



Operations Report – July 2025

Senior Coordinator Vitella Dodson

Strategic Planning

During July, work continued to strengthen the implementation process of the Strategic Plan and to prepare for upcoming presentations and reviews. Significant time was dedicated to refining the Strategic Plan Implementation Hub to improve clarity, ensure accurate strategy categorization, and begin compiling evidence for progress updates. This work supports enhanced tracking and communication of progress across all six goal areas.

Preparation also began for the September Board of Education meeting, with a focus on Goal Area 1 (Student Academic Success with Equity and Access). This included collaborating with the sponsor team to gather and review updated data, draft narrative summaries, and outline key progress updates for the September Board of Education meeting.

Additionally, work was conducted to draft components of a Sponsor Toolkit to guide updates to the Strategic Plan, including identifying appropriate evidence, key actions, and benchmarks.

Director Joel Thibodeaux

Internal Audits & Compliance

Athletics Audit

Observations and preliminary recommendations on the Athletics Audit engagement were shared at the May 27, 2025 Audit Committee meeting. Substantial discussion revolved around expense reclassification, revenue recognition and reconciliation, and concession revenue sharing. There is now increased engagement with Executive Director of Athletics Myss Johnson-Jelks and her team to provide advice and guidance on improvements already underway and to recommend new changes in real time. This audit engagement is projected to be completed in September 2025, but advisement will be ongoing through FY2026.

Bookkeeper Survey

Internal Audits & Compliance continues its collaboration with the Office of Accountability to conduct the upcoming focus groups. Focus group management has been reassigned due to staffing changes in Accountability. We have revised the timeline on this project to be completed by the end of August 2025.

Update on 3rd Party Engagements

Purchasing Card Audit (Forvis Mazars) – The P-Card audit is complete. The draft final was presented to management on July 25, 2025. The report is currently under review by management

for providing a management response. The report will be discussed with Board members on a date following the August 11 Board of Education meeting. It will be presented to the Audit Committee at the meeting tentatively scheduled for September 4, 2025.

ESPOST Follow-Up (CliftonLarsonAllen) – This project is complete. CLA has provided final verification of “completed” or “in-progress” implementation status covering all 11 findings. All but two of the corrective actions undertaken by management are still under development – an ESPOST Internal Audits & Compliance will directly engage with all process owners to expedite final verification. We are working to conclude this project by the end of July 2025.

New MIRACLES Priorities

Internal Audits & Compliance introduced the compliance function for parent and community-based support groups as the first of two new initiatives for FY2026. Significant goals within this initiative are to 1) develop Booster Club & PTO handbooks, 2) create a central oversight function for compliance management of 3rd party school support organizations led by parents and community members, and 3) firmly establish a uniform District-wide standard for support organization oversight. One additional senior-level FTE will provide support for this function.

The second MIRACLES priority is the establishment of Post-Audit monitoring and Reporting. Beginning with recommendations from the CLA report, Audit & Compliance will catalog all findings and recommendations from recently performed internal, outsourced, and annual financial audits and inquiries, then document and advise on responsive management actions and design internal controls for monitoring. These processes will then allow us to report to Chiefs and Senior management on effectiveness and possible follow-up measures to improve efficiency and compliance with laws, rules, policies, and standards.

Chief Dr. Yolanda Williamson**Community Engagement and Innovative Partnerships**

This month, DCEIP coordinated and facilitated the Superintendent's Convocation. The Division was responsible for securing the MC- J. Smoke, from Streetz 94.5 FM radio. Ensuring the convocation speakers and other guests were on the agenda and given time to present. We arranged all host sites with assigned Chiefs, Area Superintendents, and board members (based on their district).

The Superintendent's Teachers' Advisory Council attended the MIRACLES Workshop, where they had the opportunity to hear directly from the Chiefs and Dr. Horton. They also shared their feedback and perspectives in response to Dr. Horton's questions.

Coordinating dates and times for the Falcons' Friday program to visit local elementary schools. The show "**We're All Dirty Birds presented by RaceTrac**" is a high-energy, pep-rally-style program featuring Freddie Falcon and his emcee. The experience introduces students to Falcon's slogans, such as "Rise Up," and what it means to be a "Dirty Bird." It also includes surprise video messages from Atlanta Falcons Cheerleaders, a football player, and more. Schools can even nominate students for recognition by Freddie for their leadership and community impact.

