

***District Operations Report - FEBRUARY***

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

**EMPLOYMENT CONTRACTS FOR FY25**

On **February 13, 2024**, more than 6500 school-based contract offers of employment for the 2024-2025 school year will be issued. This will include teachers, media specialists, counselors, assistant principals, and other 10- and 11-month certified school-based employees. Employees will have 10 days to accept the contract offer.

On **March 13, 2024**, contracts for Principals, Central Office and any delayed school-based employees will be issued.

**IMMPECABLE HIRING SEASON**

This school year the Division of Human Resources hired more than 2700 applicants and employees for new positions. Of this number 984 were teachers. The recruitment of quality staff has not been an issue for the DCSD (DeKalb County School District). With today's workforce shortages, the district will continue to focus on the retention of high-quality staff.

**FY24 DCSD Recruitment and Retention Incentives**

**FY25 Incentives will be announced by May 2024**

1. Districtwide Employee Appreciation Events: Employee Appreciation Day, and 2 New Employee Mixers (one in October and one in February)
2. A 6% raise for all eligible full and part time District employees
3. A step increase for all eligible employees employed at least 63% of the calendar year for their position.
4. \$2000 retention incentive for full-time employees who return to DCSD in FY24
6. \$2500 new hire incentive for Bus Drivers and School Resource Officers
7. \$3000 -\$4,000 new hire incentive for Teachers
8. Employee Referral Program of up to \$450 per new applicant (\$300 from district/plus an additional \$150 Transportation)
8. Meritorious Attendance Recognition Program of up to \$1000 per year for full-time employees who are employed at least 90% of their workday calendar
9. Substitute and Part-time Employee Attendance Incentive- \$500 per year
10. 2% Supplemental Retirement employer matched 403(B) after 5/2 years of consecutive employment (TRS/ERS)
12. Districtwide Professional Development Days
13. New Teacher Induction Program (NETwork Program)
14. Free Gifted and ESOL Endorsement Programs
15. DCSD's TAPP Program-DCSD's in-house Teacher Certification Program
17. DCSD Teacher Residency Program

18. GACE Reimbursement for eligible teachers/paras-Exam dates: Sept 1, 2023 – Aug. 31, 2024
19. Employee Assistance Program

### **IGNITE TEACHER RESIDENCY PROGRAM-COHORT 2**

IGNITE (Inspiring Greatness and Normalizing Innovation in Teacher Education) DeKalb Teacher Residency Program creates an alternate route to certification programs designed to prepare high quality, committed, aspiring teachers who can impact student achievement in Horizon schools across the DeKalb County School District. Resident Teachers graduate with an all-expense paid Master of Arts in Teaching in just one calendar year and become fully certified teachers-of-record, while receiving a \$30,000 living stipend!

An in-person informational session to learn more about becoming an aspiring teacher with the IGNITE DeKalb Teacher Residency Program will be held on:

**Date: February 27, 2024 AND February 28, 2024** (*only attend 1 meeting*)

**Location: 1701 Mountain Industrial Blvd. (In the auditorium)**

**Time: 3-6 pm**

**NOTE: This is a program leading to initial teacher certification; therefore, current teachers on a provisional certificate are not eligible.**

Watch Dr. Horton as he shares more information on the IGNITE DeKalb Teacher Residency Program!

<https://www.youtube.com/watch?v=4ukD0BCqxdc>

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

The Division of Human Resources is gearing up and planning for the FY25 Staffing Season. We will be hosting our first districtwide job fair on February 24, 2024- See flyer for more details:



Please click the link below to see our marketing/advertising of our job fair video:

<https://www.youtube.com/watch?v=GwjxmhPm3-A>



The HR Staffing Managers and Recruitment Specialists will be on the road recruiting top talent for the district. Below is an outline of all recruitment trips for the month of February:

**DCSD's February Recruitment Trips:**

- 2/6/2024, University of Georgia
- 2/7/2024, University of South Carolina
- 2/8/2024, Clemson University
- 2/8/2024, Mercer University (Atlanta Campus)
- 2/9/2024, Berry College
- 2/10/2024, MRESA

2/15/2024, Winston Salem University  
2/15/2024, Fort Valley State University  
2/20/2023, 10:00am- 2pm, Prarie View  
2/21/2024, CAU Graduation Explosion  
2/22-23/2024, HBCU Legacy Fair  
2/23/2023, Georgia Southwestern  
2/27/2024, University of Tennessee-Chattanooga  
2/28/2024, State University of West Georgia  
2/28/2024, Savannah State University

On Feb 5-9, 2024, in collaboration with Finance, the Division of Human Resources hosted the FY25 Allotment Meetings. Principals had one-on-one meetings with the various departments to discuss their staffing for the upcoming school year. The following departments/areas attended: Nutrition, Title I, Special Education, ELL, Planning, Position Control, Allotments and Human Resources. A special thank you to each area for being prepared and assisting principals with their questions. The process was smooth and well organized. We look forward to helping principals with all their staffing needs for FY25. Principals will begin posting FY25 positions on February 12, 2024.

