



Operations Report – August 2025

Chief of Staff Elijah Palmer

Division of Operations

MIRACLES Workshop Update

The August MIRACLES Workshop provided an excellent opportunity for division leaders to share updates on their monthly priorities, with several initiatives officially reaching “completed” status—a strong indicator of progress and accountability. Superintendent Dr. Horton, Chief of Staff Palmer, school principals, and members of the Teacher of the Year Committee were present to observe and engage in the process, reinforcing the districtwide commitment to collaboration and transparency.

Throughout the workshop, Dr. Horton and I asked probing questions to ensure district leaders remained on track to meet their deadlines and deliverables. The workshop also served as a valuable forum for leaders to voice any additional resource needs or supports necessary to maintain momentum toward their goals. This structure not only fosters accountability but also ensures leaders feel supported in driving student-focused results.

The day was both productive and efficient, concluding at 4:30 p.m., which was a full hour ahead of the scheduled 5:30 p.m. end time, while still covering all agenda items in depth. The workshop demonstrated the power of intentional collaboration, structured accountability, and open dialogue in advancing our district.

Saving Our Students Update

Last month marked a significant step forward in Year 2 of the Saving Our Students (SOS) initiative as we worked to build on the successes and lessons learned from last year’s rollout. The committee conducted a thorough review of Year 1 implementation, focusing on ways to expand the program’s reach to more schools across the district. One key outcome of this evaluation was the development of a concise one-pager overview distributed to every school to recruit a designated SOS representative from each site.

In addition, the committee finalized a monthly calendar of focus areas, with each month dedicated to raising awareness around a specific student well-being topic. This structure will provide consistent, districtwide alignment while allowing schools to tailor activities to their unique contexts. Once all school-based representatives are identified, we will officially launch the initiative at the upcoming SOS Kickoff Meeting, where we will review expectations, share resources, and build collective energy around the work.

We are especially excited about October, which will highlight Bullying Awareness. This focus not only aligns with national prevention efforts but also underscores our district’s commitment to fostering safe, supportive environments where all students can thrive.

Conveyor Belt with Evolv and Visitor Management System

We have continued working closely with Evolv to ensure that the conveyor belt equipment is successfully routed and delivered to the district. While the process experienced some delays due to the timing of district fund distribution needed to finalize the purchase order, we are now moving forward. Principals have been informed that the equipment is on the way, allowing them to prepare their sites for installation and implementation. Once deployed, the Evolv conveyor belts will enhance security screening efficiency while minimizing disruption to the school day.

In addition to Evolv, we are also preparing for the arrival of equipment for our new Visitor Management System (VMS), which will be installed in every school across the district. This system will modernize and strengthen our visitor check-in process by verifying identities, capturing real-time data, and ensuring that all individuals entering our campuses are appropriately screened.

Both of these initiatives reflect our district's unwavering commitment to safety and well-being. By combining advanced screening technology with comprehensive visitor management, we are creating safer environments for students, staff, and families while reinforcing a culture of vigilance and care.

Senior Coordinator Vitella Dodson

Strategic Planning

In August, our efforts were concentrated on the ongoing transition from preparation to active implementation of the Strategic Plan Year 2. Updates to the Implementation Hub continued, with a greater emphasis on strengthening evidence collection, refining progress indicators, and aligning strategy narratives to Year 2 priorities. These ongoing refinements are designed to improve both accountability and the accessibility of progress data across goal areas. The development of the Strategic Plan data dashboard is progressing as data and evidence are collected for all six goal areas. We are eagerly preparing for the upcoming presentations to the Board, with Goal Area 1: Student Academic Success with Equity and Access scheduled for September, and Goal Area 2: School, Family, and Community Engagement in October.

Director Joel Thibodeaux

Internal Audits & Compliance

Booster Club Policy & Governance

Board Policy LE is currently tabled for public input and review and scheduled for Action at the September 8 BOE meeting. Administrative Regulations related to the policy, LE-R1 through LE-R4, are being revised to meet the objectives established at the August 27 B Policy Meeting. Public response to LE and related regulations has prompted a review and revision of Board Policy DFK – Gifts & Bequests, Board Policy KEB – Solicitations, and regulation KEB-R(1) – Solicitations to clarify the disposition and allocation of donated assets and to set standards for fundraising that apply to support organizations. Policy and Regulation change drafts are due to the Board office on September 12, 2025, with committee approval set for September 27, 2025.

In addition to Policy and Regulation revisions, the Internal Audits & Compliance is developing a governance and compliance administration for parent and community-based support groups. This priority seeks to 1) create a central oversight function for compliance management of 3rd party school support organizations led by parents and community members headed by a senior level coordinator, 2) partner with the Department of Athletics to develop a Booster Club handbook and with the Office of Legal Affairs and Division of Schools and Leadership to develop a PTO handbook, and 3) firmly establish a uniform District-wide standard for support organization oversight. We have fast-tracked the development of the Booster Club Handbook for implementation this school year. We expect to complete full development of this function and the associated information assets by the end of March 2026, with deployment in time for pre-planning the 2026-27 school year.

ERM – Audit Universe Development

The objective of this project is to fully document the District’s Audit Universe and Risk Controls related to business and financial processes, for the dual benefit of effective resource planning and the protection of District assets. Currently, Internal Audits is meeting with division chiefs and their senior management teams to 1) map/flowchart business and operational processes and attach accountability to the process owners, 2) identify existing or necessary controls within those processes, and 3) define standards to measure the effectiveness of those controls. Engagement progress is prioritized based on the current level of inherent risk (frequency/impact) for each process.

Internal Audits will then implement monitoring, assessment, and reporting processes to provide management with timely information for effectively managing risk as the District acquires, expends, and deploys resources and delivers services. An initial draft of the risk management framework is expected to be completed by the end of December 2025. Initial capacity for assessments and reporting is expected to be deployed by the end of March 2026.

Professional Development

Internal Audits & Compliance continues to build internal capacity through investment in training and continuing professional education. Executive Director Joel Thibodeaux attended the 2025 Governance, Risk, and Compliance Conference in August. Sponsored by the Institute of Internal Auditors (IIA) and the Information Systems Audit and Control Association (ISACA), the conference focused on risk management strategies and tools, information security priorities and trends, and the use and controls of artificial intelligence. Senior Compliance Auditor Danielle Valentine and Data Specialist Cynthia Simien will be attending the Gartner Enterprise Risk, Audit & Compliance Conference on September 8-9, 2025. This team is expected to return with shareable/teachable information on available techniques and tools, as well as risk management, audit best practices, and compliance management. As part of this year’s goal-setting and evaluations, Internal Audits & Compliance team members have been directed to identify and develop “specialist” roles within the team, with the guidance and support of the Executive Director.

Interim Chief Jennifer Caracciolo**Community Engagement and Innovative Partnerships**

CEIP had a busy and exciting first month of school!

