

## ***District Operations Report Document October 2023***

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

### **Employee Appreciation Events**

The DeKalb County School District celebrated Employee Appreciation Day on Friday, October 6, 2023. Newly hired employees who are not teachers, bus drivers or SROs were provided with swag bags. New Teachers, Bus Drivers and SRO's were provided the first half of their incentive. The second half will be issued in June. Retention Bonuses were issued for all current employees who returned from FY23 with no break in service (\$2000). Parttime and Substitute employees were notified about the new incentive added for them in December 2023. It was a phenomenal day in the District.

The next Employee Appreciation event will take place on October 30, 2023. We have invited and will celebrate the 1800 newly hired employees to the DeKalb team this school year.

### **Munis Updates**

The Division of HR, in conjunction with Finance, Operations and Information Technology, launched the first payroll out of Munis on October 13, 2023. We had some lessons learned-we have worked over the last 2 weeks to improve the flow of data between CrossPointe, Munis, and integrations with third parties (such as Georgia United Credit Union) to ensure payroll is accurate and timely. Time entry and extra activity files have been imported, direct deposit accounts updated and the employee split payrolls between banks file configured. These actions accounted for roughly 90% of the inquiries with payroll 1.

12-month full time employees have been asked to log into the Employee Self Service (ESS) portal on **October 30, 2023**, to review their pay advice.

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

The Employment Services department has participated in and planned for a plethora of Hiring, Recruitment and Retention Events:

- Conducted weekly Onboarding Sessions: Sessions are held on TUESDAYS (certified), WEDNESDAYS (classified), and THURSDAYS (certified and classified) (subs on FRIDAYS as needed). The team onboards (approximately) 60-120 new hires a week.
- Collaborated with PL and participated in the Para Academy on Oct 2- the certification team and recruitment team presented to the paras- topics included information on how to become certified and provided several helpful resources that is available
- Conducted information sessions to our local high school students
- Attended Lincoln Tech Career Fair on Oct 3<sup>rd</sup>
- Attended Goodwill Job Fair on Oct. 4

- Hosted Districtwide Employee Appreciation Day on Oct. 6- For All Employees
- Participated in NETwork Academy on Oct. 10- HR team collaborated with PL and assisted new teachers by answering their questions related to HR and or certification.
- Participated in Columbia HS Career Fair on Oct. 27- recruiting high school students to fill classified vacancies We screened and registered 41 students (25 Seniors, 16 Juniors) for the DCSD Higher to Hire program.
- Hosting the New Employee Mix and Mingle Event- For all New Employees- Oct. 30
- HR Managers have been attending in person career fairs at several colleges/universities- this is to recruit college graduates for second semester of FY24, and for the FY25 school year:
  - Vanderbilt 10/4
  - Auburn University 10/10
  - Middle Tennessee 10/17
  - Lander University 10/17
  - Florida Gulf Coast Univ. 10/18
  - University of Alabama 10/19
  - University of Texas, Austin 10/25
  - Kansas 10/27
- Worked closely with our Budget Analyst to manage and process recruiting trips, budgetary items such as swag gifts, office supplies and recruitment materials for marketing, and planning of events, etc.- this is an ongoing task
- Hosted Walk-in Wednesday on the following dates for the month of Oct (10/4, 10/11, 10/18, and 10/25)
  - HR conducts in- person interviews every Wednesday
  - Certified and classified candidates are vetted for the various districtwide open positions. Candidates are either placed or sent to principals for consideration
- Vetting, screening and processing daily recommendations from principals and district leaders- this is an ongoing task that takes place daily
- Posting and advertising positions daily
- Processed resignations daily- this is an ongoing task
- Working in collaboration with position control to troubleshoot and approve allocations and districtwide positions, including extended day requests, etc.
- Working collaboratively with payroll to troubleshoot occurrences and incidents daily
- Vetting, screening, and processing substitute candidates daily (as well as troubleshooting various occurrences and incidents)
- Processing re-certification of approximately 1382 educators' certificates
- Processing and progress monitoring approximately 359 provisionally certified educators' certificates
- Conducted districtwide Employee Verification of Rosters-this task takes place once a month- principals and district leaders are charges with verifying their staff monthly
- Updating current SOPs- this is an ongoing task
- Developing new SOPs for the implementation of Munis
- Collaborated and met with the Planning Department on FTE and allocations

- Conducted meetings with Principals on class sizes, master schedules and allocations
- Conducted interviews and processed Director of Allotments and Manager II, Allotments
- The HR Managers have been remarkably busy conducting interviews for several positions:
  - Conducted interviews for Talent Development Coordinator for the Ignite program
  - Conducted interviews for approximately 26 Content Lead Coordinator I positions
  - Conducted interviews for 3 Assistant Principal's positions (Jolly ES, Miller Grove MS and Wadsworth ES)
  - Conducted interviews for 3 Principal's positions (Freedom MS, Redan ES and Indian Creek ES)
- Processed 4 Executive Administrators during the month of October
- Attended planning meetings with Middle GA (partner), Cushion (recruitment firm) and Bloomboard (partner) in reference to the implementation of the IGNITE program (Teacher Residency Program)
- Collaborated with team members on the planning, development, and implementation of the IGNITE Teacher Residency Program

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

The Total Rewards team is responsible for the functional areas of compensation, benefits, leave administration, retirement, and verification. Day-to-day critical activities were completed in incredible numbers for the last few months supporting the targeted hiring of more than 1,800 employees for FY24 to include supporting more than 10,000 employees that received the retention and new hire incentives.

