigerant Training:** One highlight of our training initiatives was the participation of our HVAC and kitchen equipment technicians in refrigerant training conducted by Mingledorfs at the Sam Moss Service Center. This specialized training equips our technicians with the expertise needed to handle refrigerant-related tasks safely and effectively, ensuring the optimal performance of HVAC and kitchen equipment across district facilities.



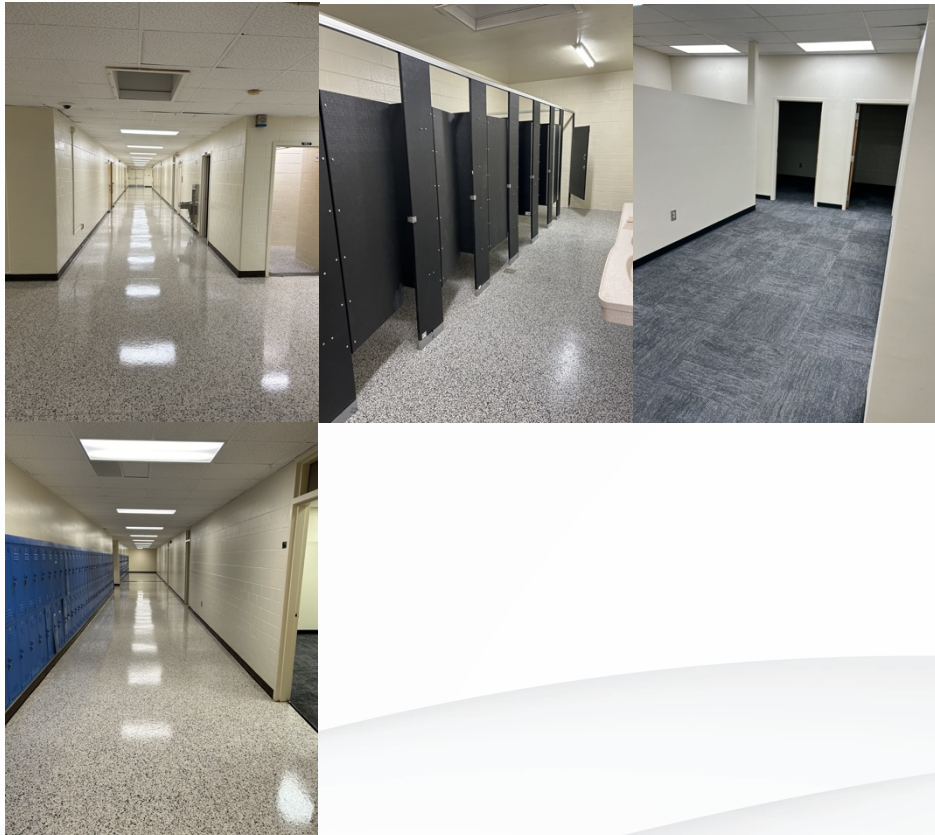
Four (4) Custodial Services Supervisors attended the 2024 APPA conference. They returned and redelivered information that they had learned at the conference to the other Custodial Services Supervisors and to the Facility Managers.

**APPA Conference Attendance:** The participation of four Custodial Services Supervisors at the 2024 APPA conference reflects our proactive approach to professional development and knowledge sharing. By attending this renowned event, they gained valuable insights and best practices in custodial services management. Their commitment to redelivering this information

to their peers and Facility Managers ensures that our team benefits from the latest industry trends and innovations, enhancing our service delivery and efficiency.

**SFBE Conference Attendance:** The attendance of two individuals at the Annual SFBE conference provided a unique opportunity to network with local fire marshals and deepen our understanding of fire protection engineering. By fostering personal and professional connections with critical stakeholders in fire safety, we strengthen our ability to maintain a safe and compliant environment across district facilities. This proactive engagement underscores our commitment to prioritizing safety and compliance in all operations.