### **EMPLOYEE TRANSFER PROCESS**

DCSD provided a window of opportunity for all employees wishing to apply for a transfer (until January 31, 2024). Employees are eligible to apply for a transfer after completing two (2) academic school years at their current school or location. Employees who request a transfer are required to have a satisfactory evaluation. If an employee is not accepted as a transfer, the employee should return to his/her current location for the 2024-2025 school year. To provide employees seeking a transfer with an opportunity to meet school leaders, the district will host an in-person **Transfer Fair from 9:00 – 12:00 pm on March 16, 2024**, at Lithonia High School. Participation is optional.

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


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

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

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

- Supplemental 2% Match Open Enrollment is Feb 15 to March 15, 2024

### Get Started & Save for the Future You



**DeKalb County School District's Supplemental Retirement 2% Match Program**

**ALL ELIGIBLE FULL-TIME EMPLOYEES ARE INVITED TO PARTICIPATE!**

The Supplemental Retirement 2% Match Program is a tax deferred savings program where the BOE contributes 2% of an employee's base salary into a 403(b) account held with one of the four BOE approved optional Investment and Retirement Providers – Fidelity, VOYA, EMPOWER formally Mass Mutual, and Corebridge formally AIG/VALIC.

The employee must contribute at least 2% of his base salary into an approved DCSD 403(b) account, AND the DeKalb County School District (DCSD) will contribute a 2% match.

**Frequently Asked Questions**

**Who can participate in the 2% match program?**  
All full-time TRS eligible employees with 5 years of continuous service or **PSERS eligible employees with 2 years of continuous service after January 1, 2011** who contribute at least 2% of their base salary into a DCSD approved 403(b) account.

**Can I change my contribution amount?**  
Yes, complete the Optional TSA Payroll Deduction Form to make any changes.

**Can I stop my contribution amount?**  
Yes, complete the Optional TSA Payroll Deduction Form to stop your contribution at any time.

**If I stop my contribution, will DCSD continue contributing the 2% match?**  
No, DCSD will automatically stop their 2% contribution.

**If I contribute more than 2%, will DCSD match my contribution?**  
No, DCSD will only match 2% of your contribution.

**Will I see the DCSD 2% match on my paycheck stub?**  
No, the DCSD contribution will not appear on your paycheck stub. Please contact your 403(b) vendor for more information.

**When will I become eligible to receive the 2% match?**  
TRS employees After 5 years of continuous full-time employment with DCSD after January 1, 2011 or **PSERS employees After 2 years of continuous full-time employment with DCSD after January 1, 2011.**

**What if I already have an account established?**  
DCSD will automatically apply the match to your account; however, the account cannot be the 403(b) BOE account with the 8% DCSD contribution for employees with a Public Schools Employees' Retirement System (PSERS) pension.

**Can I use my existing 403(b) BOE account with the 8% DCSD contribution for the 2% match?**  
No, you must establish a separate account and contribute at least 2% of your base salary.

**What if I have more than one 403(b) account?**  
Please complete the Optional TSA Payroll Deduction Form & select the designated account to use for the match program.

**ELIGIBILITY**

To participate in the 2% match program, an employee must meet the following criteria:

- Full-time employees enrolled in TRS/ERS with at least five (5) years of continuous full-time employment with DCSD after January 1, 2011
- Full-time employees enrolled in PSERS with at least two (2) years of continuous full-time employment with DCSD after January 1, 2011
- Contribute at least 2% of their base salary into an approved DCSD 403(b) account (Fidelity, EMPOWER, Corebridge, VOYA)

**IF INTERESTED & ELIGIBLE FOR THE 2% MATCH PROGRAM, YOU MUST:**




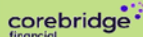
1. Establish an account with one of the DCSD approved 403(b) vendors (see attached vendor list). If you currently have an established account with one of the approved vendors, DCSD will automatically apply the 2% match to your account.

***NOTE:** The 403(b) BOE account (with 8% DCSD contribution) established for employees with a Public Schools Retirement System (PSERS) pension is excluded. You must create a separate account for the match program.*

2. Complete the Enrollment Form (see attached form)  
Completed forms may be mailed, hand-delivered, or faxed to the Division of Human Resources – Retirement Services  
1701 Mountain Industrial Blvd, Stone Mountain, GA 30083  
FAX Number: 678-676-0187 | EMAIL: retirement@dekalbschools.org

**\*PLEASE NOTE**  
If you **DO NOT** have an established account, all contributions made via payroll deduction will be returned to the employee. The employee must establish an account directly with an approved 403(b) vendor prior to enrolling in the program.

TO RECEIVE THE 2% MATCH EFFECTIVE ON THE APRIL 15, 2024 PAYCHECK EMPLOYEES MUST ENROLL DURING THE PERIOD OF FEBRUARY 15, 2024 - MARCH 15, 2024

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

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

### February 2024 Events

- Low Impact Heart Healthy Chair Yoga – Feb 15
- Presented by Kaiser Permanente
- Diabetes Prevention & Management Webinar – Feb 28
  - Presented by Emory University Hospital
- Cancer: What Makes Someone High Risk – Feb 29
  - Presented by Northside Hospital
- Thriving Thursdays – Lunch and Learn Events
- Wellness Center in operation M-F, 4p-6p with weekly activities
- Districtwide HealthyWage Weight Loss Challenge is Jan 26 to April 19
  - A team of 5 with the highest percentage of weight loss could win \$10k
  - A DCSD team that reaches their goal will win \$1,500
  - The Wellness Program sponsored 100 DCSD Employees
  - To date there are 130 participants entered in the challenge



## Marissa Key

### (Executive Director of Employee Relations)

The Employee Relations Team is looking forward to our final collaboration of the 23-24 SY with Leadership Development to present our 3<sup>rd</sup> Legal Symposium. The target audience is central office leaders. The Legal Symposiums have been well received by district leaders. Due to the positive feedback, we plan to continue hosting the symposiums in the 24-25 SY. Thank you all for your support!