**Benefits Open Enrollment is October 16 thru November 3, 2023**

Benefits Open Enrollment is here, and this year's theme is ROAD TRIP – THE BENEFIT ADVENTURE BEGINS! Our annual benefits open enrollment is always a crucial time for employees to review their benefits carefully and take full advantage of the offers to help increase their financial security. Over 11,000 of our employees take advantage of this benefit to include medical and/or flex benefits. An additional free benefit for our employees is long-term disability. The District also provides free life and AD&D insurance coverage to employees through Unum.

To support this initiative our **annual Benefits Fair was October 10<sup>th</sup>** at the AIC was open to all for the taking. Vendors from plans offered through health and flex organizations united to answer important questions and to assist with selections that best fit employees' needs and budgets.

Additionally, the Total Rewards team presented in-person to Operations staff answering open enrollment benefits questions. The team is always here to support where needed.



### **Retirement – Teachers Retirement System of Ga (TRS) Workshops & Counseling Sessions**

Teacher Retirement System of Georgia (TRS) administers the fund from which teachers in the state’s public schools, many employees of the University System of Georgia, and certain other designated employees in educational-related work environments receive retirement benefits.

DCSD conducts periodic continuing education webinars and counseling sessions to support our employees who are new, mid-year, or close to retirement. The following very important sessions were offered to employees:

- New member virtual workshop on 10/23/2023
- Mid-year career virtual workshop 10/31/2023
- Mid-year career virtual individual counseling sessions on 11/1/2023 and 11/2/2023

### **Wellness**

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

The Wellness Center continues to thrive and support employees with their physical fitness. New classes have been added to include a cardio boot camp and athlete’s training.

The following webinars were well attended in October. We have worked hard to develop great partnerships with organizations across several platforms to include financial, social, physical, developmental, psychological, and emotional. Please note the current partnerships for webinars are all complimentary to employees; there is no fee to the District. Our social outings with sports teams usually support employees by donating a portion of the ticket sale to the wellness program.

- Social Security 101 Webinar – 10/24
- Prostate Cancer Awareness – 10/24
- Understanding Credit – 10/23
- Mobile Mammogram – 10/5

- Budgeting for the Future – 10/3
- Falcon’s Teacher Appreciation Day – 10/8
- Falcon’s DCSD Fundraiser – 11/5

### **Leave Administration**

The Leave Administration team manages the leave requests of any of our 13,000+ eligible employees. Leave requests may include Family Medical Leave (FMLA), DeKalb Leave, Military Leave, Extended Leave, and Paid Parental Leave (PPL). This team offers direct support to schools by training employees on how to apply for leave, use leave time, and how to apply for short- or long-term benefits. They assist and lead with compassion when answering tough questions during challenging times for employees.

In support of our learning objective, this team presented at the Legal Symposium and at schools during the month of October.

**Marissa Key \*\*\***

**(Executive Director of Employee Relations)**

On October 17<sup>th</sup> and October 18<sup>th</sup>, Employee Relations in collaboration with Leadership Development, hosted the District’s inaugural legal symposium. The symposium provided an opportunity for school building leaders and district administrators to gain insight and engage in in-depth discussions concerning legal matters that directly impact the district. The program included a diverse range of topics, such as, progressive discipline, special education, safety regulations, custody matters and open records. By gathering experienced legal professionals, educators, and administrators, this symposium offered a unique opportunity for participants to gain insights into the complex legal landscape that governs educational institutions.

The symposium was a tremendous success because it enabled school leaders to stay abreast of the latest legal developments and best practices in K-12 education and created networking opportunities among principals and district administrators from various schools, departments, and divisions. Finally, the presentations conducted during this conference empowered school leaders and district administrators with practical tools to address legal challenges and dilemmas.

Many thanks to Leadership for creating the vision for a legal symposium. Thank you to the Leadership Development and Employee Relations teams for bringing the vision to life and to all other departments supporting this effort.

### **Complaints/Employee Misconduct Cases**

There has been an increase in the number of Personnel Complaints and Employee Misconduct matters this year. We are receiving about 40 Employee Misconduct packets and about 25 Personnel Complaints per month. These numbers do not include Title IX matters. Please continue to implement H PRIDE core values with colleagues and staff. Contact Employee Relations for specific training needs or to assist in resolving any issues. Together we can proactively reduce the increase in cases.

**(N/A) (Director of Ignite Dekalb Teacher Residency)\*\*\***

The Board of Education approved funding for the IGNITE (Inspiring Greatness and Normalizing Innovation in Teacher Education) DeKalb Teacher Residency Program at the October 16<sup>th</sup> BOE meeting. This program will create an alternate route to certification and is designed to prepare high quality, committed, aspiring teachers who can work effectively with students in Horizon schools across the District. The District will bear all cost of all tuition, textbooks, certification assessments, and fees on behalf of candidates selected. Upon completion of the program residents must commit to working in a DCSD Horizon School for 5 years.