The first event of the year, the Back-to-School Rally, brought families, students, and staff together for a strong start. With over 70 exhibitors, 10,000 school supplies distributed, and survey results showing 85% satisfaction with the event's organization, 71% feeling more prepared, and 70% more connected to their school or community, the event proved a true success. We also hosted a Curriculum Night Carnival at Smoke Rise ES to assist with the merger of Idlewood and Smoke Rise students. Plans are underway for Hispanic Heritage Month events and programs. The Family and Community Engagement Department assisted families with registration and free- and reduced-price meal applications, trained 170+ volunteers, and assisted grandparents with empowerment activities.

The Adult Education and ESL Program is working to support members of the Ethiopian Community Association of Atlanta (ECCA) in DeKalb County by implementing an Integrated English Literacy and Civics Education (IELCE) program with an Integrated Education and Training (IET) component. Registration is currently open for our free GED program and ESL training for this year. We are working with CTAE to discuss next steps for updating the Nursing curriculum to support the State application requirements for adding a third course structure for Adult Education. Additionally, we submitted the ServeSafe and Custodial Tech IET Training Plans to TCSG for FY 26-29 Approval. We conducted a needs assessment to determine scheduling for current IET sessions and opportunities for future workforce partnerships.

The Superintendent's Teacher Advisory Council was held on 8/19, and we accepted applications for the 25-26 Advisories (Parent, Bilingual Parents, and Staff) and coordinated attendees for the Exceptional Ed Council.

The Division hosted the Superintendent's Annual Back-to-School Convocation for all DCSD staff.

We are also planning a new program, Principal for a Day, to provide chamber members (community, civic, and business leaders) with the opportunity to shadow principals and engage with schools across the district. Success will be measured by achieving one participant per school and at least 85% of participants reporting an increased understanding of district priorities and school-level needs. Work is underway to engage partners and sponsors.

Lastly, we launched the Portrait of a Graduate Academic Walks, an initiative structured as a process to assess and strengthen student learning outcomes across the DeKalb County School District (DCSD). Following two years of Superintendent Devon Q. Horton's [H-PRIDE](#) visits to all 138 schools and centers, Academic Walks begin with the principal welcoming the visiting team to a conference room or media center and presenting an overview of the school's instructional focus. From there, Dr. Horton and the visiting team conduct classroom

observations to gather evidence of student engagement and learning in action. Each visit concludes with the superintendent interviewing a student to gain firsthand insights about their academic journey and experiences connected to the [Portrait of a Graduate](#). The district team then meets weekly to debrief, share key takeaways, and discuss trends across schools. Designed to be both efficient and impactful, Academic Walks provide valuable data and observations that inform continuous improvement and support stronger outcomes for all DCSD students.

Communications

Our new year theme, "Jumpin' into 25-26," set the tone for an energetic and hopeful new school year. We created a [hype video](#) and ran a thorough back-to-school social media campaign to engage stakeholders.

Media coverage was favorable for back-to-school, and [DSTV](#) covered the entire first week of the superintendent's and BOE's school visits (7 per day). Other topics of favorable media coverage for the month included the Cross Keys groundbreaking, cursive writing in our schools with award recognition, proactive measures against vaping, and safety.

DSTV produced additional [videos](#), such as Summer Graduation, Football Promo, DeKalb Made, Athletics Stadium Policies, Grow Your Own (Food and Nutrition), Attendance, and Back-to-School Expo, and covered the BOE meetings.

We also wrapped up work on the new, redesigned DCSD website! It will launch after Labor Day.

The DeKalb Schools Educational Foundation received applications for the Executive position and started interviews. The Foundation will distribute its first-ever grants this fall. We had 16 schools apply for grant #1, requesting \$36,000, and 10 schools applied for grant #2, asking \$85,000. The recipients will be announced at the foundation's second-ever event, the Pathway to Excellence installation ceremony at Fernbank Science Center in September.

Director Dr. Marcia Oglesby

Grants and Partnerships

The Grants and Partnerships team continues to actively secure resources and build strong community connections to support the DeKalb County School District's (DCSD) programs and priorities. The Grants and Partnerships team members available to provide support with securing partnerships, seeking donations, and applying for grants are as follows: Dr. Marcia Oglesby, Director; Mrs. Libritta Anderson-Griffin, Coordinator II; Ms. Demetric Crittle, Coordinator; and Dr. Donald Porter, Lead Grant Strategist.

Highlights of the work completed during August include the following:

- The Arthur M. Blank Family Foundation awarded a \$650,000 grant to the Division of Access & Opportunity's Athletics department, with Mrs. Myss Johnson-Jelks, Executive Director of Athletics, to fund the district's expansion of flag football programs in middle schools. This grant award has been approved for inclusion on the board agenda for the September 8, 2025, board meeting.

- The application for the 21st Century Community Learning Centers grant is ongoing. It will continue to be developed in collaboration with Georgia State University and Mr. James Hearn, Student Support and Intervention, until it is submitted in January 2026. The parent and teacher surveys have been distributed for completion to assist in obtaining data for the proposal.
- The team provided support to various schools and departments, including, but not limited to, Curriculum and Instruction, Student Advancement, Early Learning, Student Mentoring and Partnerships, Area High Schools, Wraparound Services, Athletics, Panola Way Elementary School, Fairington Elementary School, Stoneview Elementary School, McNair Discovery Learning Academy, Cedar Grove High School, Charter Schools, Stone Mountain High School, Media Specialists, and Music Education.

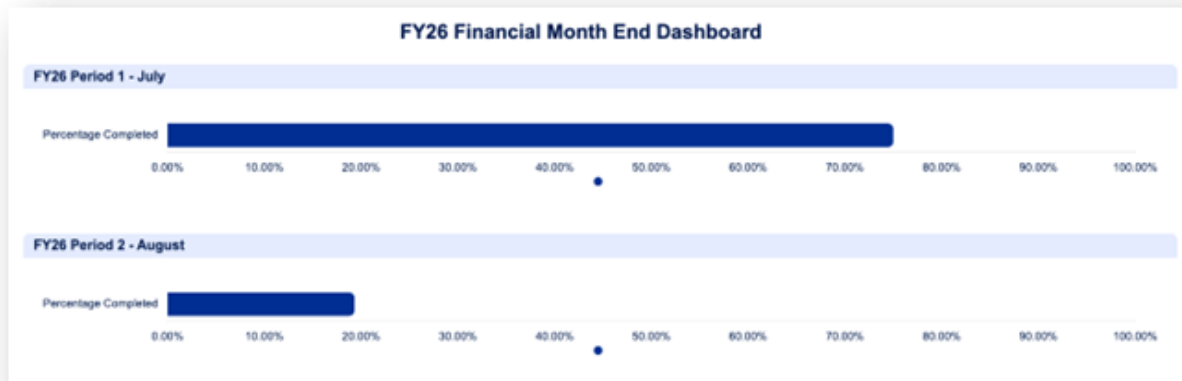
The team is currently and consistently engaged in the following efforts:

- Implementing the Keela software to manage partnerships across the district effectively.
- Organizing the Principal for a Day Initiative to create unique opportunities for community involvement in schools.
- Developing strategic marketing materials that highlight district achievements and attract new partnerships.
- Coordinating partnership initiatives and establishing a network of partners by collaborating and supporting school events with meaningful engagement and contributions from all stakeholders, including designating a grants and partnerships champion at each school.
- Building relationships with community leaders and organizations to enhance educational programs and enrich student experiences.
- Promoting new grant opportunities and, upon request, aiding with the submission of applications.