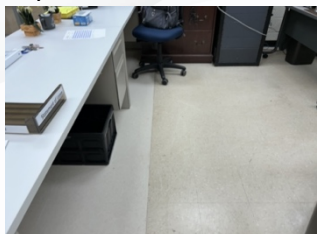
**Silver Hills Administrative Annex Repurposing:** The successful completion of the repurposing project for the Silver Hills Administrative Annex demonstrates our ability to deliver on our promises and effectively manage facility renovations. Despite facing challenges, we have fulfilled our initial commitment to repurpose the annex into functional office spaces. This achievement reflects our dedication to optimizing facility utilization and meeting the evolving needs of our organization.



Worked aggressively to keep the roofs clean on the schools. The picture below is from Woodridge ES.



Replaced front desk in office at Fairington ES.



At the Shallowford ES site, our painting team did a tremendous job eradicating graffiti.



**Keith Singleton**  
**Director of Business Services**

The Department of Business Services has achieved remarkable results in the latest monthly report, demonstrating our commitment to excellence and efficiency. Please note our continued success:

Food Safety Inspection Success: We're proud to announce that we ***passed the Georgia Department of Agriculture Inspection for Food Safety flawlessly - with zero findings!*** This underscores our unwavering dedication to maintaining the highest safety and compliance standards.

**Auction Process Re-Engagement:** We've taken proactive steps to optimize our operations by re-engaging in the District's Auction Process for obsolete equipment, now conveniently conducted online on GovDeals.com. This ensures that we efficiently manage our resources while maximizing returns.

**Facility Use Agreements:** We're excited to announce significant collaborations with Warner Brothers and Amazon Films for filming projects at Brockett ES and Tucker HS, respectively. These partnerships generate revenue and showcase our facilities on a broader stage.

**Payroll Initiative:** Starting May 1st, our payroll department will kick off the "Train the Trainer" initiative to implement processing for 10-month employees into MUNIS. This forward-thinking approach ensures smoother operations and enhances our payroll efficiency.

**Summer Enrichment Program Entries:** We're on track to complete all entries for the Summer Enrichment Program, demonstrating our commitment to providing enriching opportunities for students even during the break.

**Accounting Milestones:** Our accounting department has reached significant milestones, including submitting 34 Purchase Orders totaling \$12,310,164.78. Additionally, we've identified a baseline of report a 44% on-time payment rate, a metric we can now track and share with the District for the first time.

These accomplishments reflect our relentless pursuit of excellence and efficiency in all operations. As we continue to innovate and streamline processes, you can trust the Department of Business Services to deliver exceptional results and drive the District forward.

**Hans Williams**  
**Director of Planning & E-SPLOST/CIP Programming**

The Planning & E-SPLOST/CIP Programming Department continues to enhance two critical initiatives, and our team has been diligently working on managing potential easements and establishing Fund 300 for budget preparation.

**Management of Potential Easements:**

Our staff has been collaborating with key stakeholders, including Georgia Power, the City of Dunwoody, DeKalb County Watershed, and the Path Foundation, regarding proposed easements on District properties. These easements are primarily aimed at allowing other parties to access DCSD property to create or maintain amenities or utilities used by the District, such as power and sewer systems.

It is important to note that when a proposed easement does not directly benefit the District, we ensure that appropriate compensation is included in the easement agreement. This ensures that the use of District property is fair and equitable, reflecting our commitment to responsible stewardship of our resources.

**Fund 300 Budget Preparation:**

In parallel, our team has been working closely with the Finance Department to establish Fund 300, a new capital improvement fund. This fund will serve as a dedicated mechanism for managing non-SPLOST-funded capital improvement projects independently of the District's annual budget.

Fund 300 will consolidate several existing funds for capital improvement into one unified fund, streamlining our financial management processes and enhancing transparency and accountability. Importantly, this fund will take over capital improvement projects currently funded by Facilities Maintenance and ESSER III, ensuring that these projects remain on track and are completed successfully.

These initiatives will improve our operational efficiency and strengthen our ability to deliver essential services and amenities to our students, staff, and the broader community.