**Program 1:** The minimum qualifications for prospective candidates applying to the IGNITE DeKalb Teacher Residency Program are: a conferred bachelor's degree in a field other than education, a minimum of a 2.5 GPA, and a passion for teaching in an urban school district.

**Program 2:** The minimum qualifications for prospective candidates applying to the Paraprofessional-to-Teacher Apprenticeship are: paraprofessional working within DCSC, a conferred associate's degree, and a minimum of a 2.0 GPA.

We received an overwhelming response in the first 2 days from more than 328 applicants who expressed an interest in program 2. Applicants are forwarded to Cushion Employment Services for screening. Applicants interested in program 1 work directly with BloomBoard, Inc. We are excited about launching the first cohort in January 2024.

**Mr. Erick Hofstetter**  
**Chief Operating Officer**

- I'd like to commend Bus Driver Carolyn Chambliss. During the afternoon on Tuesday, October 24<sup>th</sup>, 2023, Ms. Chambliss was in the process of offboarding one of her special needs students to his parents as usual. However, a man boarded the bus and demanded that the driver take him to some location. Ms. Chambliss quickly secured the one remaining special needs child on the bus and evacuated the bus. Fortunately, the family at the residence offered shelter to Ms. Chambliss and the special needs students and quickly called in the incident to 911 and to our Transportation Dispatch office. During this time, the Team at the dispatch office contacted the student's parent and shared the incident as the reason for the delay, that their child was safe and secure, and arrived at the scene in support of the driver and student. Fortunately, police officers were able to secure the man into custody and transport him to a hospital for psychological evaluation. Ms. Chambliss continued her route and delivered the remaining

child. Ms. Chambliss quick response and training greatly contributed to the safety and wellbeing of her students and prevented what could have been a catastrophic incident. Her actions are in keeping with the highest traditions of professionalism and reflect great H-PRIDE on herself, the transportation team, and the DeKalb County School District.

- Incidences occur every day on the school bus and while they may not be magnified to the aforementioned level, they create situations that can become highly impactful very quickly. It is a reminder for us to continuously support and acknowledge the courageous and meaningful work that our bus drivers perform every day - usually in isolation and in remote settings!
- A quick recognition to Mr. Bernardo Brown, Director of Student Transportation, who was selected to present on Diversity, Equity, and Inclusion strategies for Bus Drivers at the National Association of Pupil Transportation (NAPT) – We know he will represent and shine a bright light on the District with a high degree of professionalism.
- The Division continues to support our students and staff in the shadows of the school day; our team members do so with professionalism and commitment. Therefore, our leadership team is engaged in providing leadership training to our employees since most of the Division's front line workers do so generally by themselves and with little supervision. To that end, we are collaborating with HR Staff and Professional Learning staff to deliver meaningful and relevant to our diverse team across a variety of job functions. We are working on a partnership with Piedmont Technical College to provide certification and degree course work relevant to our Division and in a model similar to the Teacher Residency Program. Training in Supervisory skills is being held monthly in support of our frontline leaders.
- The Division is also proud to announce that the Custodial Quality Assurance Program will be implemented in November 2023. This effort directly supports our custodial team members through training and assessments culminating in a continuous quality assurance of cleaning standards throughout our schools. The Division Custodial Support Services team has been participating in and developing a custodial cleaning standards guidebook over the past six months and have organized into a professional team that will assist in ensuring the success of our school based custodial team members in providing safe, clean, and healthy learning environments and experiences.
- As an example of breaking silos, our School Nutrition Services department, Facilities Services Department, and our Logistics team have bonded together in support of addressing much needed kitchen equipment repair and increased logistics services. This is a huge indicator of breaking silos (especially with different budgets) to combine resources ensuring our students are provided with daily nutritious meals and our Kitchen staff to make the magic happen with operational equipment in safe environments.
- Our Business Services Department is basically being rebuilt after two plus years without leadership. The daily increased amount of collaboration among team members, improvement of processes, and formal communication with the Finance and Human Resources Divisions is evident in the increased amount of activity, effort, and progress. While there is still much work to be done, our team members are committed to supporting the Division, team members, and our vendors in effective relationship and partnership building that will yield strong performance in the future.

- The Capital Improvement Team continues to be heavily engaged in project management for approximately 67 small and large projects totaling close to \$300 million in approved commitments. Additional projects have recently begun planning, these include: Athletic Field Site planning, Administrative Space Planning, Fleet Maintenance Garages and Infrastructure, and Performing Arts/Auditorium Theatrical and sound upgrades. Without a doubt, our team is working at maximum capacity but understands the importance of providing engaging environments to the greatest extent feasible and quickly as schedules allow.
- As I arrive on my 1-year anniversary at DCSD, I have been reflecting on the progress made. Considering the state of the Division when I arrived, I can see the improvement flywheel beginning to turn. Our leadership team is growing together, knows the importance of a unified operational effort, and is a large reason for the overall improvements of the District. We have much work to do but the commitment to the energy needed to turn the flywheel faster is occurring each and every day and I am encouraged (but never satisfied) that improvements will continue... You can't HIDE our H-PRIDE - Stay Tuned as we continue to Disrupt for Excellence!