Finance

Monthly Tasks

The Division of Finance uses Smartsheet to track routine monthly tasks. These tasks are mostly accounting- and payroll-related. It is essential to keep tabs on these tasks and ensure they are completed on time and with fidelity; this, in turn, will lead to more efficient payroll processing, fewer errors, and reliable financial reporting. While aggressive, we aim to complete all tasks by the end of the following month.



Annual Tasks

The Division of Finance uses Smartsheet to track annual tasks, reports, and Finance activities. This dashboard covers all areas of Finance and helps us plan backward for upcoming quarterly or yearly deadlines.

FY26 Annual Finance Tasks

Metrics

Quick Links

- [FY26 Annual Finance Task Sheet](#)
- [At Risk Tasks](#)
- [High Priority Tasks Due](#)
- [Recently Completed Tasks](#)

Outstanding Tasks by Status

62
Outstanding Tasks

54
Planned Tasks

0
Initiated Tasks

8
Ongoing Tasks

Task Analysis

74
Total Tasks

62
Outstanding Tasks

43
Average Task Time (days)

109%
Completed Early or On Time

11
Completed Early

1
Completed on Time

2
Completed Late

11
Completed Total

Outstanding Tasks by Status



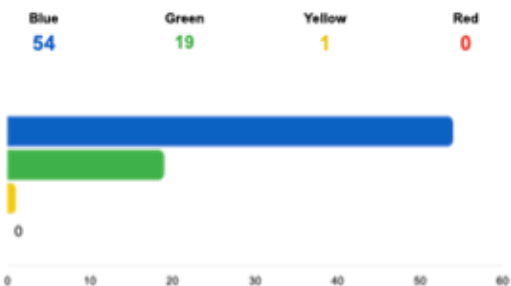
Completed Tasks by Time



Total Tasks by Priority



Total Tasks by Health



Reports

High Priority Tasks Due

Task Name	Description	Estimated Completion Date
DE-046A - FY25 Actuals		09/19/25
DE-046B - FY26 Initial Budget		10/17/25
TIGA (Transparency in Government)		09/19/25
P-Card DOAS Detail		09/19/25
Draft Regulation to go with T&A rollout		09/30/25
Payroll - Implement PreNote Process		06/29/25
Evaluations Part I- Goal Setting and Self Evaluation		06/29/25
Agenda Item - SFN - Smallware Sam Tell & Sons		09/15/25

At Risk Tasks

Task Name	Description	Task Priority	Estimated Completion Date
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Recently Completed Tasks							
Task Name	Description	Task Priority	Contact(s)	Start Date	Estimated Completion Date	Actual Completion Date	Latest Comment
Task Health: ●							
Annual Completion Report - Due 6/30 (Group 1)		—	Kelly Brown	05/01/25	06/30/25	06/30/25	
Agenda Items - Finance Contracts - Loomis Armored Car Services (Renewal 2 of 4)		—	Lance McConkey	06/01/25	07/15/25	08/11/25	
Annual Completion Report - Due 7/30 (Group 2)		—	Kelly Brown	06/30/25	07/30/25	07/31/25	
DE-046B - FY25 Final Budget		—	Dan Copeland	07/01/25	08/22/25	08/14/25	
CS-1 (Salary & Travel Detail)		—	Dan Copeland	07/01/25	08/15/25	08/14/25	
FY26 Budget Uploaded to CVOIG		—	Regina Bagley	07/01/25	08/29/25	07/29/25	
Agenda Items - Non-Resident Tuition		—	Lance McConkey	07/01/25	08/14/25	08/11/25	
FY25 Corrective Action Plan		—	Lance McConkey	07/01/25	08/10/25	08/14/25	Byron Schueneman - collaborate to complete
Annual Indirect Cost Report GADOE		—	Lance McConkey, Thi	08/01/25	08/01/25	07/01/25	
School Kickoff Bookkeeper Collaborative Training		—	Ashela Hines, Carla S	08/15/25	10/15/25	06/04/25	Byron Schueneman -
Agenda Items - Budget Calendar		—	Regina Bagley	09/01/25	10/15/25	06/09/25	

Miracles and Other Finance Projects

The third Smart Sheet dashboard we use monitors significant projects spearheaded by the Division of Finance. Within this dashboard, we can plan project milestones, assign responsibilities, monitor overall health, and track planned and actual completion dates.

Done	Task Name	Assigned To	Projected / Actual End Date	Deliverable / Comments
☐	Medicaid Reimbursement	Byron Schueneman	12/01/26	Reimbursement for eligible services provided.
☐	Treasury Management - Debtbooks	Lance McConkey	05/01/25	Formal treasury management strategy.
☐	My Retirement Manager	Lance McConkey	10/01/26	Streamline 402B & 457 sign-up and processing.
☒	Capital Asset Scanner Integration	Lance McConkey	06/01/26	Improve inventory process of capital assets.
☐	Payroll - Electronic Processing of Child Support BGA	Ashela Hines	08/01/25	Speeds up the remittance and delivery of child support.
☐	Payroll - Time & Attendance	Ashela Hines	10/01/26	Clarified sick time & attendance solution.
☒	Classified	Byron Schueneman	06/01/26	Platform to provide teacher addendums to buy supplies.
☐	Invoice Entry & Management in Mule	Carla Smith	06/00/25	Streamlining of invoice processing for greater efficiency.
☐	Mule Cash Reconciliation Module	Lance McConkey	06/00/25	Accurately track bank balances by bank & fund.
☐	BGT BGA Role Analysis & Budget Workflow Update	Regina Bagley	06/01/26	Update roles and workflow for Budget efficiency.
☐	Budget - Strategically Target Pilot Initiatives Based on Need	Regina Bagley	06/00/26	
☐	Budget - Fiscal Year Roll	Regina Bagley	06/00/26	
☐	Payroll - Fiscal Year Roll	Ashela Hines	10/15/25	
☐	Allocations - Enhancing Needs Based Allocations	Milton Hall	09/01/26	
☐	Allocations - Sustain & Communicate Existing Businesses Related to RAMP	Milton Hall	09/01/26	
☐	Vendor Services - Enhancing Relationships with Vendors	Carla Smith	06/00/26	
☐	Comptroller - Distribution Award for Excellent Financial Reporting	Lance McConkey	11/15/26	
☐	Comptroller - DE-048 Produced out of Mule	Lance McConkey	08/12/25	
☐	Payroll - Direct Deposit Change, Payroll Process	Ashela Hines	10/01/26	

Deputy Chief Financial Officer Lauren Scott

Division of Finance

School Nutrition Services is conducting site visits and monitoring point-of-sale meal count audits in response to an audit deficiency at Jolly Elementary School. The department is on track to submit the corrective action plan by September 30, 2025.

