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## District Operations Report Document – October 2024

### **Eric Hilton, *Chief Legal Officer***

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. The Contracts Administration Group has reviewed and processed in excess of 120 contracts to date during the month of October to Date. Board Agenda legal review for the October Board meeting agenda items were timely completed and we are tracking to complete the November 2024 Board Agenda items in accordance with established deadlines. The TregoEd continues its work on revisions to the 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 and all departments are expected to utilize this by the December Board meeting as previously submitted legal reviews work their way through the system. With regard to professional learning opportunities, continuing education courses have been approved for the attorneys in the DCSD Legal Department. Hiring for the position of Legal Counsel, Contract Administration is complete with the new lawyer starting in early November. We continue to seek applicants for the position of Legal Counsel, Exceptional Education.

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

The Administrative Policy Review Committee meets bi-weekly to discuss the policy revision process and to review upcoming policies and regulations before they are presented to the Board of Education. Title IX developments continue to be monitored as Georgia is currently enjoined from implementing the 2024 Title IX Regulations. Employees will continue to be trained on the 2020 Title IX regulations to remain in compliance. The Title IX reporting structure has also been revised. Role specific training will be provided to identified staff involved in the revised Title IX process.

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

The Risk Management team continues its work on insurance review and has recommended the renewal of the District's fine arts insurance coverage. This insurance policy is customized to cover a leased pipe organ located at Stephenson High School, which has an insurable value of \$225,000.

In addition, the Risk Management team has received property appraisals, from the District's insurer, Alliant, for 25 District facilities. Based on those appraisals, the District is only 11.97% (i.e., \$100,115,324) underinsured. The team is in the process of reviewing the appraisals and updating the Statement of Values and other documents. The District's total insured value under



it's property insurance policy renewed in June of 2024 is \$4,214,395,368.00. The premium for the property insurance policy was \$3,335,010.44.

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

The Fall Legal Symposium has been postponed and will not occur on October 30, 2024. The rescheduled event will occur prior to the end of the fall semester of the 2024-2025 school year. The Employee Relations and Student Relations legal subgroups will explore various methods to deliver content during the Legal Symposium in the form of a practical legal conundrum skit accompanied by a mitigation toolbox. The hot topics and delivery methods are based on the feedback from the survey that was distributed to all District staff on October 4, 2024. The survey asked employees to identify their learning styles and desired content areas, among other things. It was also determined that a standard operating procedure (SOP) for record production and retention should be implemented to ensure the preservation of video footage and other records to support employee misconduct, student discipline, and litigation matters. The SOP will be shared with leaders during the Fall Legal Symposium as a part of the mitigation toolbox. The Legal Services team will provide scenarios to illustrate how loose record retention procedures and other identified practices may create liability issues for the District. The Student Relations, Open Records and Employee Relations Departments participated in this session.

***Vacant, Legal Counsel, Contract Administration***

***Vacant, Legal Counsel, Exceptional Education***

***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.


- 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.



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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 Allovue 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 7<sup>th</sup>.

**Carina Harrigan, *Director of IGNITE Teacher Residency***

The IGNITE Residency Team has been working collaboratively to plan workshop sessions for Bridgework, 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 7<sup>th</sup>.

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 DCSD 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 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 HAACP 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!
<b>Totals</b>	<b>60</b>	<b>60</b>	<b>38</b>	<b>16</b>	<b>6</b>	<b>63%</b>

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.



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### **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

**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.

**Byron Schueneman, Chief Financial Officer**

Finance has been busy during August on many fronts. Now that the fiscal year has begun our budgeting department released the FY2025 board approved budget into our ERP system allowing funding access to divisions and schools. We have also collaborated with Human Resources and moved all salaries over to the new FY2025 salary schedules. This is the first time in recent history that 12-month employees received the step increase and cost of living increase on their first check for the fiscal year!

The finance reporting team submitted two state required reports during September.

1. CS1 – Employee Salary and Travel Detail (Aug 15<sup>th</sup>)
2. FY2024 DE-046B Final – FY24 Final Budget to GaDOE (Aug 31<sup>st</sup>)

Ensuring timely and accurate reporting is at the top of our priority list and is the minimum requirement to obtain the “Distinction Award for Excellent Financial Reporting.

Over the course of the next month we will be working on closing out all purchase orders, pending journal activity and finalizing any other remaining FY24 transactions so that we can officially close and report on FY24.