**Antwyn Brown**  
**Deputy Chief Operations Officer**

I have served as a thought partner tasked with the formulation and execution of various internal initiatives promoted by Division leadership. Specifically, bi-monthly "Chief Chats" have been facilitated across the Division (Fleet, School Nutrition, Facilities Maintenance, Business Services, Design and Construction, Planning and Transportation) to engage randomly selected (5-8) small groups of staff on their experiences, encounters and concerns within the work environment. These meetings serve a multifaceted purpose of facilitating: 1) employee engagement, 2) active surveying of the Division's climate and culture 3) reinforcement of the priority of the H-PRIDE tenets. These meetings are convened in addition to the regular monthly meetings of the Drivers, Monitors, and Call Dispatch (DMAC) Committee, and ad hoc meetings of the employee auxiliary committee.

Operations Divisional Leadership has also begun the process of reviewing and reconstituting the District Facilities Use Agreement policy and rental portal. In addition to the policy-based review and recommendations, staff has begun the coordination of establishing a county-wide Joint Use Agreement policy that will guide all memorandums of understanding (MOU) with individual municipalities. Currently, staff is engaging all municipalities to ascertain their facility use requests.

Operations Division Director meetings are convened weekly to discuss and collaborate on both ad hoc opportunities for District-level enhancement along with routine areas of responsibility.



Staff has committed to convening one (1) of these meetings monthly within a school to foster a shared perspective and vision of reasonable expectations. To date, Columbia ES, Clarkston HS, and E.L. Miller ES have hosted these leadership meetings.

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

School Nutrition Services attended a recent State Director's conference with emphasis on creating a culinary culture in schools. School Nutrition programs in Georgia have been challenged with moving towards a high-quality culinary menu with a focus on speed scratch preparation with healthier ingredients.

While the food served in schools has most certainly changed over the years, unfortunately the stigma is still there. Building a strong culinary culture in DeKalb County School District will have a strong positive impact and should increase student and staff participation and engagement. Menus and recipes will be developed, tested by students for full implementation in August 2024. Changes will include fresh herbs and spices, homemade bread, and an increased variety of fresh fruits and vegetables, along with culinary inspired entrees. Focus groups, Your Voice, Your Choice will be conducted in each school beginning March 2024.

In addition, School Nutrition Managers will rotate through the culinary test kitchen to prepare the new recipes and enhance skills. Our goal is for every student to have a 5-Star experience in our cafeterias. Our theme for SY 24-25 will be: *Quality Meals for Every DeKalb County School Student - Every Day!*

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

The Department of Student Transportation, like many other school districts across the nation, is facing a significant challenge due to the shortage of bus drivers. This staffing shortage has led to a reduction in operational capacity and the need to consider route reductions. The impact of the COVID-19 pandemic has made it difficult to maintain transportation services at pre pandemic levels.

Prioritizing services based on student and staff safety, staffing capacity, and on time arrivals is a reasonable approach given the circumstances. It is important to ensure that transportation services remain safe, dependable, and sustainable, even if that means some adjustments in routes and services.

I am currently attending the National Association of Pupil Transportation (NAPT) conference. This is an excellent opportunity to learn from experts in the field and gain valuable insights into improving pupil transportation. Additionally, I will be representing our district as a presenter and speaking on the important topics of Diversity, Inclusion, and Equity in Pupil Transportation. These

issues are essential for ensuring that transportation services are accessible and fair to all students. It is a sign of our commitment to providing not only transportation but also a safe and inclusive environment for all students and staff.

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

As part of the School Bus AC retrofit project, the Fleet department has received 12 of 200 school buses and continues to average completion of retrofit for 2 buses per week. Additionally, 6 of 12 vehicle drive on lifts have been installed and work continues until completion. Procurement is in progress to acquire needed vehicles for facilities, material management, and school nutrition (refrigerated/freezer trucks). Additional pre-design work has been launched to site plan the renovation and construction of new repair facilities for the district.

Training on team building and supervisory skills in partnership with the Department of Professional Learning has been launched and participation has been high. Although there are approximately 35% vacancies of fleet mechanics, we acknowledge the mechanics and technicians who are committed to the district and student learning.

**Richard Boyd**  
**Director of Design and Construction**

"Now I can be proud of my school." Many years ago when I started in Dekalb, I was working as a construction inspector for Parsons at the end of SPLOST III. While inspecting the new auditorium at Lakeside, a group of female students came into the main auditorium space. Before I could tell them they should not be in the building yet, as it was still considered a construction site, I heard one of the students say "Now I can be proud of my school". Every day the Design and Construction Department, along with our program management consultants AECOM and CERM, work to provide new and renovated spaces that students and staff can be proud to enter to teach, learn, work, play, and inspire each other. Projects range from a new secretarial office for the Director of Transportation to a new \$200 million Sequoyah Middle and High School facility.

Two projects that we will be completing by the end of 2023 are new playground structure installations at almost all elementary schools across the District and new LED marquee signs at almost all schools and facilities. The new playgrounds include features such as sun shades and rubber fall protection surfaces while the new marquee signs provide a place for the school to share information with the schools' families and surrounding community. Two of our larger projects include the new Sequoyah Middle and High School facility and the new Dresden Elementary School. Both projects are in early design but are expected to break ground in Summer 2024.