Time & Attendance: We have postponed the go-live date. As we continue to analyze and evaluate data, including working collaboratively with both the Human Resources and Information Technology divisions, we are working to ensure a smooth transition for all District employees.

Budget

FY2026 Budget Development

The budget team has completed the compilation of the documents required for the FY2026 GFOA- and ASBO-compliant budget book to submit for the Distinguished Budget Presentation Award. Documents have been submitted to PowerSchool, and they will compile a final book for final review before submission.

FY2027 Budget Development

The budget team has begun preliminary work on the FY2027 budget. Lessons Learned meetings have been completed. Board and Public budget surveys will soon be released.

Munis – Budget Implementation

The budget team will undergo training on the new Munis budget development module in September.

Director Milton Hall

Allotments

In alignment with the district's strategic vision, the Office of Allotments has undergone a structural reorganization to assign a dedicated Allotment Specialist to each district area. This structure is designed to enhance the efficiency and effectiveness of services provided to local schools, thereby ensuring that each school receives equitable and appropriate support in maximizing FTE/QBE funding and resource allocation.

District Balancing

The District Balancing for FY26 has been finalized and submitted to Dr. Horton for approval as of Friday, August 29, 2025. Since that submission, Dr. Horton has asked that District Balancing be added to the agenda of the Human Resources Steering Committee meeting for the week of September 1, 2025.

FTE-Ongoing School-Level Support

Over the last few weeks and throughout the first Tuesday in October 2025, the Allotment team will be working very diligently with the local schools to provide principals with corrective guidance stemming from a thorough review of the schools' Master Schedules, ensuring they are staffed within their assigned allocations, ensuring programs and delivery models are appropriately captured within Infinite Campus, and ongoing monitoring of student enrollment data in an effort to ensure the schools are in position to maximize FTE/QBE funding for the next fiscal year.

Director Asheia Hines

Payroll

Time & Attendance

In preparation for the Time and Attendance system implementation originally scheduled for September 30th, the Go-Live date has been postponed to allow for additional readiness activities.

Key Readiness Updates:

- Training: 100% completion of training for all bookkeepers and principals has been achieved.
- Workflow Testing: Full testing of approval workflows across all schools is complete; however, additional data cleanup is required.
- Pay types: Validation with HRIS/HR is underway to ensure accuracy and consistency before implementation.
- Change Management: A comprehensive change management plan will be updated and reviewed to reflect the revised timeline and support strategy.

Next Steps:

This phased approach is designed to ensure that all users are adequately prepared, fully supported, and positioned for a smooth and successful transition when the system goes live.

Comptroller Lance McConkey**Accounting & Financial Reporting, Capital Assets, Deferred Compensation, Local School Accounting****MyRetirement Manager Platform Expansion**

The implementation team, including representatives from Finance, Human Resources, Technology, and the vendor, continues to meet bi-weekly. A project timeline, including the required deliverables each Division will be responsible for providing, is being followed. Currently, all deliverables have either been completed by set deadlines or are noted as on track. District staff will be trained in their respective tasks and responsibilities in September. The go-live is scheduled for the September 30, 2025, paycheck.

Medicaid Reimbursement

Finance, Student Services, and Special Education staff are working collaboratively to establish and implement the Medicaid reimbursement program. This project will initiate and sustain Medicaid billing and reimbursement for services provided to District students. Go Solutions was selected as the vendor to support the District's program. The team has been gathering the information needed to complete applications for Federal and State Medicaid IDs. The goal is to complete this project by the end of 2025.

FY25 Year-End Close

The Business Services teams have been working on various items in preparation for the year-end close. A test of the FY25 year-end close is currently underway. The official FY25 year-end close is scheduled for the week of September 8-12, 2025. The DE46 submission deadline for FY25 was

moved up to Friday, September 19, 2025. The DE46 will be generated directly from MUNIS for submission to GDOE, which supports the FY26 Miracle. Also, many items for financial statement preparation have been completed or started. The Salary and Travel (CS-1) Report and the Final Amended FY25 Budget Report were submitted by the required deadlines. All this work builds toward achieving the FY26 Miracle of completing the criteria to be eligible for the DOAA Distinction for Excellent Financial Reporting award if the FY25 audit results are favorable.

FY26 Cohort – School Financial Accounting Personnel Certificate Program

A group of 40 Bookkeepers will participate in the UGA's Carl Vinson Institute of Government's School of Financial Accounting Personnel Certificate program. This is the third cohort of DeKalb Bookkeepers. The program begins Thursday, September 4, 2025, and continues over seven sessions through February 2026. The course is designed explicitly for Bookkeepers and the financial activities completed at the school level. The first session is a program kick-off and discussion on internal controls.

Executive Director Carla Smith

Vendor Services

Vendor Relations

In August, we sent emails to over 200 current and potential capital improvement vendors, inviting them to attend the "How to Do Business" Seminar scheduled for October. We've received positive feedback and are looking forward to the event. Additionally, an email blast will be sent to over 180 suppliers in the Operations Division, informing them of our procurement policy to ensure timely payments going forward. Our goal is to strengthen our business relationships with vendors who have experienced slow payments and to encourage greater participation in our solicitation process.

Wednesday Refreshers

Our virtual Wednesday Refresher Sessions included a special session focused on the new travel data entry process. A total of 187 attendees participated and learned how to submit employee expense claims accurately. This new process is designed to simplify data entry and ensure that all vital information is captured for the required CS1 report. The attendees were enthusiastic and eager to learn the new procedure! Additionally, this platform will also be utilized to review the Three-Way Match procedure.

Invoice Processing

We have entered several invoices with discrepancies into Munis and are using the Three-Way Match functionality. Over the next two weeks, we will hold training sessions for bookkeepers to review the process and ensure they all have access to the notifications that will be automatically sent via email or posted on their Munis Hub dashboard as they develop. The Division of Information and Instructional Technology (DIIT) is collaborating with us to ensure that every requisitioner has access to and receives notifications regarding any discrepancies.

Procurement Training Session for Divisions

The Vendor Services Team and the Contract Management Department conducted a procurement training session at DIIT. This collaborative effort covered all aspects of procurement relevant to the division. We discussed vendor registration, requisition, and purchase order processing, contracts, solicitations, and accounts payable. Additionally, processors were invited to participate in our monthly training sessions on Purchase Cards and Travel.