The Georgia Legislative Session is underway. State legislation is being closely monitored to determine what new laws are being considered and how they may impact district operations. At the close of Session, the Governor will either veto, sign or choose to do nothing with a bill. If he chooses the latter two, those bills will become law. Once the new laws are determined, a list of new laws impacting the District will be distributed to all District Leaders.

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

The Division continues to align efforts in support of school success. Staff Members are collaborating more frequently resulting in improved coordination plans for over 30 large renovation projects beginning this summer. Once plans and timelines are finalized, they will be shared with affected principals. The Division conducted our first ever community engagement to present and solicit feedback on the Middle/High School Project at Sequoyah and is finalizing logistics to conduct additional community engagement sessions for Cross Keys HS (March 13) Dresden Elementary Project (March 14) and at the Cross Keys Cluster Meeting (March 15) specifically for our native speakers.

I also presented preliminary plans for the upcoming renovation project at Stoneview ES PAC, shared updates to the Tucker Cluster regarding projects within the cluster and presented the Operations Division Status to the monthly E-SPLOST Advisory Committee. Continuing to engage with and meet with Division Team Members by hosting “Chief Chats”, DMAC members, and publishing our fourth Monthly Newsletter.

A draft of updated Community Use of School Facilities procedure has been shared with Executive Cabinet members for review and feedback, our newly published Custodial Quality Assurance Handbook shared with Principals and key school leaders to support clean and healthy schools, and our Capital Improvement Plan website continues to be updated for our community members.

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

Relationship building and work continues with the eleven municipalities and the county that make up the school district. Collaboration and meetings have been and will continue to occur to solicit and consider various facility and service requests between both entities. The IGA is being drafted by the legal department and shared with municipality for finalization.

Continuing to facilitate various collaborative meetings regarding a variety employee performance and concerns and providing coaching and feedback where appropriate. Supporting workflow efficiency by hosting cross-divisional meetings to develop and improve processes.

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

DCSD School Nutrition Services (SNS) recognizes that student wellness and proper nutrition are integral to students’ well-being, development, and academic achievement in school. Schools offer the perfect setting to support various wellness activities fostering optimal health, safety, and learning. In support of the Healthy Hunger-Free Kids Act of 2010 and the DCSD Wellness Board Policy EEE, School Nutrition Services provides annual training on the Wellness Policy/Regulation implementation.

From December 2023 through February 2024, SNS conducted four training sessions. Topics covered and discussed included:

- The district Wellness and committee requirements.
- Implementation of the Wellness Regulation.
- Wellness school level scoring criteria 80 - 100%
- The annual Wellness evaluation tool.

- Mandated annual public posting of Wellness scores
- Smart Snacks (included taste testing)
- The portfolio submission process

SNS offered Wellness meetings to DCSD principals (or designees), school level wellness representatives school nutrition managers, and assistant Managers. To date, 135 wellness committee members have participated in these training sessions. Two virtual make- up sessions are being scheduled to ensure committee members have access to the Wellness Teams Conference and materials presented during the training. Wellness portfolios submitted to the SNS office before the end of the school year. Our benchmark is 90-100% compliance.

**Bernando Brown**

**Director of Student Transportation**

We recently organized a Super Bowl celebration luncheon in District 141- Chamblee & Dunwoody. It was a delightful gathering filled with good food, lively music, and laughter. These events serve as invaluable opportunities for our team to reconnect, share stories, and strengthen our bonds. The positive atmosphere acts as an instant morale booster, reinforcing our shared commitment to ensuring the safety and well-being of our students. Following such gatherings, we return to our duties with renewed enthusiasm and dedication, ready to keep the buses rolling and our students safe until we gather again.

Also, at DCSD's recent tech fair on Saturday, January 20, we were delighted to see familiar faces from our Transportation department among the volunteers and judges. School bus drivers and leaders generously contributed their time to support our students during this fantastic event. It is heartwarming to witness our Transportation staff's dedication to our students' achievements, both on and off the bus. We eagerly anticipate their return next year, continuing to make a positive impact on our school community.

**Cedric Burse**

**Director of Fleet & Fleet Maintenance**

The Department of Fleet Services' managers and supervisors are actively engaged in creating a better culture for our department. We are reading the book Fish by Stehpen C. Lundin, Harry Paul, and John Christensen. The goal is to build morale and results through the management and supervisory Team first, then cascade it down through the entire department. Additionally, Dr. Carter worked with Professional Development to create a Team Building syllabus specifically focused on notes she and I developed through a series of information gathering sessions with the managers and supervisors.