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**Mr. Byron Schueneman**  
**Chief Financial Officer**

During the month of March, the financial team

- Continued to provide post implementation support of Munis' Student Activity Module (SAM).
- 100% of schools have now met comparability for FY2024.
- Continued to provide budget, general ledger detail and funding detail to counsel for charter school litigation.
- Continue pushing to supply all requested information for the SPLOST and ESSER audits.
- The Payroll/HR Munis implementation is in parallel 3. A strong focus is now on getting all integrations to a functional level.
- Prepared and presented the FY25 general fund budget . With ESSER III ending, health insurance increasing for certified and classified employees, and mandatory salary increases, we will have to carefully craft our FY25 budget and be selective on which priorities to fund.



**Lauren Scott**  
**Deputy Chief Financial Officer**

**Budget**

The budgeting team is well underway with the FY25 budgeting process. The initial FY 2025 Budget proposal was presented to the Board during the Board Retreat on April 18, 2024. During the retreat, the Board shared their feedback on budget initiatives and recommendations. As a result, we are working to incorporate the Board recommendations for discussion during board mini sessions on April 30 and May 1, 2024. We are confident the proposed budget will move forward for first approval on May 6, 2024.

**Lance McConkey**  
**Comptroller**

**ERP - School Activity Module (SAM)**

Implementation of the MUNIS school activity module is complete. All Bookkeepers have received Phase 2 training. The Local School Accounting (LSA) team continues to assist Bookkeepers as they become familiar with the new module.

The LSA team continues to work with the Tyler MUNIS consultant and Heartland vendor to setup and link the MySchoolBucks software for online and credit card payments to the SAM. DIIT identified devices and are provisioning them for use at each school.

**ERP – Human Resources/Payroll**

The Accounting team continues to focus on proper reporting to all retirement and investment vendors. Since the implementation of utilizing MUNIS payroll for 12-month employees, Accounting has ensured proper reporting during the transition, which involves combination of reports from both systems and manually creating reports in some instances.

In March, Finance's Business Services Department met with the Retirement Manager vendor discussing updates and improvements related to retirement and investment reporting. These updates and improvements will benefit Finance with consolidating reporting functions and District employees with better access to their information. Discussions will continue and implementation will occur once all payrolls are properly processed through MUNIS.

Following the meeting in March, Finance sent staff to the Corebridge Sponsor Plan annual conference April 17-19, 2024. The team received beneficial information related to industry updates and changes. Additionally, the team received specific guidance and suggestions related

to the District's plans on upcoming required changes and items that could improve the retirement plan. This information will be helpful as Finance and HR work together to review and improve the plans and processes after the MUNIS implementation is completed.

### **ESSER Surveys**

GDOE's Financial Review Division requires all District to complete annual surveys. To date, Finance has submitted surveys covering ESSER 1-3. After the completion and submission of ESSER 1 & 2 surveys, GDOE received updated survey forms for districts to use, therefore, updates are needed to both of those surveys. The ESSER 3 survey was updated by GDOE prior to being sent to districts, and therefore, the submission done March 11, 2024, shouldn't require any updates. Finance has been working collaboratively with the ESSER team to complete. These updates, along with two additional surveys are due by April 26, 2024.

### **FY 2023 Financial Statements and Audit**

Mauldin & Jenkins (M&J) continues to work with the Finance's Business Services Department to complete the FY23 financial statements and audit. The audit team has selected ESSER, Title I, Emergency Connectivity Fund, and Child Nutrition programs for single audits.

### **Tyler MUNIS PACE Trainings**

The Finance's Business Services Department has attended several trainings through the Tyler MUNIS PACE program. These have been beneficial for the team to receive best practices, updates, and answers to questions specific to DeKalb.

1. Revenue (Cash Receipts Imports, Modify Invoices, General Billing) – April 2<sup>nd</sup>
2. Payroll (Payroll Invoice Processing, Payroll Deduction Processing, Payroll Fund Recon., State Reporting, etc.) – April 15<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>

The following trainings are scheduled through the Tyler MUNIS PACE program.

