



District Operations Report Document – September 2024

Mr. Byron Schueneman, Chief Financial Officer

During the month of September, Finance's concentration has been on

- collaborating and assisting HR on the payroll stabilization,
- piloting time and attendance,
- reconciling position control,
- a strong push on wrapping up the FY23 engagement with Mauldin and Jenkins, and
- finalizing FY24 books so that we can officially close out and start reporting on FY24

The summary of financial year activity is due to GaDOE no later than September 30th, 2024. This report is known as the DE-046A and it will be cleaner and more precise than it has been for many years. Now that we have payroll and financials all within Munis, our accounting team has worked diligently to clean up and reconcile balance sheet items. This will make the subsequent financial reporting for FY24 and beyond timelier and more accurate.

Over the course of the next month, we will be working on transitioning all grant funded positions to new general ledger account codes. For example, all Title-1 funded employees will be transitioned to future codes 2025 from 2024. All ESSER funded positions will be transitioned to general funds. These changes will take effect on the October 15th paycheck.

We also have the Munis' Financial Reporting Module implementation scheduled for the first week in October. This process will take 3 to 4 weeks to get stood up.

Lauren Scott, Deputy Chief Financial Officer

Payroll: We are pleased to announce the FY 2025 Retention and New Hire Incentives were disbursed ahead of schedule of September 25, 2024. The continuous teamwork and collaboration between Finance and HR led to this WIN for DeKalb. As we continue to stabilize, we will continue to work hand in hand with HR to ensure errors/discrepancies are minimal.

Regina Bagley, Director of Budget

Position Control Reconciliation: The Position Control team has identified all the over-assigned position numbers. New position numbers have been assigned to the overage and shared with Human Resources to place employees in their respective positions. The position control team has partnered with Employment Services to document the personnel action processes from



vacancy to hire. We have committed to meeting twice per month to facilitate a productive, highly efficient team.

Lance McConkey, Comptroller

FY23 Audit: The Business Services teams continue to work collaboratively with the M&J audit team to finalize the FY23 audit.

FY24 Year-End Close & Financial Statement Preparation: The Business Services teams have completed necessary tasks to ensure the accounting records are prepared for the fiscal year 2024 year-end close. This week, September 23-27, 2024, a dedicated team is actively working to test and complete the year-end close procedures. Upon completion, Finance can submit the DE046 to GDOE by the 9.30.2024 deadline and the AHIS and P-Card files to DOAA by the 10.1.2024 deadline. Additionally, some financial statement preparation tasks are underway and/or have been completed. The focus on these tasks aligns with Finance Mircale – Distinction Award for Excellent Financial Reporting.

Financial Reporting Procedure Updates: FY25 started with a rebuilt Financial Reporting team of highly skilled, dedicated employees. Already, the team has improved and/or implemented procedures and communication protocols that have improved financial reporting. Currently, the team is collaborating with Federal Programs weekly in preparation for 2024 grant completion reports, due October 30, 2024, and the conclusion of the ESSER grant on September 30, 2024. Also, the General Billing module is being implemented to track federal revenues, which aligns with Finance Mircale – General Billing – Federal Programs. Finally, the Business Services teams will receive training over the MUNIS ACFR module in October 2024, which aligns with Finance Mircale – Financial Reporting Module.

School House Accounting Procedure Updates: FY25 started with all schools fully functional in the MUNIS Student Activity Module. Also, the After-School programs started the school year with full abilities to take online and/or in-person payments with the new MySchoolBucks software that is integrated with MUNIS. The Local School Accounting team continues to brainstorm new and improved procedures to best assist the School Bookkeepers. Also, Bookkeeper feedback from the collaborative meeting held by Dr. Horton this summer is being considered. A pilot project across 30 schools will implement Bank of America check scanners, which will improve deposit procedures and allow quicker access to funds. The scanners have been delivered to 30 schools and the goal is for training and implementation to be completed by October 30, 2024. The goal timeline was adjusted due to additional implementation needed on the Bank of America part of the project. Finally, the Local School Accounting team, along with other Finance departments hold a monthly, week-long Finance Academy for new Bookkeepers.



MyRetirement Manager Platform Expansion: The Business Services team met with the vendor, receiving information on available updates and improvements. Fully implementing the MUNIS payroll module allows consideration of opportunities that will improve data submission and the end users' experience. Next steps are meeting with HR and IT to share the information received and then schedule a follow-up meeting with the vendor. The focus on these tasks aligns with Finance Mircale – MyRetirement Manager Expansion.

Capital Asset Additions and Inventories: The Capital Asset team is actively reviewing the fiscal year 2025 transactions for any additions. Also, the team is planning to complete a bus and vehicle inventory the week of fall break, October 14-18, 2024.

Dr. Milton Hall, *Director of Allotments*

Ongoing School Support – District Balancing been completed and executed with Horizon Schools being designated as HOLD/HARMLESS. At the request of schools who struggle with meeting funding requirements, we have supported schools with opportunities to remain within funding parameters with the allocations awarded. Moving forward as it relates to providing individual school support, Area Superintendents will be looped into the principal request to ensure the nature of the request and to ensure accountability is place appropriately after each work session as we approached the October 1, 2023, FTE Count Day.