Human Resources

Lunch and Learn Update, HR Advisory Committee

HR Lunch and Learn Series Update

We are excited to have launched our **HR Lunch and Learn Series**! This initiative is designed to provide professional development opportunities tailored specifically for our HR staff. We have an excellent lineup of training scheduled, covering a wide range of topics, including:

- *Speak Life: Raising the Standard in Communication*
- *Performance Evaluation Manager Orientation*
- *Professionalism in the Workplace*
- *Excel Basics (Levels 1–3)*

These sessions will help us continue to grow individually and as a team, while strengthening the skills needed to serve our schools and employees effectively.

The New HR Advisory Board

The establishment of the HR Advisory Board will bring together diverse stakeholder voices to ensure HR initiatives and communications are transparent, inclusive, and reflective of employee needs, while serving as a bridge between HR and staff to support more informed decisions, smoother rollouts, and a more engaged workforce.

This collaborative approach will:

- *Improve the clarity and effectiveness of district-wide HR communications.*
- *Anticipate and address potential challenges before implementation.*
- *Enhance employee confidence in HR processes and decision-making.*
- *Create a stronger feedback loop between HR and schools/departments.*
- *Promote a culture of shared responsibility and continuous improvement.*

Deputy Chief Jason E. Kennedy

HR Core Team

Employee Separation Process Project Update, Reexamining the New Hire Process, Difference Maker Award

Our team has reviewed the current separation process and established a desired future state that will be initiated directly by employees through the Frontline platform. This new approach will allow employees to self-initiate their separation and automatically populate key information into

our system. By streamlining data entry and eliminating extra steps, this process will not only improve efficiency but also reduce the chance of errors, ensuring a smoother experience for both employees and HR.

Director Tracy Harris

Talent Acquisition

As of August 14, all Staffing Technicians and Talent Acquisition Managers (TAMs) have been retrained on the orientation and PAE process, with a final virtual onboarding training scheduled for Tuesday, September 2, and complete implementation set for October. In parallel, TAMs are partnering with Schools and Leadership and the Division of Finance to complete the reassignment of 43 teachers as part of district balancing. To support these efforts, the Recruitment Team is actively managing pool postings and continuing to develop relationships with technical schools, colleges, and universities to help strengthen our recruitment pipelines for hard-to-fill positions for the upcoming school year. Substitute Services is ensuring that all teachers are accurately assigned to school locations in AESOP for clean substitute data reporting, while the Certification Team is processing certificate requests for more than 300 new teachers. Additionally, the Talent Acquisition team has conducted roster verifications to confirm that all staff are assigned adequately for accurate Time and Attendance reporting, with the subsequent verification scheduled to occur after district balancing is complete. The Call Center continues to *ANSWER THE CALL TO CHANGE proudly!*

Director Carina Harrigan

IGNITE

From Preparation to Practice: Growing Our Own Teachers

The IGNITE Teacher Residency Program continues to grow momentum as Cohort 3 residents are now fully engaged in classrooms across DeKalb County's schools. In addition to working closely with mentor teachers, residents have begun their fall graduate coursework. They are doing a great job balancing the rigor of their studies with their classroom responsibilities. They also participate in monthly professional learning sessions, known as *Bridge Week*, which are designed to connect their graduate coursework with a practitioner's lens. This month's sessions centered on creating positive learning environments and instructional planning. Through experiences such as the Opening Schools Project and Vision & Mindset reflections, residents are developing the skills and dispositions needed to thrive as future educators in our district.

The DeKalb Para-to-Teacher Apprenticeship Program also marks a significant step in expanding DeKalb's teacher pipeline. Our inaugural cohort of apprentices has entered the second and final year of their journey, balancing coursework with their roles as paraprofessionals, and will graduate in May 2026 with both their bachelor's degree and teacher certification. At the same time, a second cohort of apprentices is entering the second half of their first year, having begun their studies in January 2025. Together, these two programs are strengthening pathways into the classroom and ensuring that DeKalb students are taught by compassionate, highly skilled, and committed educators.

As always, please follow our journey on Instagram [@ignitedekalb](#).

Interim Director Rhonda Mapp

Total Rewards

Updating Processes

- The Leaves Department, under the leadership of the new Leaves Manager, is reinforcing HIPAA and privacy compliance. All medical and personal information related to employee leave is securely managed within the department to ensure confidentiality and alignment with District standards.
- The Insurance team is currently working with Tyler to implement new insurance processes that will enhance efficiency and strengthen compliance with District guidelines.
- The Retirement Department is currently engaged in a project to review and resolve outstanding PSERS and TRS retirement matters, ensuring accuracy, compliance, and improved service for employees.

Director Janitrea Sebree-Kelly

Human Resources Information Systems

We have initiated discussions with YOSS regarding their HRMS platform to explore opportunities that could support our Human Resources needs, with a follow-up meeting scheduled to examine these possibilities further. While searching for a new HRMS platform, we are also focused on enhancing the sustainability of the Frontline system by reviewing user configurations and workflows.

In compliance with FLSA regulations, the HRIS team is actively reviewing the exempt and non-exempt pay codes for positions within the Munis platform. This undertaking is considered 90% complete and should no longer be considered a barrier for the Time & Attendance project.

Finally, we are on track to advance the fourth group of employees to their next salary step, impacting 8,000 individuals across five Munis work calendars. This work will take place during the weekend of August 30, 2025.

Performance Evaluation Coordinator Kismet Sims

Evaluations Team

The Evaluations Team is pleased to share that the SuperEval platform has been updated to reflect all employees who are required to use the instrument. A SuperEval timeline has also been created, and the evaluation process dates have been aligned with the district's timeline within the platform.

Special thanks to the SuperEval team for working diligently and collaboratively with the Evaluations Team to ensure everything was completed accurately and on time.

Additionally, we are happy to report that the TKES and LKES Credentialing Trainings for newly appointed principals and assistant principals were successfully held on August 22 and August 25.

Lastly, we have solidified training for all HR employees on how to use and understand the DKES instrument in Frontline properly. This training is scheduled for Wednesday, September 17th.

Employee Relations Manager Jamel Crawford

Employee Relations Team

The Employee Relations Team has updated its Employee Checklist and Grievance Forms. They are now Digital. DCSD Leaders no longer have to handwrite employee information on the documents. DCSD Employees no longer have to handwrite information on the Grievance Forms. Lastly, ER has conducted 4 Rounds of Employee Tribunal Reviews, which is an ER MIRACLES Goal. ER reviewed 25 Employee Cases and made the appropriate recommendations for hire.

Legal Services

The Office of Legal Affairs provided legal support and participated in school-opening and school-readiness activities for the 2025-2026 school year. Further, the OLA participated in the Miracles Workshop for August 2025 and presented status updates on progress regarding the OLA's Miracles Goals. The OLA is on track with the legal review of all Board Agenda items for the August 2025 Board meeting. It is tracking to complete the review of the September 2025 Board Agenda items in accordance with established deadlines. OLA attorneys also continued work on the Board and Administrative policy committees.