3. Financial (Bank Recons., COA Segments, Month End Manager, Year End Close) – May 6<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup>
4. SSRS Reports & Cubes – May 28<sup>th</sup>

### **Hiring Critical Staff**

Interviews for two important positions were completed recently, successfully finding two highly qualified employees to join the Finance team.

### **Dr. Milton Hall**

#### **Director of Allotments**

- As of April 8, 2024, we received notice from GaDOE that the DeKalb County School District was comparable for FY24. This accomplished came as a result of the Allotments Team and Beonka Anthony, Human Resource Manager I, as they worked tirelessly to staff and fill vacancies of schools impacting comparability.
- The allotment team is working with Curriculum and Instruction to collaborate on the Innovative EIP Delivery Model and its impact on FTE and district funding. The final presentation will be available for Dr. Horton and his team the week of April 29, 2024.

- FY25 New Principals Meetings (0-3 years) are still taking place as principals work to effectively staff their local school buildings. These meetings are onsite visits in which the focus centers around:
  1. Ensuring that principals understand the allocations process and how allocations were awarded to their schools for FY25.
  2. Identifying opportunities for increasing funding through program participation (EIP/REP, ESOL, Gifted, etc.) and revisiting historical data to explain how the school earned in previous years.
  3. Ensuring that Position Controls Specialists are present in our meeting as a means of cleaning up the local school's rosters so that principals are aware of who may be sitting on their rosters along with what funding sources are being utilized. This is necessary to eliminate potential roadblocks when hiring qualified candidates.
- The Allotment Team will support local school principals at the April 27th Job Fair at Miller Grove High School.

**Carla Smith**  
**ED of Vendor Services**

A Finance Academy Wednesday Refresher was held to discuss topics that support bookkeepers and administrative assistants in being Super Stars! Approximately 126 people attended the Risk Management session this month. The session was hosted by Ginton Darian, Risk Management Director, who walked them through completing various forms such as employee accident reports, physician authorizations, and incident reports.

On April 19, a procurement training was held, tailored for new bookkeepers and those who require additional assistance. This session was designed to provide a comprehensive understanding for new bookkeepers and a valuable refresher for our current bookkeepers, underlining their vital role in the district.

The procurement year-end is quickly approaching. The team is feverishly reviewing requisitions and converting them into purchase orders. We have processed 14657 purchase orders year to date and counting!

**Mr. Elijah Palmer**  
**Chief of Staff**

**Internal Audits & Compliance Update:**

Plante Moran- We are making major progress on completing this audit with Plante Moran. Thanks to the collective efforts of Finance, Operations, and DIIT we are managing to move to about 80% completion of the audit. Having weekly check-ins has added to the 48–72-hour response time on pertinent documentation. Prior to those check-ins, Plante Moran was receiving responses with/without requested documentation 2-3 weeks after submission requests. Mr. Thibodeaux and I are leading this charge and making sure that we are bringing updates to the Audit Committee monthly meetings.

FORVIS- We received a quarterly report from FORVIS stating the progress of the ESSER/CARES spending is on track to be completed by end of May or at the latest middle of May. Divisions have been responsive in providing the documents that have been requested. The plan is for the board to have a copy of the final report before the new fiscal year.

**Strategic Plan Update:**

Dr. Everett has done a phenomenal job making sure that we are on pace to have the Strategic Plan completed and presented at the board meeting in June. I have had the pleasure of being a part of the Steering Committee along with being a member of the cabinet where we have dived into creating new goal areas, performance objectives, strategies, and KPI's. This is such a critical component because it will drive the efforts in where DCSD will be in the next 1-5 years. I will present this in June and Dr. Everett will be present to assist with questions from the board. This is a collective effort with internal and external stakeholders across DCSD.

**Public Safety Update:**

In an effort to address safety in schools, Public Safety had representatives come to the most recent Bilingual Advisory Committee Meeting and present on how schools are protected across the district. Acting Chief Larry Wright and Lt. Smith presented on Evolv weapons detector system, Centegix crisis alert device that the district invested in, along with gave an overview on how safety lock downs are performed at schools. This was a way for us to provide transparency along with another layer of security for families and community members. I will provide another presentation at the board meeting in June on behalf of Public Safety that falls under the Chief of Staff division.