Resource Allocation Methodology Plan (RAMP) Revision – The Office of Allotments have begun reviewing and notating a number of different Georgia district RAMPS in an effort to identify characteristics that will assist in equitably distributing resources throughout out districts to Special Area and non-traditional schools in a manner that better supports the individual schools in meeting the needs of their populations. The RAMP committee is being developed and will consist of members representing our district's different divisions. This group will be instrumental in developing a revision plan to explore the special nuances of varying schools that should be considered when allocating resources throughout our district.

Carla Smith

Virtual Finance Weekly Refresher- This month's special guests were the Division of Human Resources, the Office of Federal Programs, and the Division of Operations, Business Services-Transportation. They discussed assorted topics in their areas of expertise, and the sessions were very informative. About 125 bookkeepers and administrative assistants attended the TEAMS meetings.

FY 2024 Year-end Close -We worked all month preparing for the FY 2024 year-end close. Last year, the team processed 21232 purchase orders, registered/activated 1659 employees and vendors (including school activity vendors), published 77 solicitations, audited 1128 purchase card statements, and paid 15797 purchase orders.



Tasha Davis Mills, *Chief Human Resources Officer*

I am excited to share the HR Division using the VMOSA (Vision, Mission, Objectives, Strategy, and Action Plan) process developed a new Vision and Mission Statement. These guiding principles were designed to align with the district's Strategic Goal Area 3 to recruit, develop, and retain top talent and reflect our commitment to innovation and service.

Vision:

To create a culture where empowered employees implement innovative practices and processes that drive and deliver collaboration and exceptional services, elevating our school district to new heights.

Mission:

We will cultivate a safe, inclusive, supportive work environment where employees feel empowered and engaged. We are committed to developing our people, enabling them to thrive and contribute to the success of our school community.

This effort addresses critical areas identified in the HR assessment—improving processes, fostering innovation, and enhancing collaboration. Additionally, new training opportunities will be rolled out for the entire HR division, designed to support our new vision and mission, elevate the quality of our customer service, and continuously enhance our impact for those we support.

Jason E. Kennedy, *Deputy Chief*

In collaboration with Communications, we have created and distributed a “How To” guide for the Employee Self Service (ESS) portal. This guide shows employees how to navigate ESS and monitor personal information, salary, calendars and more. This new self-service portal eliminates the need to provide pay statements annually, giving employees on-demand access to their information.

Employee Self Service Instructions

1 Go to the Employee Self-Service Website:

<https://dekalbemployees.munisselfservice.com/>

2 Log in:

Click the login button at the top right corner of the screen.



Enter your eID# and the password you use to access your main work system.

3 Access Your Dashboard

Once logged in, you will be directed to your Employee Dashboard.



4 Navigating Your Dashboard:

From the dashboard, you can access several key sections:

Life Events

- Use this tab to manage and update your personal life event changes.

Pay/Tax Information

- View your Year-to-Date (YTD) information.
- Access your W-2s, W-4s, direct deposit information, and payroll calendars.

Personal Information

- Here you can add, update, or review changes in your personal and job information.

Time Off

- This section allows you to view your sick leave and vacation accruals.



Tip: Click "Details" under each pay period to view your actual pay stub.

DETAILS

5 Be sure to review all information regularly to ensure your personal details and work information are up to date.

We are excited to announce a new partnership between the Georgia Crime Information Center (GCIC) and Fieldprint, which will enhance our recruitment process for prospective employees in the district. This collaboration will provide candidates with convenient access to fingerprinting services nationwide, streamlining the background check process and ensuring a safer environment for our community.

Tracy Harris, Interim Director of Employment Services

The Department of Talent Acquisition has recently established partnerships with UEI College, Georgia State University and Savannah State to recruit nursing students as well as certified teachers. Also, the recruitment team recently attended college fairs at Valdosta State University, Savannah State University, and Vanderbilt University to recruit teachers for second semester. Lastly, the department is preparing to host its first certified job fair for the 2024-2025 school year on Saturday, November 9 at the AIC Complex.



Staffing assistants are undergoing continuous training on PAEs and their impact. In addition, Talent Acquisition Managers are receiving Allouve and training to help principals with staffing and teacher retention.

Chuck Nwagwu, Director of Total Rewards

The Compensation team successfully addressed pay issues report by employees as well as resolved all missed incentive payments to eligible employees. The Team is also completing the next round of supplements and the entry into the payroll process for the 10/15/2024 pay period. Additionally, the team is also working closely with HRIS to address some 'time & attendance' reporting issues within the system. The Benefits Team is preparing for Open Enrollment, which will run from October 15 through November 8. A communication will be going out to the employee population by COB Monday, October 7th.

Carina Harrigan, Director of IGNITE Teacher Residency

The IGNITE Residency Team has been working collaboratively to plan workshop sessions for Bridgeweek, Cycle 3, with both residents and mentor teachers. Cohort 1 recently completed their first round of field visits at Horizon Schools, and the feedback has been overwhelmingly positive. Many residents expressed enthusiasm for serving in these schools and appreciated the opportunity to observe a variety of educators beyond their mentor teachers. Additionally, three virtual information sessions for the Para-to-Teacher Apprenticeship were conducted, and the application window is now open, with a deadline of October 11. IGNITE residents now have the opportunity to participate in the monthly NETwork New Teacher Induction (NTI) Seminars through a collaboration with the Professional Learning Department. The first seminar is on Tuesday, October 8. Lastly, we met with the Communications team to update the IGNITE website in preparation for the launch of the recruitment season for the residency.