The State School Bus Inspection was completed on January 24<sup>th</sup>. The results are:

Inventory	Inspected	Total Failed	Failure Rate
996*	871	185	21%

*\*125 buses were out of service and could not be inspected during the state's inspection time.*

Our team is working diligently to repair the failures. DoFS currently has 16 Technician vacancies and must use overtime and outsourced services to maintain sustainable bus availability.



**Richard Boyd**

**Director of Design and Construction**

**New Middle School and High School at the Sequoyah Middle School Site:**

The architect is wrapping up the Design Development documents for submission to the District on February 23, 2024. The design team presented the building concept to the community on Thursday, February 1st. Comments were received, and responses are currently being generated. Coordination meetings are ongoing with multiple engineers, trades, and consultants. Also, the team has scheduled meetings with the Contractor and Cost Consultant to review the project and provide clarifications for the cost estimate process.

Next steps are to complete the Design Development Phase and receive updated pricing. The design team also needs to review specialty classroom layouts (CTAE, Arts, etc.) with the appropriate departments.

**Dresden Elementary School:**

The architect recently submitted the 30% Construction Documents package to the District. District staff met with the architect on January 26, 2024 to review the documents, provide input, and have questions answered. The architect will continue developing the Construction Documents.

**Cross Keys High School:**

The architect is currently working on the Design Development documents for submittal to the District at the end of March. The design team, primarily the Civil Engineer, is also developing the Land Disturbance Permit (LDP) drawings concurrently with the Design Development documents so the LDP drawings can be submitted to the County early for review and to receive a Land Disturbance Permit. This will allow some sitework to begin later in the year. It is anticipated that a request for approval to add the cost of the work associated with the LDP will be taken to the Board later in the Spring. A meeting has been scheduled for the evening of February 27<sup>th</sup> to review this project with the community.

**Druid Hills High School:**

The design team is currently working on the Modernization Report. This will document their findings from the walk throughs of the DHHS facility. A meeting is scheduled in the upcoming weeks for the Architect, and other members of the design team, and DCSD staff to get together and discuss the anticipated challenges and the overall design scheme for the project. Next steps for this project will be the submittal of the Modernization Report and the start of the Conceptual and Schematic Design phases.

**Bobby Moncrief**

**Director of Facilities Services**

Monthly summary of Facility Services-For the month of February, 1289 new work orders were created. During the same period 1415 work orders were completed.

A new boiler was installed at Silver Hill Administration Complex. Facilities continued building out rooms for relocating various personnel.

Lester Rollins and Demetrice Mott earned their ProFM certification. They are now certified professional Facility Managers.

Meetings were held with all District Principals regarding the new SOP for Custodial Services. Each Principal received a hard copy of the SOP, and a soft copy will be sent to them. This was well received. Most Principals were incredibly happy to have this.

Two Managers attended the NSPMA (National School Plant Management Association) Conference in Nashville. This conference is attended by school districts from all over the US. The managers got to network with many other representatives from various school districts. They were also able to connect with many vendors that could help Facilities provide better customer service daily.

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

Print Shop - Training and Installation for the Pitney Bowes/Mail Package Tracking System for the mailroom in the copy center is complete. Purchased at last year's price for this year's technology.

Transition from SOS/Flex Technology Group to Cannon Solution America at the end of fiscal year 2024 – Leasing 1 copier and 1 wide press will save DCSD a total of \$10,299.60 per year on base payments.

W2s were mailed on time by Chris Goldson

- Warehouse - Joined in with school nutrition in working with Grainger.
- Grainger is now at NET 30 Status in maintaining invoices payments on time.
- Completed Miracle Task for Sustainability Department.
- On Boarded New Operation Manager
- Completed submission for FY 25 Budget.

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

**GaDOE Capital Outlay Reimbursement Application Management**

Staff are working on closing out reimbursement projects from the District's Fiscal Year 2020 application to the Georgia Department of Education's Capital Outlay Program. These projects will lose reimbursement eligibility by the end of this fiscal year, and staff are working to ensure that all necessary documentation has been submitted to GaDOE's Facility Department to ensure the district receives maximum reimbursement for each project.

Staff are also working to modify existing Capital Outlay Program applications to allow projects at risk of losing eligibility to be moved to the upcoming FY 2026 application, thereby extending their eligibility period, and ensuring that the district can maximize and ensuring that the district can maximum reimbursement for each project.

**Kahua Project Management Software**

Kahua allows project managers working on DCSD (DeKalb County School District) capital projects to have a single platform for management of project schedules, materials, approvals, finances (with link to MUNIS), documentation, reporting, etc.

The Kahua software is now being used for basic project management functions for all capital improvement projects and will continue to grow in effectiveness as project managers become

increasingly familiar and comfortable with the software. While this effectively completes Phase 1 of Kahua implementation, there continues to be work needed to ensure that Kahua is being effectively integrated into the district's processes for project management and capital improvement program administration.

Phase 2 of implementation will be integration of Kahua with MUNIS and refinement of District construction management processes to best utilize the Kahua software.

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

During the Month of February, the financial team has heavily invested their resources in pushing the ERP project over the finish line. As you will see below, the Student Activity Module and the Payroll Time and Attendance implementations are progressing steadily. A successful rollout requires a significant amount of time planning, problem solving, developing the future state, training staff and communicating changes of process. We have also turned our attention towards the FY25 budget. With ESSER III drawing to a close, health insurance increasing and potential mandatory salary increases, we will have to carefully craft our FY25 budget and be selective on which priorities to fund.