**Bobby Moncrief**  
**Director of Facilities Services**

During October, Facilities created 1251 new work orders and closed out 1923. Also, Nutrition Equipment repair is operating under the Facilities Department. The department successfully closed out 106 work orders for the Kitchen.

Our staff completed the installation of two new middle school weight room floors and two elementary school gym floors. The staff worked diligently to clear 11 sewer backups. Additionally, we upgraded the lighting of several schools to LED lighting. LED lights were installed in two school gyms and two elementary classrooms. Also, the team replaced carpet in two elementary schools.

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

- Accounting - Currently working on organizing the Accounting Department. One new Analyst started on 10/23/23. The second Analyst starts on 10/30/23. Begin process of Hiring Business Manager
- Vendor Services - Finalizing pricing for building rental (Mr. Antywn Brown)
- Auction Services - Gov Deals will be onsite 10/27/23 to reengage the auction process in the district
- Warehouse - initiating quarterly inventory process in the schools, current on C50 and delivering new desk (1500) to schools, begin process of hiring Supply Chain Manager. RFP for moving services is in the final stages of being completed. RFP for Warehouse Storefront has begun.
- Furniture - have completed 45 assessments thus far in the district. We have refurnished 20 offices along with Cafeteria Tables this calendar year starting in March.
- Payroll - assisting with the MUNIS rollout, helping coordinate Benefit enrollment in Operations
- Sanitation - Reengaging relationship with the Dekalb Sanitation
- Sustainment - completing specifications and scope for the new department. Determining staffing requirements
- Overall - I am continuing the onboarding process with the department. Will begin developing the Organization Chart in November. This will include staffing recommendations for Procurement needs and a Budget Analyst. I will begin the formal training assessment based off needs. Last, we will begin expanding the Warehouse Management System (AMICS)

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

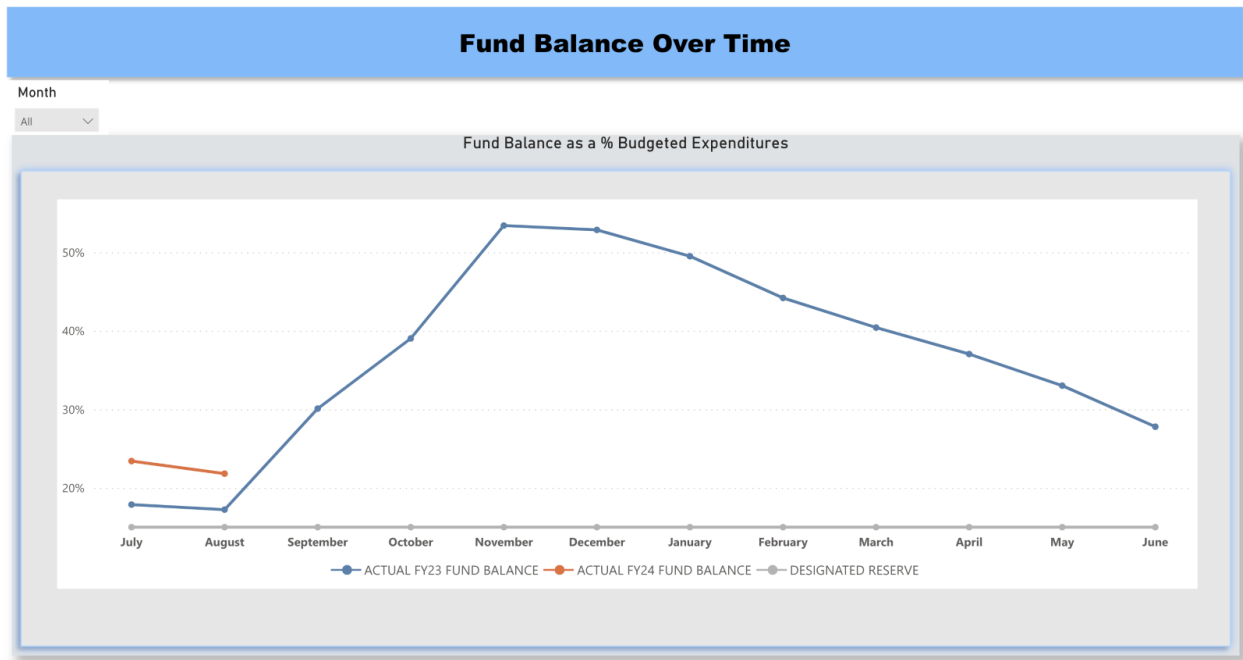
The Planning Department is working on the District's enrollment forecast for Fall 2024. The annual enrollment forecast is used by several divisions and departments within the District to plan for the upcoming school year, as well as set expectations for the next several years. The enrollment forecast also includes several useful sub-forecasts such as student yield from new housing development and refugee resettlement, where students live versus where students attend, and the impact of changes to school choice, special education, and ESOL programs. The preliminary forecast will be ready by early December, and presented to the Board at the December Board meeting.

Capital Improvement Programming is overseeing the implementation of the Kahua project management software. Kahua will give the District's capital project managers additional tools and functionality and provide a unified management platform for all project managers working on capital improvement projects. Kahua will also help streamline reporting on projects and capital programs. Initial Kahua implementation is expected to go live in early January, with additional functionality being added for several months after that as the District adjusts its practices to better utilize Kahua's features.