Kismet Sims, Performance Evaluations Coordinator

The evaluation team has been working diligently to ensure all district leaders are successfully onboarded into the evaluation portal. We've also focused on providing comprehensive training to ensure everyone is equipped with the knowledge to navigate the system effectively. To address any concerns and offer deeper clarity on processes and procedures, we've held multiple working sessions and are continuing to offer additional training opportunities throughout the week of October 7th.

In addition, many of our leaders have indicated they need further support in writing effective commentary, as well as in pulling and reviewing reports. We're actively addressing these needs by providing tailored guidance during our upcoming sessions.

Lastly, we are collaborating closely with the Chief of Schools to ensure that all leaders are held accountable for submitting evaluative data on time, maintaining consistency and accountability across the district.



Janitrea Sebree-Kelly, Director of Human Resources Information Systems

The HRIS team has been progressively focused on systematic improvements. Such improvements have been geared towards strengthening the data foundation for the Division to ensure that both internal and external goals can be met. Our meetings with current and potential vendors that handle Human Resources processes have been thought-provoking and have created the necessary think-tank atmosphere for growth. While we work to provide a better view of the work of Human Resources, we are also partnering to develop data dashboards that can be viewed by our DeKalb Schools stakeholders via our District website. It is our hope that these dashboards will provide a building block for full data transparency.

Jamel Crawford, Senior Investigator Employee Relations

The Employee Relations Team has been working diligently to successfully meet the goals within our 30-Day plan. We are working diligently to create new ways to reduce Employee Allegation Cases ("EMC"), and Employee Complaints. The investigators have presented at trainings for the New Teacher Orientations, and Social Workers. The Employee Relations and Complaint Team support HR, and DCSD with providing adequate information regarding employee rights. We have also provided guidance to DCSD Leaders on how to appropriately document employee discipline.

The Employee Relations Team 60-Day Plan will be executed during the last week of October 2024, through the Legal Symposium. The presentation is for DCSD Leaders.

All members of the Employee Relations Team have successfully completed all 3 parts for H-PRIDE Certification. I am pleased to announce that ALL members of the Employee Relations Team are 100% H-PRIDE Certified!!!!



Mr. Erick Hofstetter, Chief Operating Officer

Falling into October with Exciting Progress in the Division of Operations

We are making significant strides with our Key Performance Indicators (KPIs) as our Executive Directors work diligently to develop metrics for both the work order system and Edulog. Facilities is collaborating with the Technology Department to transition to the IQ system, which will enhance our ability to maintain accurate information and budget effectively for work orders. The IQ system provides greater flexibility, allowing us to tailor its features to better meet the district's specific needs. Similarly, customizing Edulog will streamline communication and improve the tracking of bus routes, ensuring efficiency and reliability.

We're thrilled to celebrate the growing participation in our student meal program! Each week, we see more students enjoying nutritious meals, and it's exciting to witness our steady progress toward achieving our Community Eligibility Provision (CEP) goals. This increase highlights the importance of healthy eating and fosters a sense of community and belonging among our students. Together, we're building a brighter, healthier future, one meal at a time!

| Student Meal Participation | | | |
|----------------------------|--------|---------------|--------|
| SY23-24 (YTD) | | SY24-25 (YTD) | |
| BREAKFAST | LUNCH | BREAKFAST | LUNCH |
| 31.78% | 59.89% | 34.60% | 62.87% |

In the spirit of continued growth, we are highlighting the Division's talents and achievements with the release of the [7th edition of the DCSO Ops Insider](#). This edition, "New Year. New Projects. New Possibilities," highlights the new initiatives that will drive the department forward into the September 8th edition of the newsletter.

Antwyn Brown, Deputy Chief Operations Officer

I along with Executive Director of Transportation Mr. Stanley and School Governance staff Mrs. Champion facilitated an engagement meeting to determine the feasibility of partnering with the PATH Academy Charter School regarding their transportation needs (bus lease proposal). I have also provided advisory support with the challenges of identifying efficiencies with bus routing and the strain that has been placed on school start times within certain school clusters (Stone Mountain). I have also continued active participation through collaboration and knowledge sharing within the bi-monthly Deputy Chief meetings. I have conducted site visits to follow up on facility concerns and issues at Wadsworth ES, DSA, and Doraville United ES. I continue to monitor and provide advisory support to our interdepartmental efforts between Facilities



Management and School Nutrition Services to assess, maintain and replace items through our collaborative weekly Kitchen Equipment Status update meeting. Participated in Superintendent's Equity Now discussion and presented all Operations Divisional Agenda items in the absence of COO Hofstetter during the September 9, 2024 Board of Education meeting.

Facilitated and provided advisory support to our ongoing efforts to improve our orientation and interface with our Finance-Procurement staff through a meeting with Deputy CFO Mrs. Scott , Vendor Services Director Smith, Business Services Director Singleton, and Executive Director Capital Improvements and Facilities. I participated in the DCSD Interview Protocol along with the Operations Divisional leaders. I participated within the Superintendent's Staff Advisory meeting. I facilitated and coordinated a meeting with the Divisional Auxiliary Committee to review all approved BOE agenda items. I continue to reinforce the District's ethos of supporting our employees through many of the internal and external rigors or by actively engaging in numerous personnel facilitated conversations and conflict resolutions with Divisional Leadership and HR staff.