Additionally, the OLA coordinated with outside counsel on litigation matters, legislative affairs, and annexation issues. The OLA continues to review and implement strategic initiatives to achieve budgetary and cost-saving goals for the District's legal affairs. OLA Attorneys provided legal support during the August 2025 BOE meeting.

Executive Legal Director and Title IX Coordinator Marissa Key, Esq.

Policies

Administrative Policy Committee members are meeting with division leaders to review and draft revisions to priority policies. A policy fellow is joining the team to learn more about the school district's policy revision process and to support the policy revision project. The HR policy review is ongoing.

Title IX

All staff assigned roles in the Title IX structure have been identified and are being added to the Title IX training platform. Title IX for departments continues to be provided upon request. The team continues to provide hands-on training to staff as needed.

Open Records

As of August 29, 2025, the Open Records Team received 268 requests for the 2025-2026 SY. 91% of the requests received are closed.

Legal Director Ginton R. Darien, Jr., Esq.

Risk Management

Document Retention Management

The Office of Legal Affairs is working with IT on document retention management. This involves formulating a plan for transferring documents to electronic storage and for document destruction. On August 29, 2025, a representative of the Office of Legal Affairs attended the Records Digitization: Data Retention Steering Committee and School Leadership meeting. During this meeting, discussions were held regarding finance records, student records digitization, milestone tracking, production updates, coordination of pickups, retention schedule review,

technical approach for retention automation, standard operating procedures, policy updates, technical support, budget overview, scribbles software agreement process, and next steps.

Insurance Matters

The Office of Legal Affairs has submitted the Board of Education agenda item for renewal of Swift Currie's contract as General Liability Counsel. In addition, OLA has finalized the timely renewal of the District's crime insurance policy. This renewal was for a flat rate. Also, OLA has finalized the renewal of the Insurance Producer Services Agreement with Epic. Lastly, OLA is overseeing the framework required by the District's property insurer, Alliant, for the control survey of eleven District locations.

Risk Management

The Office of Legal Affairs continues its ongoing work with Gartner representatives. On August 27, 2025, a member of the Office of Legal Affairs attended a comprehensive webinar entitled "Actively Manage Outside Counsel."

Gartner's main areas of support include Legal, Compliance, Privacy, Risk, and Audit. For Legal, the focus is on Board Management and Governance, Legal Service Provider Selection, Strategy and Performance Management, Contracts Management, Emerging Technologies Planning and Strategy, Legal Operations, and Talent Management. For Risk, the main areas are Risk Management, Operational Risk Assessment, Business Continuity Management, Cyber Risk Management, Enterprise Process, Program Management, and Risk Response Strategies. For Compliance, the focus is on Compliance Function Strategy, Structure, and Metrics; Third-Party Risk Management; Compliance Risk Mitigation Strategies; Code and Policy Management; Training and Communications; Technology Roadmaps; and Planning.

Workers' Compensation

The Office of Legal Affairs handles workers' compensation matters for employees. The team investigates and resolves claims arising out of and in the course of employment. Employees may contact OLA for assistance after a work-related injury. To assist with this process, template reports for completion are provided. These include the Employee Accident Report and the Authorization to Physician Form. In addition, the team has implemented current best practices for preventing work injuries. The Office of Legal Affairs is currently reviewing, for update, its Panel of Physicians, which lists physicians authorized to treat an employee after a work-related injury.

On August 12, 2025, the Office of Legal Affairs completed workers' compensation training requested by the Access & Opportunity team. In addition, OLA has finalized updates to the mandatory workers' compensation training module for all employees. Further, OLA submitted the Board of Education agenda item for renewal of Brentwood's Third-Party Administrator Agreement with the District. Lastly, our team has submitted the Board of Education agenda item for renewal of Swift Currie's contract as workers' compensation counsel.

Liability Matters

The Office of Legal Affairs handles the District's school bus accident claims. The team investigates, negotiates, and resolves school bus accident claims. In addition, this team reviews and handles claims involving the use of any District vehicle or truck. To assist with this process, templates for the Fleet Vehicle Accident Report and the Transportation Vehicle Accident are provided. Student accident claims are also forwarded to OLA for review. A template Incident Report form is provided to assist with this process.

OLA has submitted the Board of Education agenda item for renewal of Swift Currie's contract as general liability counsel. Also, the Office of Legal Affairs is finalizing the draft of the Standard Operating Procedure for student injuries.

Senior Legal Counsel Chasity Middlebrooks-Cody, Esq.

Employee Relations & Student Relations

Training & Legal Compliance

The Office of Legal Affairs (OLA) provided Workers' Compensation and Contracts training upon request for identified Departments. The OLA will facilitate the Fall Legal Symposium for School-Based leaders on Wednesday, October 1, 2025. The Fall Legal Symposium will cover FERPA compliance, Employee Relations, Exceptional Education, Risk Management, School-Based Contracts, and Best Practices to reduce legal exposure. The OLA training calendar is open, and Departments are encouraged to request specific training sessions. We will continue to collaborate with District leaders to deliver relevant training to reduce legal exposure.

Student Relations

The Office of Legal Affairs continues to work with the Division of Wrap Around Services and the Division of Schools and Leadership to provide support regarding student discipline matters. The OLA will collaborate with various Departments to ensure compliance with new state laws that impact student discipline, health, and safety.

Parent & Student Matters

The Office of Legal Affairs continues to provide support to local schools as they address legal matters affecting student enrollment and parent concerns. Parents and guardians are encouraged to submit all documentation to the local school along with their written, detailed request. The standard processing time for reviewing court orders impacting student enrollment and access is 48 hours.

Legal Counsel Imani Redd, Esq.

Contract Administration

Since the last Operations Report, the Contracts Administration team has reviewed over 190 contracts, prepared over 10 agreements and amendments, and uploaded over 50 agreements.

and/or related documentation into our internal database on behalf of various departments. The team holds weekly meetings to review contract activity, address time-sensitive matters, and continuously improve contract administration processes.

To support this work, five active tracking charts have been established to monitor agreements from initial preparation through final execution and readiness for use, including those requiring Board approval. These charts are updated weekly.

A few months ago, the team identified an administrative gap in the timely uploading of certain agreements into our internal systems. In response, we implemented a formalized process to address and prevent further delays. As a result, the backlog created by this issue has been resolved.

Additionally, we finalized updates to a selection of our contract forms, scheduled for rollout in September. These documents are designed to support continued compliance and improve overall efficiency in our contracting processes.

Training Management

The Contract Administration team recently conducted a training session for the IT Department. The session focused on the process for submitting agreements and renewals, as well as a review of Board Policy DJE related to purchasing.

As part of our ongoing efforts to improve the contract administration process, we are planning additional department-specific training to enhance efficiency further and provide targeted support across the district.