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

- ERP - Payroll/HR - Much of October was spent preparing for the conversion of 12-month employees to be paid out of Munis. On October 13<sup>th</sup>, we processed payroll for over 2,000 12-month employees. Though this came with errors and challenges (differences in employee deductions for taxes, insurance or base pay, file transfer formatting issues with Georgia United Credit Union, or current direct deposit information for all employees), this was overall an enormous success and monumental step forward. The issues that we have encountered are being addressed and processes and kinks are being worked out. This will put us in a much better place when we transfer the payroll for the remaining employees into Munis.
- Budget and Allocations – The FY24 RAMP document has been boiled down to a single excel sheet and used to build out Allovue’s “Allocate” tool. Once October’s FTE is certified, the counts can be used to produce an initial FY2025 staffing allocation for schools. The Allocation Director and Allocation Coordinator will start soon and lead this work.
- Employee Retention ESSER – Retention supplements were processed and distributed. The vast majority of the retention will be paid using ESSER II funds and assist in utilizing 100% of ESSER II funding available.
- Financial Reporting Dashboard – We have revamped the [financial dashboards](#) available on our district homepage, adding new features and key performance indicators. Most importantly, a

“Fund Balance Over Time” analysis has been added (see below). This dashboard displays our reserve balance of 15%, tracks the fund balance throughout the year and compares it to where we were in FY23.



### Lance McConkey Comptroller

- Corrective Action Plan – signed plan was submitted to Jasmine Williams at GDOE’s Financial Review team on 10.24.2023. The District’s plan will be submitted at the State Board Audit Committee’s next meeting (date not provided).
- ERP – Student Activity Module (SAM) & General Billing (GB) - Steven Meyer from Tyler and the LSA Team have worked together to finalize the SAM setup and training plan/materials. Bookkeeper training started Tuesday, 10.24.2023, being held by area groups. The last day to process transactions in Schoolbooks will be Monday, 10.30.2023. Training and beginning balance configurations will continue through the next three weeks with a go-live day of Tuesday, 10.14.2023. Steven Meyer from Tyler and the Accounting Team met for training and GB setup on Wednesday and Thursday, 10.4-5.2023. The Accounting Team is working to finalize the setup of GL codes and customer information to go-live.
- Year-end close, DE-046 & TIGA. YEC was completed Tuesday, 9.26.2023. DE-046 was submitted to GDOE Friday, 9.29.2023. TIGA file was submitted to DOAA Monday, 10.2.2023. All met the required deadlines. The completion of these items prepares Finance for the FY 2023 financial statement preparation and audit to be completed by M&J. Finance has a kick-off meeting with M&J on Tuesday, 10.31.2023.
- Treasury Management – new SOPs developed and implemented.

### Glinton Darien

### **Director of Risk Management**

- Claim Settlement Project - Risk Management has continued to make efforts to settle claims. The settlement of workers' compensation claims, and liability claims, will reduce the District's exposure to continuing income benefits as well as attorneys' fees and costs. In addition, the settlement of workers' compensation claims will make the District's excess workers' compensation claims portfolio more attractive to insurance companies. The following claims have been settled from August of 2023 through today's date, initials are used for privacy concerns: 1) L.T. for \$65,000.00; 2) Z.B. for \$45,000.00; 3) L.B. for \$140,000.00; 4) J.D. for \$10,000.00; 5) Y.H. for \$27,000.00; 6) M.J. for \$23,000.00; 7) T.M. for \$35,000; 8) T.P. for \$9,500.00; 9) D.P. for \$2,000; 10) G.P. for \$2,000; 11) R.H. for \$100,000; 12) L.H. for \$52,500; and 13) T.G. for \$14,928.72. These settlements total \$525,928.72.
- Risk Reduction Strategies Project - Risk Management has continued its risk reduction efforts. On October 26, 2023, Risk Management confirmed, with the Department of Facilities & Operations, that fire prevention efforts were continuing at the Sam Moss Center ("Center.") The Center has potential hazards and dangerous conditions since it has multiple occupancy storage types which contain ignitable liquid storage areas, paper warehouse storage areas and hot work areas. Unfortunately, the Center does not have sprinklers. However, examples of risk reduction efforts at the Center that do occur are:
  - 1. The annual visual inspection of all fire protection control valves has occurred. The inspections are conducted to ensure that the valves are locked in the wide-open position. Recorded value inspections help ensure that fire protection control valves remain in the fully open position and in proper working condition. Risk Management has inquired as to whether these inspections can be increased too quarterly, if not monthly;
  - 2. Replacement of the breakaway valve and lock of the supply valve, with an unbreakable lock, has been completed;
  - 3. The improvement of the ignitable liquid storage arrangement has been performed;
  - 4. A creation of a hot work management program has taken place;
  - 5. A documented emergency response plan is now in place; and
  - 6. The utilization of the FM Global Red Tag Permit System to supervise paint booth fire protection impairments was completed. The Red Tag Permit System will continue to be utilized whenever a system is impaired or out of service.