**Other duties performed by Chief of Staff during month:**

- *Monthly MIRACLES workshop that occurred last month*
- *Weekly cabinet meetings agenda support for Superintendent*
- *H-PRIDE visits to schools to ensure we hear from all stakeholders*

- *Accountability on cabinet leaders to send out vital documents and information*
- *Leading transitions of office spaces across the district with division leaders*
- *Board office support so that Ms. Carolyn Lloyd is supporting the board and their expectations*

**Dr. Sherry Everett**  
**Director of Strategic Management**  
**Strategic Management**

The Strategic Planning Process is underway with Insight Education Group. Outlined below are updates.

- Conduct bi-weekly meetings with the Insight Education Group consultant.
- The district website under the 2024-2029 Strategic Plan section is updated after each Steering Committee, Cabinet, Division, and BOE work session with agendas and presentations.
- Strategic Plan Stakeholder Survey closed on February 16, 2024, with 8,399 responses. Re-opened survey on March 8, 2024, for additional stakeholder feedback totaling 10,340 as of April 12, 2024. Survey remains open for feedback.
- Survey Comparison Data: 2019- 833 Responses; 2024 10,340 Responses
- Focus Group Comparison Data: 2019- 671 Participants (8 Community Meetings, 1 online survey window); 2024-1,245 Participants (70 sessions 42 in-person/28 virtual)
- Work Sessions -Cabinet– April 8<sup>th</sup> & 22<sup>nd</sup>; Divisions– April 16<sup>th</sup>
- Board Meeting – Strategic Planning Update – April 15<sup>th</sup>
- The next Steering Committee meeting will be held on April 25, 2024, 5:30-7:30 PM, AIC Board Room. Meeting Objectives: Review/discuss final vision, mission, core beliefs, goals, performance objectives, strategies and KPIs
- The third 2-hour BOE work session will occur in May 2024.

**Mr. Joel Thibodeaux**  
**Director of Internal Audits and Compliance**

**ESPLOST Comprehensive Audit (Plante Moran)**

Following last month's visit and document collection activities, we are proceeding with finalizing the document collection process. Our efforts to provide alternate documentation were fruitful but did not cover all bases. At the end of the March visit, there were 3,020 items missing and 728 items requiring follow-up. Since then, there have been reductions to both lists, with Accounts Payable reducing the number of missing ACH payment documents.

Additional measures have been deployed to maximize the amount of information we can provide for auditing SPLOST IV and pre-Munis SPOSLT V transactions.

1. One on one meetings and collaborations between Operations staff and Plante Moran contractors to directly address audit gaps.
  2. Email extractions from the Exchange servers for planning and approval communications of employees no longer with the District.
- The expected response time on PM requests is 48 hours.
  - The projected end date for the project (delivery of final report) remains May 31, 2024.

### **CARES/ESSER Comprehensive Audit (FORVIS)**

We still expect completion of the report in late April, early May. Thus far, this forensic exercise has demonstrated that our systems have greatly improved over the past 2-3 years and in fact, our Procurement to Payment process is substantially improved to the point that many of the issues that have been discovered and documented have already been addressed or resolved through DCSD's organic process improvement efforts.

- Only 2 major items remain
  - Approval and planning communications (Internal Audits)
  - Walk-through of an accounts crosswalk (Finance)

### **School Audit Plan (Internal)**

*School Audits Completed:*

Redan HS, Lakeside HS, Southwest DeKalb HS – reporting complete, exit conferences already held or scheduled and pending

*Current Audits:*

Lithonia High School – Reporting  
Cedar Grove High School – Analytics  
Dunwoody High School - Analytics

- Starting with the next set of reports, Area Superintendents (or EAs) will be invited to exit conferences only in situations where major non-compliance with internal procedures, Board Policy, or state law are included in audit findings, or if requested by the Area Superintendent or Principal.

### **Fleet Services Audit (Internal)**

An audit of the Fleet Services department in the Division of Operations is continuing with minimal delays. However, we have made some changes to the deliverables and the timing of completion.