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

**Budget**

The budgeting team is well underway with the FY25 budgeting process. For divisions, all operational budgets have been submitted within the Allovue platform and existing positions have been compared and contrasted to the FY24 budget. Requests to modify or add positions have all been submitted to Human Resources. School Allocations have been calculated and distributed. Initial revenue estimates are also in. Now that all requests are in we are starting to see an overall budget shape up. Next, the budget team will be reviewing each line item for reasonability. Any new initiatives will have to be presented to and evaluated by the superintendent. Based on the available resources, we will have to be very selective about which initiatives can be funded.

**Lance McConkey**  
**Comptroller**

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

The Local School Accounting (LSA) team continues to work on the MUNIS school activity module. Phase 2 training began March 4, 2024, continuing through the end of the month. Schools are going live as the Bookkeeper receives phase 2 training, which will result in all schools being live by the end of March.

### **ERP – Time & Attendance Training**

The Local School Accounting (LSA) team was tasked with providing Payroll Time & Attendance training to 250+ District employees who process payroll. Phase 1 & 2 trainings are complete and District employees responsible for time & attendance are utilizing the MUNIS system for 12-month employees. Mrs. Deas continues to aid when questions are received.

### **ERP – Human Resources/Payroll**

The Accounting team continues to focus on proper reporting to all retirement and investment vendors. Since the implementation of utilizing MUNIS payroll for 12-month employees, Accounting has worked collaboratively with Technology and various vendors to adjust reports as needed. Also, the team is ensuring proper reporting during the transition, which involves combination of reports from both systems and manually creating reports in some instances.

The ERP team completed parallel 1 with a small subset of the 12,000 ten- and eleven-month employees. They are scheduled to complete parallel 2 with all employees by the middle of March.

### **ESSER Surveys**

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

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

Mauldin & Jenkins (M&J) continues to work with the Finance's Business Services Department to complete the FY23 financial statements and audit. Christopher McKellar, M&J lead auditor, was on-site last week, March 7, 2024, and plans to return next week.

### **Federal Programs Cross Functional Monitoring**

The Finance's Business Services Department collaborated with Federal Programs to provide necessary financial information (expenditure reports, payroll reports, drawdown support, completion reports support, etc.) in support of the cross functional monitoring. As of March 11, 2024, all financial information has been provided and all follow-up questions answered. Also, the GDOE Financial Review Division met with Finance on March 8, 2024, in conjunction with the cross-functional monitoring, discussing the collaboration with Federal Programs on Grant financial items.

### **Dr. Milton Hall**

#### **Director of Allotments**

In collaboration with the Department of Human Resources, FY25 Allotment Meetings were held February 5-9, 2024 in the Board Room of the Administrative Instructional Complex (AIC). Now

that allocations have been provided, the team will shift gears and focus on scheduling, FTE reporting and maximizing QBE funding. This task is underway as the team has begun:

1. Meeting with local schools to examine the work and scheduling of special programs within the school building and ensure it is reflected within Infinite Campus,
2. Researching neighboring (Metro-Atlanta) districts on EIP delivery models and the level of support given to their districts in effort to re-evaluate or enhance DCSD's support (*We anticipate that this effort will ultimately assist in minimizing DeKalb's funding loss opportunities*),
3. Attending SIS Virtual Scheduling/ FTE Open Labs assisting API(s) with maximizing for QBE earnings, assisting with State Reporting questions as well as answering Allotment related questions, and
4. Conducting On-site and In-person Allotment Meetings and Program Guidance to newly identified Principals.

Additionally, the team is still working on Comparability. From the 21 initially identified schools in January, the district is now down to only two (2) schools and one (1) charter center that are not comparable. The goal is to be completely comparable by COB March 20, 2024.

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

Finance Academy's Wednesday Refreshers were held to discuss the topics that support bookkeepers and administrative assistants in being Super Stars! Approximately 135 people attended three sessions during the month. The topics of discussion were Employee Travel, Finance Year-end Deadlines, and the Request for Check training. The Vendor Services Department led the discussions.

Procurement training was held for new bookkeepers and bookkeepers who require additional assistance. Sixteen bookkeepers attended this highly informative session.

The BOE approved the Equal Level software and implementation service. This eProcurement software will be used to develop an online marketplace. Equal Level allows bookkeepers to punch out directly to the vendor's website to shop for school/department supplies from the Munis requisition module. They will build a cart and transfer it into the requisition, saving time in their hectic workday. The requisitions are released into the approval workflow and converted into purchase orders for processing.

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

Transitioning to the Chief of Staff role effective Feb. 1<sup>st</sup> was the priority for last month. Having an opportunity to present my 90 Day Plan to Dr. Horton and Dr. Sauce was beneficial and critical to me entering the role officially. I had an opportunity to develop weekly check-ins with my division leaders in Public Safety, Strategic Management, Board Office, and Audits and Compliance. Currently, I am in the

process of interviewing for an office specialist to support me in my day-to-day operations that has seen an increase of duties and obligations along with hiring the replacement of my former position of Director of Organizational Effectiveness. Now I will highlight some of the events that transpired since transitioning to the role officially.