Earlier this year, we identified Legal Liaisons within each department who will serve as the primary points of contact for contracts. We have initiated communication with these individuals via email and are preparing to launch a district-wide training, followed by consistent and ongoing engagement to ensure continued support and alignment.

Senior Legal Counsel Vicki Lewis, Esq.

Exceptional Education and Section 504

Assessing Exceptional Education and 504 Areas of Opportunity

The Office for Legal Affairs (OLA) continues to collaborate with the Executive Director of Exceptional Education (EE) to review existing processes and procedures. The goal is to identify necessary updates and improvements that ensure the timely delivery of services to students, enhance communication with parents, and maintain compliance with state and federal regulations.

EE staff received training on updated standard operating procedures, including new protocols for engaging outside legal counsel. As a result, several complaints and legal support requests have transitioned from outside legal counsel to OLA. Additionally, we are in the early stages of developing a tracking system to monitor the status and resolution of inquiries that require legal support.

Operations

The Executive Team continues to lead with excellence and innovation as we strengthen support for schools and staff. On August 7, 2025, the team successfully participated in School Readiness Training to enhance the MIRACLES initiative, laying the groundwork for the formal launch of Introductions to MIRACLES for Managers to Present to Senior Members. Additionally, Allovue training for Executive Directors and Directors proved highly impactful, equipping leaders with practical tools for aligning finances and resources. On August 12, 2025, the Executive Team met with Dr. Fretwell for a Fire Safety Revamp Session, which was met with great success and positioned our district for stronger compliance and readiness.

Momentum continues with forward-focused strategies. Key projects underway include completing the HR Organizational Chart, finalizing Employee of the Year nominations, and ongoing support to principals through a School Site Visit initiative. Executive leaders are also driving improvements in district operations by revamping the ESPLOST process and reporting, HPM reporting and execution, Facility Rental & MOU process, and furniture requests. Recent events have brought strong community engagement. The Cross Keys High School Groundbreaking Ceremony received excellent feedback from Board Members, and Board Member Mr. DaCosta's site visit on August 29 provided valuable insights and recognition of operational excellence.

Professional development and engagement remain a top priority. On August 28, 2025, the Executive Directors and Senior Staff participated in a powerful Professional Learning Training on connecting tasks and relationships through H_PRIDE guidelines, reinforcing team building and customer service excellence. Looking ahead, the team will join in Super Eval training with Kismet Sims on September 3 and meet with Terri Webb on September 5 to explore the use of Canvas for instructional purposes. As the Executive Team continues its school visits, principals and custodial staff have expressed gratitude for the enhanced school beautification and the implementation of custodial uniforms, which foster pride, professionalism, and a stronger sense of community. Together, we remain committed to advancing excellence, collaboration, and world-class customer service across the district.

Deputy Chief Operations Officer Antwyn Brown

Division of Operations

Although most evident as the beginning of the academic school year, the month of August concludes a very busy and productive summer renovation and construction schedule. August is also the apex of the Division of Operations' role in school readiness coordination among local School Leadership, Capital Improvement (construction and program management) staff, and Transportation and Environmental Services (internal and outsourced custodial) staff.

In addition to school readiness, staff presented the real property and long-term lease options for the now repurposed facilities to the Board of Education. We continue to engage

the DeKalb County Governing Authority, along with the Trust for Public Lands, will define and refine the execution timeline for the agreed-upon multi-site community schoolyard park project. Divisional Leadership continues to support and coach all Divisional staff managers preparing to account for employee time and attendance as the DeKalb County School District reimagines its Time and Attendance policy and accounting procedures. We also continue to troubleshoot the project scoping and procurement issues that result in inadequate project(MLK HS HVAC), (Champion Theme ADA), (Cross Keys HS 200 Hallway Electrical and Plumbing) execution, and local school disruption escalations.

Staff continues to coordinate with the Division of HR-Operations to engage and resolve the ongoing personnel compensation, classification, and work site assignment issues that impact many of our Divisional employees. I also remain committed to developing the next generation of Divisional leaders through a coordinated and structured Emerging Leaders cohort. This is accomplished by exposing the four (4) Emerging Leaders (Skill Trade Supervisor, Planning Analyst, Transportation Manager, and General Maintenance-Painter) to ongoing opportunities to shadow my daily activities and gain cross-functional experience. August provided several opportunities for the Emerging Leaders to be immersed and to lead me through the functional tasks required to meet local school and Divisional expectations successfully. We continue to shepherd the renovation and the impending transition to the Parklake building site for the Division of HR, Finance, School Nutrition, Communications, Public Safety, and the Superintendent's Office.



Capital Improvements and Facilities

The Operations Division is already planning for next summer using the lessons learned during the shortest and most intense summer of '25. Cleaning schedules, maintenance, and capital projects will be even better coordinated and aligned to maximize efficiency and effectiveness at all 140 facilities. One of our most significant points of emphasis and improvement moving forward is kitchen equipment maintenance and replacement, along with launching roof and HVAC preventative maintenance programs. We have already acted on both by hiring a new Kitchen Equipment Manager, Mr. Cavin Williams, and by partnering with a vendor, FilterPro, to change all HVAC filters four times annually on every system in DCSD. This partnership will ease the burden on our custodians and plant engineers who are responsible for keeping the school clean and well-maintained below the ceiling.

Bi-monthly, members of our facilities staff, capital team, IT, business services, transportation, and school nutrition meet to share information and coordinate efforts. Since June, the DeKalb County Fire Marshal and his staff have joined our Project Coordination meetings to expedite permitting and provide real-time expertise on life-safety matters for capital projects and for existing systems requiring maintenance. This partnership has yielded tremendous results, directly impacting safety, time, money, and quality of work. We are thankful for the DeKalb County Fire Department's commitment to supporting the Operations Division in providing safe, clean, and efficient facilities for all students.

Our big three projects —Dresden ES, Cross Keys, and Sequoyah MS & HS —continue to make significant progress. Dresden ES continues to go vertical with more steel structure taking shape. Cross Keys HS had its groundbreaking ceremony this month, and the new bus loop is on schedule. Most of the initial work this summer at Sequoyah MS & HS was site preparation, including groundwater management, sewer lines, electrical work, and pouring foundations. Over the next year, you will see Sequoyah MS rise from the ground with significant steel structures.

Thank you to all the hearts and hands that support our work in the Operations Division. We are the team behind the team, working tirelessly to create learning environments that best serve all our students and staff.

Executive Director Raymond Stanley

Transportation and Fleet Operations

Transportation & Fleet

The Department of Transportation and Fleet is pleased to report an excellent start to the school year. Our dedicated team—including drivers, monitors, supervisors, managers, directors, dispatch, customer service, safety & training, bus mechanics, and routing staff—has worked tirelessly to ensure safe and reliable service for our families. Each day, we transport over 40,000 students, and despite ongoing driver shortages, our drivers have gone above and beyond to meet the needs of

our community. Through strong responsiveness and collaboration, all students have been delivered safely home each afternoon between 5:30 p.m. and 6:00 p.m. We are grateful for the commitment and professionalism demonstrated by every member of the department.