Keith Ball, *Executive Director for Capital Improvements and Facilities*

The Operations Division is committed to listening to and acting on feedback from our front-line workers. Our skilled trades, general maintenance workers, custodians and warehouse staff are the heart and soul of our division and work tirelessly every day to keep the lights on, air running, shipments moving and ensure every facility is clean and operating efficiently. Monthly, leadership staff in the Operations Division meet face-to-face with representatives from each trade and discuss ways we can improve our performance and help retain and attract employees. Our current employees are our best ambassadors. Our work is the best example of our values and when both are aligned, we have safe, clean, and efficient schools.

Thank you to our current Employee Engagement Group representatives for their leadership. Disrupting for excellence is happening in the Operations Division.

Raymond Stanley, *Executive Director of Transportation and Fleet Operations*

We are thrilled to announce that the DeKalb County School District has been awarded a \$20,139,250 Clean School Bus Grant from the Environmental Protection Agency (EPA) under the Infrastructure Investment and Jobs Act (IIJA). This grant will replace 50 diesel buses with zero-emission electric buses and install 44 AC Level 2 and 6 DC Level 3 Fast charging stations. These new electric buses will exclusively serve non-attainment areas in the district, contributing to a cleaner environment and healthier communities.

In our commitment to continuous improvement, Transportation team members recently met with Principal Neal and the staff of Warren Tech to enhance collaboration and refine Special



Education Routing. Our goal is to ensure that students at Warren Tech are routed before the first day of school to minimize delays. We aim to replicate this process with other schools and departments to streamline student transportation.

Dr. Connie Walker, Executive Director of School Nutrition Services

Trusted Industry Training to Nurture & Grow DeKalb School Nutrition Services Workforce

The DeKalb County School Nutrition is committed to serving students healthy and nutritious meals in a safe, clean, and sanitary environment. The DeKalb Board of Health requires every food service establishment to have on staff, at least one food service manager ServSafe certified. Additionally, DeKalb County School Nutrition Services also ensures that Central Office leaders are also Nationally certified in food safety and sanitation.

The National Restaurant Certification is designed to provide food service employees with viable information on potentially hazardous foods, food safety codes and practices, personal hygiene, cross-contamination prevention, allergens, time and temperature requirements, cleaning and sanitation, the HACCP system of food safety, purchasing, and receiving standards and procedures; designing facilities and selecting appropriate equipment and guidelines for working with regulatory agencies.

The ServSafe certificate is nationally recognized and is valid for five (5) years. Participants are trained, tested, and certified. The testing requires a minimum score of 75 percent to receive certification.

SNS is pleased to announce that five Central Office employees recently received their ServSafe certification: Ms. Earlvon Corbin, SNS Business Manager III, Ms. Charlene George, SNS Technology and Special Projects Manager, Ms. Teresa Adams, SNS Procurement & Distribution Manager, Mr. Hillard Creath, SNS Procurement Specialist and Ms. Tammy Harkness, SNS Area Supervisor.

Bernando Brown, Director of Student Transportation

We are excited to share the progress of our new Driver Training Program! So far, our Safety and Training team has successfully hired 60 school bus drivers, with 38 having completed their training and 16 currently in the process. This initiative reflects our commitment to ensuring that our students have safe and reliable transportation to and from school.

To maintain this momentum, we will continue to hold weekly training classes throughout the school year. This ongoing training not only enhances our drivers' skills but also reinforces our dedication to safety and excellence. We appreciate the support from our community as we work to equip our drivers with the knowledge and tools, they need to serve our students effectively!



| New Driver Training Program 2024-25 SY | | | | | | |
|--|---------------------|----------------|-----------|----------------|---------------------------|--------------|
| Class Name | Scheduled for Class | Attended Class | Completed | Still Training | Did Not Complete Training | Completion % |
| July | 10 | 10 | 7 | 0 | 3 | 70% |
| August | 40 | 40 | 28 | 9 | 3 | 70% |
| September | 10 | 10 | 3 | 7 | 0 | 30% |
| October | | | | | | #DIV/0! |
| November | | | | | | #DIV/0! |
| December | | | | | | #DIV/0! |
| January | | | | | | #DIV/0! |
| February | | | | | | #DIV/0! |
| March | | | | | | #DIV/0! |
| April | | | | | | #DIV/0! |
| May | | | | | | #DIV/0! |
| June | | | | | | #DIV/0! |
| July | | | | | | #DIV/0! |
| Totals | 60 | 60 | 38 | 16 | 6 | 63% |

| New Driver Training Program | | | | | | | |
|-----------------------------|----------------|-------------|--------------|------------|-----------|-----------|------------|
| School Year | Total Trainees | Completed | Disqualified | Incomplete | No Show | Pending | Quit |
| SY12 | 75 | 59 | 5 | 0 | 0 | 0 | 11 |
| SY13 | 165 | 135 | 16 | 0 | 0 | 0 | 14 |
| SY14 | 209 | 177 | 17 | 0 | 4 | 0 | 11 |
| SY15 | 278 | 213 | 17 | 7 | 29 | 0 | 12 |
| SY16 | 276 | 196 | 8 | 20 | 24 | 0 | 28 |
| SY17 | 230 | 162 | 14 | 17 | 17 | 0 | 20 |
| SY18 | 220 | 174 | 12 | 8 | 5 | 0 | 21 |
| SY19* | 171 | 135 | 12 | 5 | 1 | 0 | 18 |
| SY20 | 11 | 10 | 0 | 0 | 1 | 0 | 0 |
| SY21 | 83 | 74 | 2 | 1 | 4 | 0 | 2 |
| SY22 | 82 | 69 | 0 | 0 | 0 | 15 | 7 |
| SY23 | 127 | 105 | 19 | 7 | | | |
| SY24 | 60 | 38 | 6 | | | 19 | |
| Grand Total | 1984 | 1547 | 128 | 65 | 85 | 15 | 144 |