Finance has many miracles in the works. A few noteworthy miracles include:

1. Implementing Munis’ Financial Reporting Module – this will assist in the monthly financial reporting to the board as well as provide uniformity to the annual financial statements. The goal is to have this implemented by December 31<sup>st</sup>.
2. Engaging “Class Wallet” - a platform to allocate supply money for teachers to use in an e-procurement marketplace. The goal is to have this in place for FY26.

3. Audit and Reconcile Position Control – Now that we are fully in Munis for payroll, we can get the full functionality out of Munis’ Position Control tool. This will assist us in providing accurate and up to date information on positions that are budgeted, filled positions and vacant positions. The goal is to have this completed and in use by December 31<sup>st</sup>.
4. Roll out Time and Attendance – utilize the clocks on the wall and other tools to capture attendance and extra activity. This will be rolled out to all DCSD locations by the end of the fiscal year.

**Lauren Scott, Deputy Chief Financial Officer**

**Payroll:** Our second Munis payroll cycle for all 14,000 employees is complete! The District continues to work with our vendor and the Implementation Team to ensure an accurate and timely payroll. Once fully implemented, the Munis system will help us to streamline our processes and increase efficiencies within the District. It will also empower employees to manage their personal and payroll data within the Employee Self-Service (ESS).

**Regina Bagley, Director of Budget**

**Allvue Manage** – Area Superintendents were introduced to Allvue Manage. An interactive training session for Area Superintendents is scheduled for September 18, 2024.

**Audit and Reconcile Position Control** – The audit of positions will have a four-pronged approach: Overfill, Assignment, Budget Verification, Reconciliation Results. The interface of Allvue Manage has produced a report indicating position over-fill. The position control team will begin reconciling the overfill list on September 11, 2024.

**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 are completing necessary tasks to ensure the accounting records are prepared for the planned year-end close, scheduled for the week of September 16-20, 2024. 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. 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.



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**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 September 30, 2024. Finally, the Local School Accounting team, along with other Finance departments hold a monthly, week-long Finance Academy for new Bookkeepers.

**Dr. Milton Hall, *Director of Allotments***

**District Balancing** – District Balancing was completed on Day 13 following the 10-Day Warm Body Count and emailed to Dr. Bernetta Jones for distribution to the Superintendent and District Leaders. The report identifies schools that are slated to lose and gain in the area of Instruction and Instructional Support. Stemming from the submission of this report, Dr. Horton has asked that staffing remain at all Horizon schools and that we move forward with staffing moves and additions for all others.

**School Level Support and Collaboration** – With District Balancing being complete, Milton Hall, Director of Allotments, Dr. Collins, Leadership and Development, Sherika McCutcheon, Manager II – Allotments and David Yoke, Manager II – Planning have been meeting with schools slated to lose and/or gain staffing to ensure that the Master Schedule is revised in a manner that allows maximization of state funding as well as ensuring that the scheduled courses fall within the minimum and maximum class sizes so that funding is not negatively impacted.

**Early Intervention Program (EIP) Support and Collaboration** - The Office of Allotments has been collaborating with the Division of Curriculum and Instruction on implementing the Innovative delivery model in our district. This work will positively impact DeKalb County School District's Program Participation and increase the amount of available funds to our district. We have conducted one virtual meeting and two in-person meetings to develop strict guidance and support for those schools electing to implement the model. Meanwhile, Milton Hall, Director of Allotments, Dr. Collins, Director - Leadership and Development, and Sherika McCutcheon, Manager II – Allotments have been meeting with Principals and scheduling Assistant Principals assessing school data along with available staffing to assist them in selecting EIP models that will best meet the needs of students and maximize EIP funding for their buildings. The initiative has been busy and intentional to complete this work before the deadline of October 2, 2024, FTE Count Day.



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## **Carla Smith**

### **Vendor Services Executive Level/Executive Administrative Assistant Procurement Training.**

In support of procurement excellence, the Vendor Services Team held a procurement and contracts training session during the first week of August. The session was designed for Division Chiefs, Directors, Executive Directors, and Executive Administrative Assistants. In detail, we discussed vendor registration, requisition entry, purchase order processing, contract management, and accounts payable procedures.

### **eProcurement Marketplace Implementation**

The testing platform for our eProcurement Marketplace is up and running. The marketplace will be used by over 300 purchasers in the district, including every staff member authorized to purchase goods for schools, centers, and departments district-wide. We currently have 10 vendors in the marketplace's test environment.

### **Finance Wednesday Refresher Session for August**

These sessions are held on Wednesdays for bookkeepers, administrative assistants, and any district employee interested in staying on top of their game. The Office of Federal Programs, Human Resources and DIIT all held sessions on this TEAMS platform to share vital information for their divisions. We have over 100 SuperStars in attendance.