This month, we also launched a new initiative to provide equitable after-school transportation for extracurricular activities at both high schools and middle schools, expanding access for students. Our fleet technicians have continued to reduce bus downtime, keeping vehicles in service and strengthening reliability. Additionally, our team has worked collaboratively to route and transport students with disabilities, ensuring their needs are met with care and efficiency. We are also pleased to welcome new staff members to the Fleet Department, as we continue to build operational capacity and maintain efficiency across all services.

Director Dr. Chardra Carter

Fleet Services

The Fleet Services Department continues to achieve remarkable progress and growth. We proudly welcomed **Mrs. Mersefaine D. Brooks** as our new **Fleet Operations Manager**, bringing over 25 years of expertise in heavy-duty maintenance, including leadership roles at MARTA and as the first female Director of Maintenance at SporTran. Her extensive background in preventive maintenance, paratransit operations, and fleet supervision enhances our commitment to operational excellence. Mrs. Brooks is also a certified Diesel Mechanic with specialized expertise in Compressed Natural Gas (CNG) systems, further expanding the department's technical capabilities across multiple fuel platforms and supporting our move toward a more efficient and sustainable fleet.



Fleet Services continues to build momentum as we close out August, operating at a strong **readiness rate of 78.6%**, a clear reflection of the hard work and coordination between our dedicated maintenance staff and operational teams.

Currently, **190** buses are undergoing maintenance, including **124 large buses** and **66 small buses**. These numbers are dynamic, shifting daily and even hourly as repairs are completed and new service requests arise. With an ambitious goal of reaching **85% fleet readiness**, the team remains laser-focused on progress. Significant headway is being made through the active resolution of open work order lines, showcasing our unwavering commitment to efficiency and rapid turnaround.

Enhanced preventive maintenance protocols fuel this upward trajectory, strengthened communication with the Transportation Department, strategic staffing improvements, including the addition of certified diesel and CNG mechanics, a fully staffed team of Fleet Helpers, and strong, effective leadership.

With these advancements in place, Fleet Services is well-positioned to accelerate work order completion, reduce downtime, and increase bus availability as we move into September. The department remains energized, focused, and fully committed to delivering safe, reliable transportation for all DeKalb County School District students and staff.

Director Bernardo Brown

Student Transportation

Departmental Progress and Performance

The Department of Student Transportation is pleased to report a strong and successful start to the school year. Our cross-functional team has demonstrated exceptional commitment to service delivery throughout August 2025.

Every day, we safely transport more than 40,000 students to and from school. Despite ongoing challenges related to the national bus driver shortage, our frontline team continues to rise to the occasion. Through effective routing, field supervision, and real-time communication, all students have been delivered home on average by 6:00 p.m. daily with consistent reliability and minimal disruption.

This month, the department launched a new initiative to expand after-school transportation access for students participating in extracurricular activities across all middle and high schools. This effort helps ensure transportation equity while supporting academic, athletic, and enrichment engagement for all students.

We also welcomed several new bus drivers and monitors to the department, strengthening our route coverage and enhancing our ability to respond to operational needs.

Additionally, we are proud to report the successful addition of 40 new Type C gasoline-powered school buses to our fleet. These buses support general education routing, increase capacity, and improve efficiency across our service areas.

Our transportation team continues to work collaboratively to route and support students with disabilities. We maintain a focus on individualized planning, timely communication with schools and families, and professional care for every rider.

Finally, we recognize the retirement of Administrative Assistant Mona Gerren, who completed 27 years of outstanding service to the DeKalb County School District on August 29, 2025. Her contributions to the department's operations and culture are appreciated and will be long remembered.

The Department of Student Transportation remains focused on service excellence, operational accountability, and equity for all students.

Facilities Services

The Facilities & Maintenance Department is setting the tone for a fantastic school year by delivering excellent customer service and supporting District-wide beautification efforts. Our team is committed to quick turnaround times on work orders to ensure that all schools and facilities remain safe, clean, and welcoming for students, staff, and stakeholders. Since last month, we have successfully closed 1,319 work orders and addressed 1,812 new requests.

Key projects highlight the breadth of our department's impact. Recent work includes preparing sewer lines at Clarkston, completing the new barbershop workspace at DeKalb HS Tech South, and putting the finishing touches on the AIC sinkhole repair. We also repaired a block wall and replaced signage at Chapel Hill ES, installed new benches at Stephenson ES as part of our rebranding efforts, and completed a tree removal and pruning project at Adams Stadium to enhance its appearance. In addition, our teams painted Oakview ES, installed new partitions at Columbia MS, and added a new curb with defined paint at Browns Mill ES.

As we continue these efforts, our department remains focused on meeting goals within the appropriate timeframe while upholding our commitment to a safe, eco-friendly, and aesthetically pleasing environment. The Facilities & Maintenance team takes pride in making a positive difference across the District and will continue to enhance learning spaces for all.



Clarkston Sewer Line Repair



Dekalb HS Tech South New Barbershop



AIC Sinkhole Repair



Chapel Hill ES Block Wall Repair & Sign Replace



Stephenson ES New benches for Rebranding



Tree Removal and Pruning at Adams Stadium



New partitions at
Columbia MS



New curb and Paint at
Browns Mill



Paint Project at Oakview ES



Director Keith Singleton

Business Services

Welcome Aboard

We are excited to welcome Rachelle Stallings-Hughes to the Business Services Team. Rachelle is transitioning from Audit to our Accounting Team and has already made an immediate impact. She has helped clean up the Operations Invoice Box and contributed to integrating Pay Applications into the monthly invoicing process—a strong start to the new school year.

Warehouse Operations

Kudos to the Warehouse Team for completing school inventories and loading all the Stock Keeping Units (SKUs) into the Zenventory Item Master. This achievement strengthens our foundation for accuracy, accountability, and efficiency moving forward.

Additionally, on September 2, 2025, Grainger will begin storefront operations.

This milestone will expand support for Maintenance, Repair, and Operations (MRO) by providing direct material support, part research, and comprehensive sourcing.

Custodial Support

Custodial materials support has remained consistent and reliable, ensuring schools have what they need to stay on track with daily operational demands.

Payroll

Payroll continues to advance the training and implementation of Time and Attendance across the division.

This work is critical to strengthening compliance and ensuring accurate reporting for all staff.

Celebrating Service

Congratulations to Kathie Wise on her retirement on September 1st, 2025.

Kathie has been a dedicated member of our department since 2006, serving the District with professionalism and commitment for nearly two decades.

We commend and celebrate her outstanding service to the County and extend our sincere best wishes for success in her future endeavors.

Closing Note

Kudos to the entire team for keeping one another informed, aligned, and focused on execution. Your professionalism, discipline, and teamwork are driving Business Services forward.