### **Monthly MRACLES Workshop #6**

Cabinet Leaders came to provide updates of their priorities that came from their respective divisions. Dr. Horton was out of the district during a Chiefs for Change event, so I had the pleasure of facilitating the day alone for the first time this year. It was a great day since we were able to celebrate the completion of 4 priorities for the day with many more on the Horizon in the next few months. It seems like everyone has taken the workshops and made it their own to serve as a measure of accountability across their divisions. The work is being moved, and if there were any delays on any initiatives, then it was updated during Workshop #6. Now currently planning and preparing for Workshop #7.

### **Chiefs-For-Change- Change Management Workshop**

Chiefs for Change came into the district to lead a workshop around change management. With so many priorities happening across the district collectively, there needs to be a process to ensure that everyone is on board with the change and that their voice is being heard as well. I helped Chiefs for Change to bring together cabinet leaders along with a few central office leaders to be a part of this workshop. We left with the next steps to continue the conversation with our direct reports, so that the message is disseminated and shared effectively. We have identified TreGo Ed to serve as our change management process currently and that every division will have members on their team trained to be able to lead this across the district.

### **FORVIS and Plante Moran Audits**

I have been part of weekly meetings with FORVIS and Plante Moran audit updates with SPLOST audits along with ESSER and CARES spending. It is important that as the Chief of Staff, I can clearly communicate and articulate any pertinent updates to Superintendent Horton weekly, so that he can inform the Board of their findings. We are making progress on both audits, and we have seen an increase in documentation submission across the district since I made myself available for the meetings. We have scheduled individual meetings with respective departments who have not been following submission of documentation. The goal is to have both audits completed before the end of the school year. Those deadlines are realistic.

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

**Strategic Management**

The Strategic Planning Process is underway with Insight Education Group.

Outlined below are updates.

- Conduct bi-weekly meetings with consultant - weekly meetings will be scheduled as the work ramps up.
- The Strategic Plan Stakeholder Survey opened on January 8, 2024, and went through to February 16, 2024. As of February 20, 2024, we received 6000+ responses.
- The next Steering Committee meeting was held on February 22, 2024, 5:30-7:30 PM, AIC Board Room. **Meeting Objectives:** Examine district data and survey results. Elevate priorities with descriptions connected to the data and stakeholder feedback.
- The second virtual 2-hour BOE work session is scheduled for March 6, 2024, 3:00 – 5:00 PM – **Meeting Objectives:** Review drafts from Steering Committee (Vision, Mission, Core Beliefs, Portrait of a Graduate info.).
- DCSD Data Reports were uploaded to Insight Education Group for analysis.
- The district website under the 2024-2029 Strategic Plan section is updated after each Steering Committee and BOE work session with agendas and presentations.
- Focus Group Meetings have been scheduled at schools in each Board member district as follows: March 8 (Virtual); March 11-14 (Face-to Face and Virtual); March 21 (Virtual)

**Accreditation**

The Cognia Commission released the final report for the Monitoring Review held in November 2023. Cognia has concluded that DeKalb County School District has met expectations for ***Cognia Performance Standard 1.5 – The governing authority adheres to a code of ethics and functions within defined roles and responsibilities.***

Since the district has met the expectations regarding the Monitoring Review, the district will be contacted again when it is time to host the routine Accreditation Engagement Review prior to June 30, 2027.

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

**ESPLOST Comprehensive Audit (Plante Moran)**

We are at a critical point in the execution of this audit. SPLOST V transactions processed in Munis and other updated systems are near completion. The timely submission of requested documents has improved after a rigorous collaboration and accountability process and attendance at weekly meetings by the Superintendent and Chief of Staff. We are currently working through responses requests for SPLOST activity executed prior to the implementation of Munis, which are, by-and-large, physical records which do not exist in electronic form. We have identified most of the necessary records and are now developing a work plan for providing

the documents to Plante Moran. The current delivery timeline relies heavily on the production and delivery of these pre-Munis' records to the Plante Moran team.

- The projected end date for the project (delivery of final report) is now May 31, 2024.

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

We have made substantial progress in delivering requested documentation to the FORVIS audit team over the past month. Like the SPLOST audit, this improvement follows the implementation of a rigorous collaboration and accountability process and attendance at weekly meetings by the Superintendent and Chief of Staff. The FORVIS group reports that we are nearing completion of the information gathering stage. The remaining requests deal mostly with payroll expenditures charged to CARES I and approval documentation for those expenditures. Audits & Compliance is working with DIIT to access archived drives and mailboxes to locate and deliver emails and files that document analysis, deliberation, and approval of CARES spending programs or expenditures reclassified to CARES from other funds sources, as authorized by GaDOE guidance.

- Additional updates –
  - Forensic procedures on CARES are complete, with observations and findings being used to evaluate ESSER II and ESSER III activity.
  - Development of the Draft report is underway as additional information is submitted by DCSD staff and analyzed by the FORVIS team. Collaboration sessions that include internal staff and the FORVIS team are scheduled as needed to advance and advise on the process.
  - The Draft report is projected to be delivered in late April 2024. The final report is scheduled to be delivered by the end of May 2024, contingent upon DCSD's timely reply/response to draft report.