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

- How to Do Business with DCSD Vendor Seminar October 13<sup>th</sup>

- Over 122 existing and potential vendors were in attendance. Vendors ranged from independent contractors to small and medium sized business, to minority and women owned business.
- The types of businesses included medical/therapy, enrichment programs for ASED, facilities maintenance, educational media, food services, speech therapy, photography, information technology, vending, sports, Staffing agencies and others.
- Vendor Registration Status in attendance:
  - Unregistered Vendors 40%
  - Incomplete Vendor Registrations 20%
  - Registered Vendors 40%
- Advertisement for seminar:
  - DCSD Website
  - Champion Newspaper
  - IonWave email blast to all vendors
  - Munis email blast to vendors with incomplete registrations
  - Flyers were sent to the schools
- Contractors Forum November 3
  - Invitations were issued to all registered General Contractors and Architects, National Association of Minority Contractors, General Contractors Association
  - Based on the number of attendances at the How to Do Business with DeKalb Seminar the same platforms will be used to advertise this event.
  - The agenda will be established by the Operations Division, Construction and Design.
- Plan of Action-
  - Dr. Libby Whitaker, CPA is under contract to draft an Action Plan
    - Scope of work and timeline has been established
    - Munis Job Aids and Procedural Manual have been provided to develop SOP's

**Interim Chief Larry Wright**  
**Executive Director of Public Safety**

Why do we fight this losing battle? "... achieving justice is possible, but success often requires hard work, dedication, and patience. The battle for justice is never ending, but it is a battle that must be fought for the sake of our humanity." This is a favorite quote taken from a textbook

**Pursuing Justice** (Belmont, CA: Thomson/Wadsworth) To fight this battle, it is necessary for DCSD Public Safety to follow its mission. That mission is to provide safe and secure learning environment free from violence, drugs, and weapons for all students, faculty, staff members, visitors, and all community stakeholders. DCSD Public Safety has initiated four programs to continue to achieve this mission.

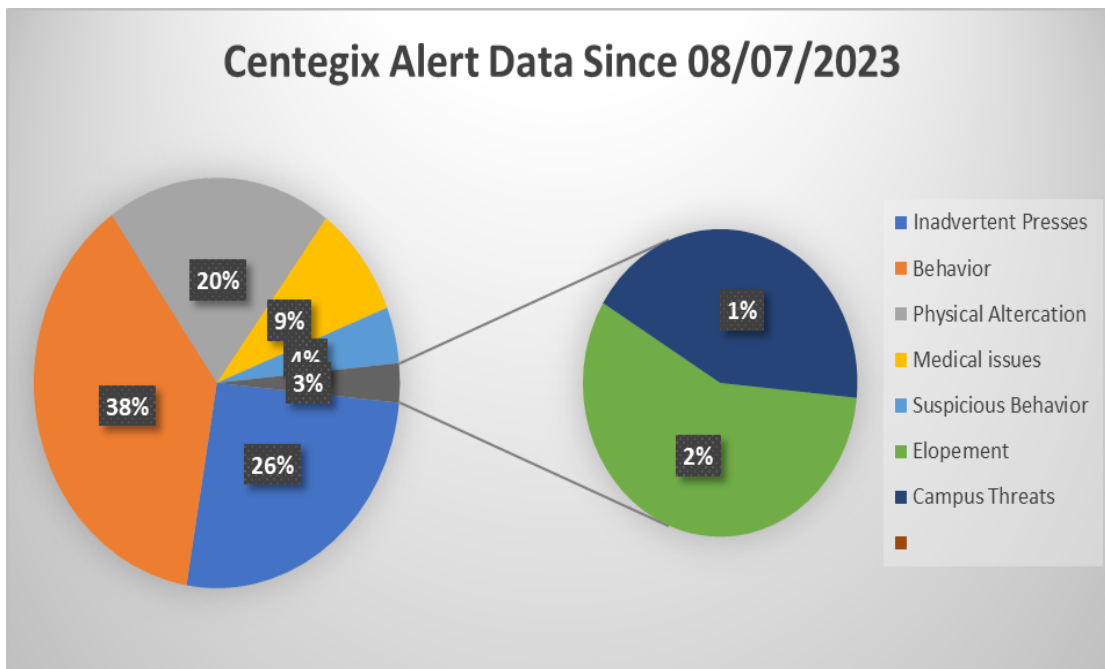
**Lieutenant Mary Parks**

**Administrative Supervisor**

**\*\*\*Centegix**

Met with Centegix also known as Crisis Alert, regarding project close out, the post implementation processes, and a possible account credit for 5 stadium installments not completed due to district not purchasing systems for the venues. Southwestern Communication (SWC) and DCSD are working to obtain API license to complete Crisis Alert Intercom Integration. We discussed field service teams to conduct maintenance inspections on the equipment. Centegix will also update additional training slides to be uploaded to the Centegix SharePoint site.