*Thru March 2020 and COVID

Cedric Burse, Director of Fleet & Fleet Maintenance

Setting reasonable goals and aligning key performance indicators are fundamental to success. The Fleet Department has identified 2 KPIs that are fundamental to measuring metrics that drive our success. The 2 KPIs are Vehicle Availability and Turnaround Time (TAT).



Vehicle Availability

Vehicle availability measures how well a fleet of vehicles is available for use when needed. is defined as a vehicle available to the operator for service. Vehicle availability considers all vehicles in the inventory that are readily available to the operator for service. vehicles not available are considered awaiting maintenance, out of service, or down. Vehicle availability must stay at or above 90%.

Success Story:

Though our maintenance team is severely handicapped by vacancies, their hard work and perseverance keep our buses and support vehicles available to support student transportation and facility operations. The Team's success is directly attributed to our mechanics and their supervisors.

Turnaround Time

Turnaround Time is the average time repairs take once a work order is input into the system, the repair is completed, and the vehicle is placed on the ready line for pickup.

Success Story:

Managers and supervisors review and schedule maintenance to reduce Turnaround Time, knowing that long-wasting repairs negatively impact TAT. Managers and supervisors consistently review the maintenance workload to ensure our technicians complete work orders using industry-standard repair times.

Richard Boyd, Director of Design and Construction

Key to the success of the Design & Construction Department is our team member ACERM. ACERM is a joint venture between AECOM, as the prime, and CERM, a local DeKalb County project management consulting firm. Together, ACERM is managing just over one-half billion dollars' worth of projects that are in the design and/or construction phase. There are four major projects involving new or renovated facilities and a handful of other capital improvement projects providing much needed updates to district facilities. Some of the more notable projects are Cross Keys High School Addition and Renovation, a new facility for Dresden Elementary School, the modernization of the Druid Hills High School campus, and the new middle school and high school on the Sequoyah site.

At Cross Keys, the Land Disturbance Permit (LDP) is under review by City and County officials. The contractor will be able to mobilize upon approval, hopefully in early November. Dresden also has an LDP and a Building Permit under review by City and County officials. Druid Hills High School is in the preliminary stages of design. Community meetings to receive input on what the DHHS



project should entail have been scheduled for September, October and November. Lastly, the new middle school and high school on the Sequoyah site has an LDP under review by City and County Officials as well. All projects, except for Druid Hills High School, are between 70% and 80% complete with design.

Once the Land Disturbance Permits are received on Cross Keys, Dresden and the Sequoyah site, the contractors will be able to start in earnest on the construction of those projects. Although not as prestigious, but just as important, as the new construction projects, are large capital improvement projects slated for Toney ES and Livsey ES; Rock Chapel ES and Stoneview ES; Idlewood ES and Murphey Candler ES; and Ashford Park ES and International Student Center. These projects are all in various stages of design and readiness to start construction.

Additionally, there are three projects that have clustered facilities together into single projects. The **Security Vestibule** projects have started design on two groups of facilities involving 50 schools. We are currently targeting late 2025 for the start of construction on those projects. There are also three **Re-Roofing** project groups with work starting on Groups 1 and 2 in late September/early October. Group 3 is currently in design and is tentatively planned for a Winter construction start. The last project type is the **HVAC Controls** projects. Installation of the new controls systems has started at schools with through-wall type AC units. All other facilities are still in design with installation to start later this Fall.

Bobby Moncrief, Director of Facilities Services

In our latest updates, we are proud to report the successful closure of 1,487 work orders, alongside the creation of 535 new ones, highlighting our dedication to efficient facilities management. Significant improvements have been made, including installing new flooring in the cafeteria at Silver Hills Administrative Annex and adding a walk-in freezer and cooler at Druid Hills Middle School. These enhancements will significantly benefit our students and staff by providing safer and more functional spaces.

Additionally, we are thrilled to welcome two Electric Ford F-150 pickup trucks to our fleet. These environmentally friendly vehicles will bolster our operational capabilities and align with our commitment to sustainability. As we continue to make these vital improvements, we appreciate your ongoing support and partnership in creating a better learning environment for everyone!

Keith Singleton, Director of Business Services

We are excited to update you on our team's priorities, which are firmly focused on equipping the district with the necessary tools and services to ensure a successful school year. Our key performance indicators (KPIs) reflect our commitment to excellence to achieve 100% inventory accuracy for equipment and 97% for expendable materials. To enhance material support for our



facilities, we have established a KPI with Grainger to guarantee that all required materials are delivered within 48 hours (about 4 days) of placing an order. Additionally, we aim for our warehouse service response rates for C40 and C50 support to fall to 48-72 hours (about 6 days). Our warehouse team is also developing a new process to track all district equipment, ensuring we maintain optimal resources.