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

School audits commenced in January of 2024 with three high schools – Southwest DeKalb, Lakeside, and Redan. Schools were contacted directly to prepare for the audit by providing space for the audit work and necessary documentation, in addition to access to faculty and staff for interviews. We have happily reported that auditors received cooperation from principals and staff at all the schools engaged thus far. The fieldwork for the initial audits is completed, and the assigned staff is now preparing audit reports while the next round is being launched. Schools audited in this round are Cedar Grove High School, Dunwoody High School, and Lithonia High School.

- Initial audit reports that include recommended corrective actions will be delivered to the school principals in mid-March. Exit conferences will be scheduled at the same time.
- Final reports that include the principals' responses should be released within 2 weeks of the exit conferences.
- Area Superintendents will be invited to exit conferences in situations where major non-compliance with internal procedures, Board Policy, or state law are included in audit findings.



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

An audit of the Fleet Services department in the Division of Operations was resumed in November 2023, once the Office of Audits & Compliance acquired adequate staffing. This audit was first included in the FY2023 audit plan and requested by Cedric Burse, Director of Fleet Services. Formal engagement communication was issued to current Operations management on February 21, 2024. The audit covers activity and transactions in FY2021, FY2022, and FY2023.

The scope of this audit includes:

- Vehicle Purchases – includes school buses, facility service trucks and vehicles, public safety patrol vehicles, and vehicles for administrative use
- Fuel – Purchase contract management, fuel distribution management and access procedures
- Vehicle Maintenance – Inspection, maintenance scheduling, emergency SOPs, Parts management
- Vehicle Disposal procedures

Current updates:

- Quantification of the “Yellow Fleet” (school buses) vehicle inventory is still in process.
  - Interviews with Yellow Fleet Service Advisors & Transportation Department must be completed for yellow fleet inventory to be verified and reconciled.
  - Fleet Services and Student Transportation are responsible for management.
- Quantification of the “White Fleet” vehicle inventory is proceeding. Various departments are purchasing vehicles – Public Safety, Plant Services, Divisions – with 133 vehicles purchased through the audit period.
- Interviews and walk-throughs with managers of the fuel, maintenance, parts management, and vehicle disposal processes are progressing.
  - The audit plan for the contracts, maintenance/parts and fuel management is focused on contract management (timely renewals), cost structure, and the effectiveness of internal controls in operational activities.
- A combination of internal and contracted staff (managed internally) has been deployed on this engagement.
- Delivery of the final report is scheduled for the end of April 2024.



**Larry L. Wright, Acting Chief of Police**  
**Public Safety Department**

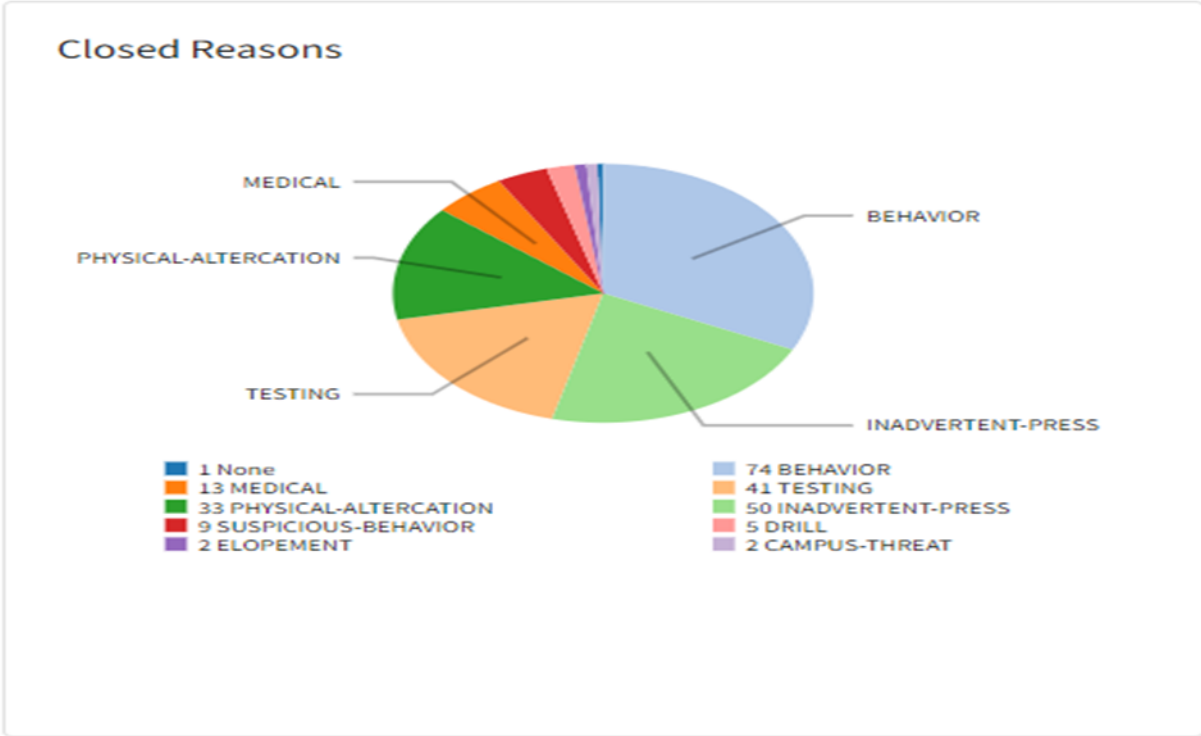
## **Operational Plan Workshop #6**

DCSD Public Safety's mission is to provide safe and secure learning environment free from violence, drugs, and weapons for all students, faculty, staff members, visitors, and community stakeholders. In Workshop # 6 Public Safety has continued to push the four priorities. Two of these priorities, Charter Schools Compliance and Centegix have been ACHIEVED and CELEBRATED!