1. The Audit team will deliver a report on Inventory to advise both Fleet Management and Finance on ensuring that vehicle asset registers reconcile and that in-service processing, depreciation calculations, and disposals are identical in all vehicle management systems.

2. Early summary of Purchasing current state to Fleet Management which will assist them with developing their Administrative Guidelines for vehicle funding, purchasing, and assignment (MIRACLES initiative).

Remaining areas of engagement:

- Fuel – Purchase contract management, fuel distribution management and access procedures
- Vehicle Maintenance – Inspection, maintenance scheduling, emergency SOPs, Parts management
- Vehicle Disposal procedures

Current updates:

- Completed follow-up review with Fleet Services employees to discuss and clarify initial findings.
- Additional interview with C. Burse being scheduled to discuss vehicle purchasing by other departments who engage Fleet Management resources.
- Additional interview with V. Holt being scheduled regarding receiving and asset inventory listings.
- Project completion and report delivery remains scheduled for the end of April 2024.

30-day Expectations:

- Initial report on Inventory and Purchasing
- Substantive field work and initial observations on Fuel and Maintenance
- Development of process improvement recommendations
  
- Project full completion expected by the end of Fiscal Year 2024 (Jun 30).

**Interim Chief Larry Wright**

**Executive Director of Public Safety**

DCSD Public Safety has continued to steer two vital programs. The Evolv Weapon Detection System, an innovative technology designed to enhance our security measures, and the Legacy Program, aimed to impact and build a bridge among our students and Law enforcement.

**Evolv Weapon Detection System**

**Lt. Terrence Smith**

**Operational Lieutenant**

**Property & Evidence Manager**

Evolv systems are still operating sufficiently in all middle and high schools. Student flow is smooth and waiting periods are still being decreased. As of 08/07/2023 to 04/20/2024 it has been 10,340,983 visitors to walk through the Evolv Systems. There have been 1,972,086 alerts with an average clear rate of 81% and threat rate of 19%. Most alerts (threats) have been categorized as Benign (134,595), laptops, umbrella, eyeglass cases, and mobile devices, and others.

Total actual threats include Tools 4,325, Knives 5, Guns 4. Additional systems have been ordered. Once the purchase order has been processed, then 18 systems will be shipped and installed with 9 systems going to the stadiums. The remaining 9 systems will be installed at Wadsworth, DECA (DeKalb Early College Academy) and high schools (Columbia HS, Lakeside HS, Dunwoody HS, Chamblee HS).

**Sergeant Zandra Jackson**  
**Sector 1 Supervisor**  
**Community Outreach Coordinator**

The Legacy director has identified the students that will be participating in the Legacy Summer 2024 Program. To ensure that each student's needs are addressed, we have started contacting each student's parents. We have met with the mentors and presenters to confirm the topics and subject matters that will be taught during the various sessions. Two locations have been confirmed for the two field trips. The legacy director has met with the school nutrition department and confirmed the students' menu (breakfast and lunch). The design of the Legacy 2024 T-shirt has been confirmed.

### **The Curriculum and Block of Instructions**

- Conflict Resolution
- Personal Hygiene
- Visual Arts and Graphic Design
- Website Design
- Entrepreneurship
- Career Day

### **Field Trips**

The Delta Museum  
Atlanta Braves Truist Park

**Carolyn Lloyd**  
**Executive Director of Board Operations**

**(Executive Director of Board Operations)**



The Board Office continues to manage the work of the school board. Last week the Board had a two-day retreat at GA Tech Conference Center. On day one, several cabinet members reported to the board, including Finance, Student Assignment, Operations, the Foundation and HR. Day two was a professional development day for the Board. Also, on day two the Board announced that the Superintendent's contract would be extended by two years. The board office staff is tasked with following up on any action items that come out of the board retreats. As the school year winds down, the Board looks forward to participating in the graduations next month and watching our amazing scholars move on to the next phase in their lives. As always, the Board office continues to work each month in service to the BOE, Superintendent and the district.