In the spirit of recognition and engagement, we are excited to roll out our Employee of the Year process. Our goal is to create a ground-level recognition initiative that makes every Employee feel valued and appreciated for their hard work. As part of this effort, we have introduced the “Caught You Doing Something Good” initiative, with recognition boxes placed throughout the division. This is a fantastic way to highlight the everyday contributions that make our district a better place for everyone!

On the sustainability front, we are thrilled to announce the re-engagement of recycling efforts at the Sam Moss Center. This initiative will expand district-wide, beginning with our schools, as we strive to foster environmentally responsible practices throughout our community. We also plan to publish the District’s Sustainability Mission Statement on our website by the end of this calendar year, further solidifying our commitment to a greener future. Meanwhile, our accounting team is diligently working to streamline the payment process by collaborating with

Finance to enhance our MUNIS structure, ensuring that vendor invoice delivery is a cornerstone of our core operations. Exciting times are ahead, and we appreciate your continued support.

Mr. Elijah Palmer, *Chief of Staff*

In our continued commitment to enhancing the safety and security of our elementary schools, we have successfully expanded our team of Elementary School Security Associates from 12 to 62, adding 50 new associates to the total. This significant increase ensures that every elementary school within the DeKalb County School District now benefits from the presence of active security personnel, providing an additional layer of protection like the support already in place for our middle and high schools. Prioritizing this initiative reflects our dedication to fostering a safe learning environment for all students and staff across the district.

The implementation phase of our strategic plan has officially launched, marking a critical step toward achieving our district's long-term goals. Each month, our cabinet leaders meet with our consultant from Educational Insight to closely monitor the progress of our Key Performance Indicators (KPIs) across the district. These regular reviews ensure that we stay on track and make necessary adjustments as we move forward. In November, we will present the first of our quarterly updates at the board meeting, reflecting our commitment to transparency and



accountability. This presentation will provide key stakeholders in the DeKalb County School District with a comprehensive overview of our progress, reinforcing our dedication to achieving excellence.

The Internal Audits and Compliance team has been diligently finalizing the audit for ESSER/CARES funds in collaboration with FORVIS, preparing to present the findings at the Audit Committee meeting in October. Over the past few months, we have been working closely with the divisions of IT, Finance, Operations, and Accountability and Continuous Improvement to ensure we have comprehensive responses to the audit findings and a well-structured plan to execute the recommended actions. While this has been a significant undertaking for our division, we are excited to share the results with our Board and the community next month, demonstrating our commitment to transparency and effective stewardship of resources.

Dr. Horton, Champion Dillard, and I have now completed 131 of the 139 H-PRIDE visits to schools across our district. Last school year, we visited 88 schools, and we've already visited 43 more this year. These visits are part of our ongoing effort to gain firsthand insight into the incredible work happening at each school and identify how we can provide further support from the district level. Engaging directly with our schools allows us to understand their unique needs and celebrate their successes as we continue to drive improvements across the district.

Vacant, Director of Strategic Management

Joel Thibodeaux, Director of Internal Audits & Compliance

As the ESSERS Comprehensive Audit engagement approaches its conclusion, Internal Audits & Compliance and the Division of Accountability and Continuous Improvement's Office of Federal Programs, with support from the Division of Finance, are working diligently with our audit partner FORVIS as they complete the final audit report to be shared with the Audit Committee next month. Meanwhile, the Fleet Audit progresses with activity now shifted to the operations components of Fuel Management and Parts & Maintenance. Field activities and data assessments are set to conclude in late October, with a final report being released in early December following exit meetings with the management team from Operations Division, Transportation, and Fleet Management.

School audit activity has resumed full pace following the summer's special audit of CTAE's school level activities and inquiries into other organized student activity funding. So far, 10 of 20 high schools to be audited have been engaged. Financial reviews were also conducted at 2 elementary schools. School Audit reports are being reformatted to a standard template. It is imperative that language and content presented in our work product is clear, concise, informative, relevant, and well-organized. We plan for the newly formatted reports to be released by EOY.



New initiatives for 2024-2025 are underway. Our Internal Audit functional benchmarking project should be completed in October, providing us with recommendations for improvement and roadmaps for implementation. Our skills development professional learning activities is progressing with all Internal Auditors and Senior Auditors engaged on the Gartner platform. We've also made progress on the Enterprise Risk Management framework development. We plan to add another license to the Gartner subscription to include the Office of Legal Affairs, allowing us to collaborate closely on this critical project. Finally, we continue to review and revise policies and regulations governing booster clubs, PTOs, and donations to local schools. The goal is to provide a set of rules and standards to be applied and implemented District-wide, both to protect District assets and employees and to ensure that organized parental and community provision to local schools is guided by rules that minimize the risks of inequitable outcomes of unchecked financial support.

Tracey Whaley, Executive Director of Public Safety

Public Safety has been able to hire six SROs who are now in training and will soon complete training and be assigned to schools without an SRO.

Fifty (50) Elementary School Associates have been hired, nine more will start work in early October.

Seven (7) Campus Supervisors have been recommended to HR and will be assigned to middle and high schools upon completion of training.