### **Centegix**

**Lt. Terrence Smith**  
**Operational Lieutenant**  
**Property & Evidence Manager**

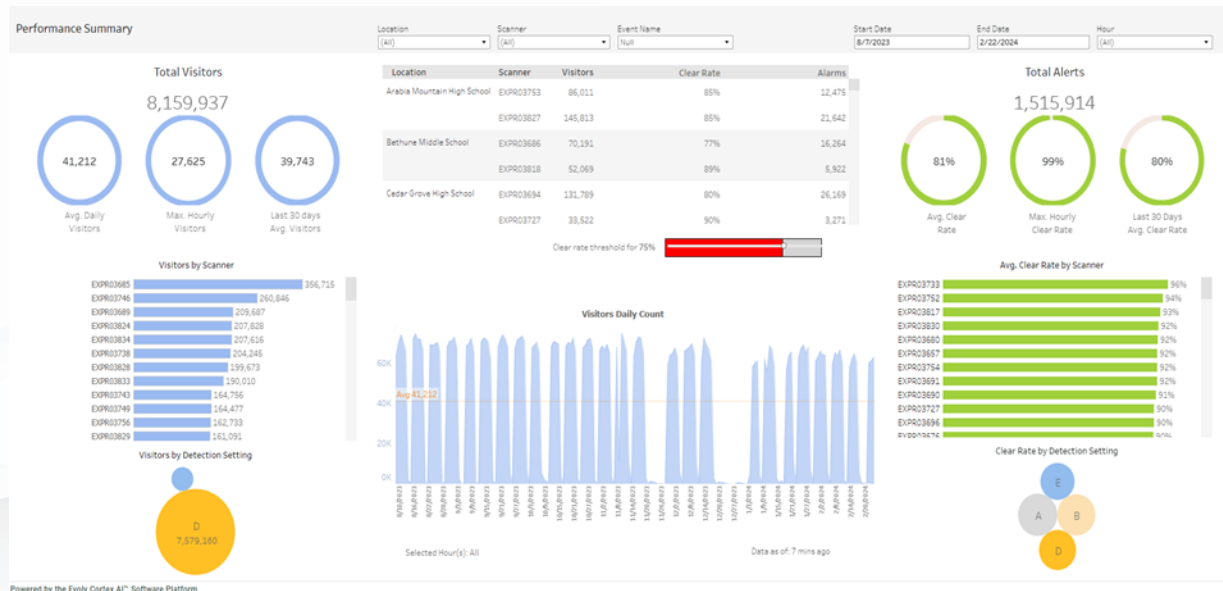
Centegix also known as Crisis Alert, has continued to be used effectively to increase emergency response. Additional training slides have been uploaded to the Centegix SharePoint site. Physical Altercation, Behavior, Campus Threats Medical, Suspicious Behavior, Elopement, Inadvertent presses, Testing, and Drills are still being monitored. **This MIRACLES Priority has been Achieved and is in Completed Status as of February 12, 2024.**



## Evolv Weapon Detection System

**Lt. Terrence Smith**  
**Operational Lieutenant**  
**Property & Evidence Manager**

Evolv systems are still operating sufficiently in all middle and high schools. Student flow is smooth and waiting periods are still being decreased. As of 08/07/2023 to 02/22/2024 it has been 8,159,937 visitors to walk through the Evolv Systems. There have been 1,515,914 alerts with an average clear rate of 81% and threat rate of 19%. Most alerts (threats) have been categorized as Benign (99,6811), laptops, umbrella, eyeglass cases, and mobile devices, other.



## **Charter School Safety Compliance**

**Mr. Kenneth Gilstrap**  
**Safe School Coordinator**

The Director of Charter Schools and Administrators received correspondence outlining procedures and protocols with includes Level 3 Lockdown/Intruder Alert Drills. The Safe Schools Unit has completed the second phase of audits for all charter schools, which included conducting a Level 3 Lockdown (Intruder Alert Drill). All schools have successfully passed the audit with a minimum score of 90. For the remainder of the 2023-2024 school year, the Safe School Unit will continually visit charter schools to review their safety and security protocols regarding emergency preparedness. **This MIRACLES Priority has been Achieved and is in Completed Status as of February 12, 2024.**

## **Legacy**

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

The Legacy director has contacted food & nutrition to confirm the dates, number of students and menu. The Legacy director will be conducting a meeting with potential mentors and presenters to discuss subject matter and topics to be taught during the various sessions. It has been confirmed that the Legacy program organizers have chosen the location for the summer program for June 2024 to be held at Dr. Ronald E. McNair High School.