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

As Chief of Staff, October was a pivotal month in supporting the district's continuous improvement and operational effectiveness. One of the major highlights was the successful execution of MIRACLES Workshop #3. During this workshop, division leaders gathered to provide updates on the progress of their respective priorities. It was a rewarding moment to celebrate several completed priorities, a clear reflection of the hard work and commitment across the teams.

In addition to the workshop, I worked closely with Chief Whaley to continue addressing school safety, which remains a top priority. We made significant progress in staffing for this effort, with 68 Elementary Security Associates (ESAs) now hired across elementary schools in the district and 66 School Resource Officers (SROs) on board for middle and high schools. An additional 3 SROs have been recommended for hire, further strengthening our safety initiative across DCSD.

On the operational side, a key focus has been ensuring that processes are in place to address audit findings and improve internal controls. Internal Audits and Compliance have initiated the Request for Proposal (RFP) process to establish Standard Operating Procedures (SOPs) across both Operations and Finance departments. This action is in direct response to the findings from the SPLOST audit conducted by Plante Moran. Our goal is to create robust processes that will





make future audits more streamlined and efficient for all involved.

These are just a few of the significant strides made in October, ensuring that we are advancing on multiple fronts to enhance both safety and operational excellence within the district.

### ***Vacant, Director of Strategic Management***

### ***Joel Thibodeaux, Director of Internal Audits & Compliance***

Internal Audits & Compliance continues to work on revisions to the board policies and administrative regulations governing Booster Clubs, PTOs, and other parent and community-led support organizations. The primary revision is to include PTOs into the definition of Booster Organization since they aren't included in the current policy. PTAs and PTSAs are exempt due to the comprehensive management and governance policies promulgated and enforced by the GA PTA. The revision to board policy LEC is currently in review with the Office of Legal Affairs while development is ongoing with the administrative regulation (LEC-R). Regulations are being revised and expanded to address fundraising, contributions, personal services to students, and to include any language required for establishing a governance structure which requires informing or seeking consent for certain types of donations or provisions to students and/or employees.

Implementation of internal process improvement measures continues. School audit reports will be available at the end of November and into December. School Compliance Liaison role development is in full swing. High-risk areas in school financial operations, sponsor management, and technology challenges have been identified, and standard remediation plans are being developed. Surveys for Principals and Bookkeepers are being developed for deployment in January 2025 to gather information on common challenges to compliance as noted in school audits. The survey will inform pre-emptive measures that will include training enhancements, process checklists and monitoring.

Finally, we are in the initial stages of the P-Card audit project, awarded to CESO (Center for Effective School Operations) now that the contract has been executed. Two additional solicitations – for a Procurement audit and for remediation support and verification following the ESPLOST audit – will be released in November 2024.

### ***Tracey Whaley, Executive Director of Public Safety***

Public Safety continues to work towards recruiting and retaining highly qualified staff. Since July Ten SROs have been added, trained and assigned to their permanent schools. Three SROs have recently been recommended to HR for hire. We have hired 68 Elementary School Associates, and we have recommended 14 Campus Supervisors for hire to serve at our middle and high schools. We continue to recruit and interview highly qualified candidates.

Public safety has also set in place two Mobile Pro Systems security trailers, one placed at Martin Luther King, Jr. High School's bus parking lot and the other at Godfrey Stadium's bus parking lot.



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These systems enable the lots to be monitored live to protect the vehicles parked in those locations.

Public safety leadership is currently coordinating and planning a Countywide Active Shooter Drill where we will host all law enforcement and public safety agencies in the county. The first leg of the drill will commence with a Tabletop exercise hosted at AIC on November 19, 2024.

Finally, we are coordinating two safety-centric pilot programs. The first is a standardized Visitor Management System which will serve as a visitor checkpoint in our schools. The second is an Evolv Conveyor system which will increase efficiency of security checks and student arrival at high and middle schools.

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

The board office has diligently onboarded the new DeKalb Board of Education members. They hosted the first-ever two-day training session for the new board members, which was well received. The three new board members, as well as re-elected board member Mrs. Pierce, will be officially sworn in on January 7th.

Each year, the board determines its legislative priorities for the upcoming session. These priorities were discussed and finalized during a recent board meeting and will soon be shared with the DeKalb Legislative Delegation at the annual legislative luncheon on November 13th. An invitation for the Senior Cabinet has been sent.

The 2025 Georgia General Assembly session is scheduled to begin on January 13, 2025, and adjourn on April 3, 2025.