Public safety supervisors are continuing the interview process for all positions with current emphasis being placed on interviewing and processing SROs.

Public Safety has taken delivery of two Mobile Pro Systems Security Camera Trailers and received training on use and setup. The trailers will be stationed at the Godfrey stadium bus parking lot and the MLK High Bus lot to help secure buses during the night and weekend

Periods. The systems will be set up within one week.

Also, Public Safety is working with and supporting Human Resources to pilot an outsource program to increase fingerprinting efficiency for new hires, volunteers and contractors.

Carolyn Lloyd, Executive Director of Board Operations

The month of September has been busy and productive for the board office and the BOE. The board office prepared the district and Board members for the September 9th BOE meeting, Audit Committee meeting, and Board B Policy committee meetings. There were also three BOE mini sessions. The board office also participated in the Chief of Staff retreat. Immediately after a board meeting, planning for next month's meeting begins. The Board Office is excited to be a part of



Miracles in Action and has begun the process of working towards the goals set forth for our department.

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

As we gear up for the Fall 2025 Enrollment Forecast, our dedicated staff is diligently updating crucial data points, including new housing developments and birth rates by attendance area. This important forecast will be prepared for “FTE Day,” the first Tuesday in October, when we submit our official student count to the Georgia Department of Education. The data collected on October 1, 2024, will form the backbone of our enrollment model, allowing us to have the initial forecast ready by the end of November. This proactive approach is vital for several departments as they plan for the 2025-2026 school year, ensuring we meet the needs of our growing student population.

In addition to enrollment preparations, we are excited to announce that initial planning for E-SPLOST VII has begun. This phase includes developing requests for proposals to effectively manage the program. Our planning efforts are expected to continue through 2025, with a proposed referendum slated for presentation to the Board by late 2025 or early 2026. By late 2026, we anticipate unveiling a more defined scope of projects. If approved by voters in 2026, E-SPLOST VII will facilitate essential funding for district projects, with sales tax collection starting in July 2027.

Eric Hilton, *Office of Legal Affairs*

9/20/24 UPDATED

The Legal Department High Level Priorities for the month continued to include refining and updating the contract administration process which is a Miracles Goal for the Legal Department. **Approximately 102 contracts, including Board Agenda Items have been reviewed during the month of September to date. Work continues on TregoEd concerning contract administration processes with a focus is on recommendations for appropriate signing authority and recommended updates and changes to the contract administration process. The updated legal request form has been rolled out with the transition to the new form to be completed by the November Board meeting. The initial conference between IT and Legal on the issue of document retention and related policies has been completed.** With regard to professional learning opportunities, continuing education courses have been approved for the attorneys in the DCSD Legal Department. **Hiring for the vacant positions of Legal Counsel, Contract Administration and Legal Counsel, Exceptional Education is expected to occur in the near future.**



Marissa Key, Esq., Executive Legal Director, Employee Relations & Title IX Coordinator

Continued work on Administrative and Board policies as well as monitoring of developments in the area of Title IX. The expected decision related to the applicable Title IX rules remains pending and related polices, are not expected to be amended until further direction is provided by the Court. **Georgia has been enjoined from implementing the 2024 Title IX Regulations. We will continue training district staff on the 2020 Title IX Regulations until further notice.**

Glinton Darien, Esq., Legal Director, Risk Management & Workers Compensation

The Risk Management Team met with Brentwood who is our plan administrator regarding the renewal and expectations. Following our discussions we recommend proceeding with renewal. **The renewal of the District's Third-Party Administrator Agreement with Brentwood has been placed on the agenda for the Board of Education's October 7, 2024, meeting. The Risk Management team is now reviewing workers' compensation data and preparing answers for anticipated questions from the Board.**

Chasity Middlebrooks-Cody, Esq., Senior Legal Counsel, Employee Relations & Student Relations

Planning is currently in progress for the Legal Symposium. The legal subgroup for Student Relations is exploring whether further regulations are necessary regarding preservation of video following school level incidents. We are reviewing this item based on instances of video not being preserved. We will make recommendations in this area. **Tentative dates for the fall Legal Symposium are October 30th or October 31st. As a part of the Legal Mitigation Toolbox, the Open records Team will provide guidelines for record retention to include video preservation.**

Vacant, Legal Counsel, Contract Administration

Vacant, Legal Counsel, Exceptional Education

Ms. Jennifer Caracciolo, Acting Chief of Community Engagement and Innovative Partnerships

Jennifer Caracciolo, Deputy Chief Communications Officer

CEIP:

- Two donations presented and approved by BOE (total: \$56,194.10, impacting four schools)
- H-Pride visits to Livsey ES, Midvale ES, Chapel Hill ES, Fernbank ES, Briar Vista ES, Wadsworth Magnet, McNair ES, and Oakview ES
- Supported SAP Meeting of the Whole
- Hosted Hispanic Heritage Fiesta
- Held GED Sign-up and Orientation – 200+ attendees
- Coordinated Superintendent's Staff Advisory Meeting



- Attended Connect DeKalb Discussion
- Attended City of Doraville monthly meeting, where Family Empowerment's Angelica Rosso was recognized and received the Hispanic Heritage Month Proclamation
- Held District 7 Town Hall Meeting at Clarkston HS and Druid Hills Modernization Meeting

Communications:

- Rock the Vote Campaign; Assembly at Cross Keys HS
- Arabia Mountain HS Pep Rally
- Collaborated with Technology on DCSD Website Redesign
- Collaborated with multiple divisions and departments on various initiatives and programs, such as HR's new recruiting #BeDeKalb – print and electronic work
- Supported Grants and Partnerships – planning for October Mix and Mingle
- Produced weekly newsletters, social media posts, and videos

Dr. Marcia Oglesby, *Director of Grants and Partnership*

Grants

- The State Farm grant was submitted to support Student Advancement, Family and Community Empowerment, My Brother's Keeper and Our Sister's Keeper programs, and the SAFE Centers. An award decision will be received by mid-October.
- Grants in the amount of \$2,500 each from the National Wildlife Foundation were awarded to the following schools to support Eco School projects: Tucker High School,
- Arabia Mountain High School, Stone Mountain High School, Woodward Elementary School, and Indian Creek Elementary School.
- SCANA Energy awarded grant funds to Dunaire Elementary School to support after school tutoring and enrichment. The grant will fund teachers with stipends and snacks for participating students.
- Boys and Girls Club of Metro Atlanta (BGCMA) will continue to provide afterschool tutoring and enrichment for the McNair Cluster students. BGCMA are recipients of the Georgia Department of Education's five year 21st Century Community Learning Centers' grant. BGCMA is currently preparing a revised Memorandum of Understanding to be submitted for review and approval by the appropriate departments.
- Schools and external organizations were provided technical support and assistance with grants and grant partnership opportunities.
- The Grants and Partnerships toolkit is being developed to provide additional resources and support.
- The team is collaborating with the transportation team to transition the Clean



School Bus grant award to the finance department by providing the required documents requested by the Environmental Protection Agency.

Partnerships

- The College Football Playoff Foundation Extra Yard for Teachers is providing opportunities for teachers to win door prizes such as grants for classroom makeovers, tickets to attend the playoff game in January and other opportunities in partnership with Donors Choose to receive classroom resources. The opportunities are being promoted in the Grants and Partnerships News Flash and notifying principals through the approved communication method with approval from Champion Dillard.
- Meetings were held with partners to determine interest and alignment to school and district priorities and ways the organizations can assist the district and schools.
- The electronic Partnership Interest Surveys were submitted by external organizations seeking to partner with the district. Meetings were scheduled with the partners after the requests and inquiries were received.
- Proposals were submitted to the following organizations requesting districtwide support for the Back-to-School Rally, New Teacher Orientation, Convocation, and other programs and events: Witherite Law Firm, Georgia Pacific, State Farm, and Georgia Power.
- Partnerships are being explored with Delta Airlines, Citizens Trust Bank, and Capital City Bank.
- Georgia State University's Research Department contacted the Grants and Partnerships Department to pursue additional research grant opportunities.
- Meetings are being scheduled with the respective departments.
- The Grants and Partnerships team secured door prizes from community organizations to distribute during the Partners Mix and Mingle.

Donations

- Margaret Harris Comprehensive School received a \$50,000 donation from Commissioner Michelle Long Spears. The donation was presented to the board during the September board meeting.
- The team is working collaboratively with the Director of Wrap Around Services to ensure each school awarded the City of Stonecrest donation expend the funds (\$100,000 per school) to support students according to the guidelines delineated in MOU's addendum by the December 31, 2026, deadline.

Dr. Donald Porter, *Press Secretary*

Organized media interviews and shared information for such high-profile stories as:

Wrote or rewrote over 24 school letters and communications related to:

- Social media threats
- General School Treats
- Student Overdoses



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- Power Outages
 - Vandalism
 - Busted pipe
 - Lockdowns
 - Vaping
 - Physical Altercations
 - Use of OC Spray
 - Substitute Teacher at Rockbridge ES
 - Gas Leak at School

Gathered information, prepared statements/documents:

- Rock the Vote Letters to staff and families
- District Statement Regarding Potential Bad Weather from Hurricane in Gulf of Mexico
- DCSD Payroll Issues – Multiple and ongoing
- Marcus Skeen Termination
- Rockbridge ES Student Missing from Campus
- Total Number of DCSD Buses with/without AC
- Student Walkouts RE: Georgia Gun Laws
- ESSER Audit Report
- Number of Student Arrests for School Threats
- Power out/Restored at Briar Vista ES – Relocation temp to DHHS
- Tucker HS Bus Accident with Injuries
- DCSD School Safety Budget
- DCSD Absenteeism Rates
- Yondr Phone Pouches – Disconnect to reconnect
- ESPLOST Audit
- Use of EVOLV in DCSD Schools
- SMMS Teacher arrest RE sexual misconduct against a minor

Wrote scripts and speeches:

- Superintendent Retention Incentives
- Superintendent Letter to Prospective Employees
- Anna Hill Speech RE: Peachtree MS Project

Media Interviews

- Elementary Security Associates Initiative – 2 Media outlets
- Yondr Pilot Program



Media Releases

- Heritage Festival

Web Stories

- Elementary School Associates
- Dr. Horton Letter Regarding School Safety and Social Media
- Dr. Horton Statement – DCSD Response to Barrow County Tragedy
- Lakeside HS Seniors Advance to National Merit Finals
- Columbia Middle and Lakeside High Earn PTA Awards