See the Data chart since 08/07/2023:



**Actual Data**

**Inadvertent Presses**- 59

**Behavior** 85

**Physical Altercation** 45

**Medical Issues** 20

**Suspicious Behavior** 10

**Elopement** 4

**Campus Threats** 3



**Mr. Kenneth Gilstrap**  
**Safe School Coordinator**  
**\*\*\*Charter School Safety Compliance**

The Safe Schools Unit conducted and documented Safe School Audits at all charter schools, and all reports have been submitted to Area Superintendent, School Governance/Innovation, and Directors. All charter schools are compliance with House Bill 147 (Safe School Act) and have submitted their safe school plans to DEMA (DeKalb County Emergency Management Agency) for approval. Additionally, Safe School Analysts have conducted Intruder Alert Drills and submitted the documentation to GEMA Georgia Emergency Management Agency by October 20, 2023. The Safe Schools Unit will evaluate the emergency preparedness plans for charter schools, provide feedback, and update safe school plans, if necessary. Then prepare for scoring the charter schools the 2<sup>nd</sup> school semester

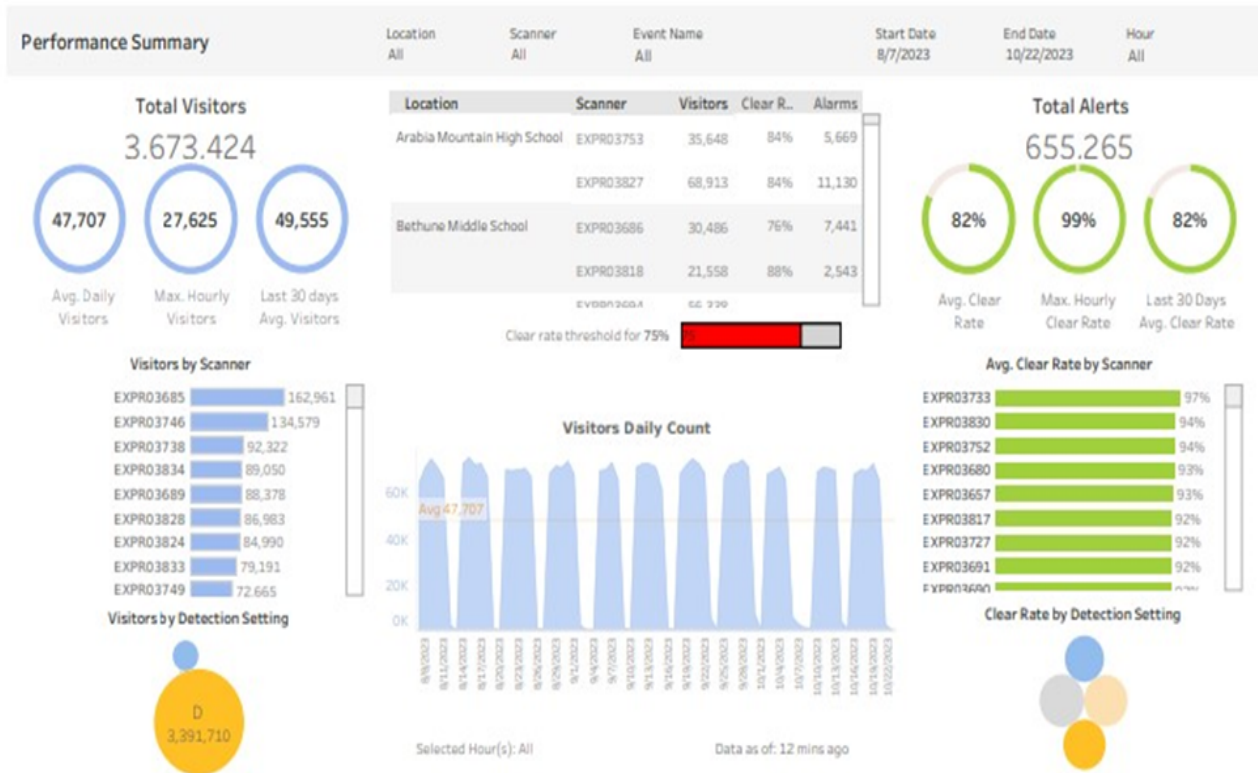
**Sgt. Zandra Jackson**  
**Sector 1 Supervisor**  
**Community Outreach Coordinator**  
**Legacy**

The Legacy program organizers collected data pertaining to school violations and criminal behavior to determine the location for the summer program for June 2024. Based on the requested data and a meeting with the school administration, the next Legacy Program will be held at Dr. Ronald E. McNair High School. Legacy directors and operators will organize a plan meeting with the school, food & nutrition, and transportation departments to discuss and determine the food, facility and personnel in dept for the summer program.

**Sgt. Terrence Smith**  
**Sector 3 Supervisor**  
**Terminal Agency Coordinator**  
**Property & Evidence Manager**  
**Evolv System**

Evolv systems are sufficiently operating in all middle and high schools. Delays have continued to decrease and are still being monitored. Troubleshooting has been established by Sgt. T. Smith. This team will be able to quickly assess any issue; move the system from one point to another point; properly reset the system and diagnostic system for proper scanning visitors. As of 08/07/2023 to 10/22/2023 there have been 3,776,616 visitors to walk through the Evolv Systems.

There have been 673,768 alerts with an average clear rate of 82%, which remains unchanged since the last workshop. See Chart below.



The alerts continue to be non-threatening. In conclusion, the Evolv System has impacted the weapons incidents our campuses at the middle and high schools. In comparison with last school year (2022-2023) to this school (2023-2024) there has been a significant decrease of found weapons in our middle and high schools. See chart below:

**Weapon Comparison Chart**