Confirming dates, locations, and times for the Superintendent's Advisory Councils. This year, we will have five coming out of DCEIP: Exceptional Education, Parent/ Guardian, Bilingual, Teachers, and Staff. Most meetings will be held virtually in the evening.

Along with Demone Gunther, from the Division of FACE, we collaborated to oversee the Volunteers for the Back-to-School Rally. We had over one hundred people sign up to participate in this community event. Members of DCSD staff, community partners, and other organizations joined together to ensure parents and students were supported and could move seamlessly through the booths to receive the school supplies they needed.

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 support 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 July include the following:

- The team secured over \$28,500 in cash from generous sponsors for the **Back-to-School Rally** and **Convocation**. Organizations such as Grady Health, Comcast, Georgia Power, State Farm, Evergreen Construction, Stratix, Alpha Kappa Alpha Lambda Epsilon Omega Chapter, Omega Psi Phi Kappa Alpha Alpha Chapter, 100 Black Men, Atlanta Gas Light, Zeta Phi Beta,

Sigma Mu Zeta Chapter, Delta Sigma Theta Stone Mountain Lithonia Atlanta Chapter, Wholistic Stress, Longhorn Steakhouse, Stephenson High Schools' Band Booster, Velocity Education Group, DeKalb County's Chief Executive Officer, Mrs. Lorraine Cochran Johnson, Cletis Education Consulting, Home Depot, Stars and Strikes, Gustos, Home Depot, and other organizations provided necessary goods, services, monetary support, and in-kind donations, including gift cards for giveaways to distribute at each host school site.

- After the **Mix and Mingle** event, attendees met in small groups with members of the Grants and Partnerships team to gain insights into their organizations and discuss DCSD's strategic priorities, including key aspects of the Portrait of a DCSD Graduate. These discussions help ensure that partner services align with district goals, promoting mutually beneficial relationships. In the coming weeks, partners will be matched with the schools and departments they wish to support.
- The team has been focused on providing **new principals and teachers** with information about grant processes, guidelines, and support for building partnerships. This information was distributed to principals through the **Weekly Principal's Bulletin**, which can also be shared with teachers. The team will continue to raise awareness of the services provided and support schools and departments.
- The Georgia Department of Education (*GaDOE*) has **several open grant opportunities**. Our team will continue to provide grant awards and grant competition updates, and assist with the application process for GaDOE grants. Development of the GaDOE's 21st Century Community Learning Centers grant application will continue until it is completed and submitted to the GaDOE, in collaboration with Georgia State University and Mr. James Hearn.
- Support was provided to Mrs. Myss Johnson-Jelks, Executive Director of Athletics, in applying for the **Arthur Blank Foundation Grant**. The team also collaborated with Mr. Quintin DeGroot to discuss the **Technical System College of Georgia's Public Service Apprentice Program grant**, designed to provide funds for the district to collaborate with technical colleges to train and educate participants in hard-to-fill positions such as general maintenance workers, plumbers, electricians, HVAC staff, and diesel mechanics. The application will be submitted before the August 29, 2025, deadline.
- The **Partnerships Interest Form** has been revised for the 2025-2026 school year. It will help identify how partners would like to support the district and which schools they currently work with. Additionally, the **School Partnerships Survey** helps evaluate partner engagement and identifies the partners recognized by each school.
- The **Impact Aid Survey**, available in eight languages, is being integrated into the Infinite CAMPUS Parental Portal. Upon approval, the district will receive funds for students living in low-income areas and federal properties, excluding federal properties.
- A **software program** has been chosen to manage partnerships across the entire district.

- The Grants and Partnerships Department received Chief Dillard's approval to ask school principals to **appoint a contact person to serve as a liaison between the school and the Grants and Partnerships Department.**
- Recently, the team received a request for resources to enhance the **Positive Behavior Intervention and Support (PBIS)** rooms, which aim to encourage student motivation. This request has been prioritized to support all PBIS-designated schools.
- The **Principal of the Day** initiative is currently in progress. A meeting has been requested with the Chamber of Commerce to identify potential partners, who will then meet with school principals at the October leadership meeting to schedule their event.
- The team assisted schools with the **City of Stonecrest donation.** Less than \$105,000 of the \$1.2 million donation remains as a balance to be spent by the schools that still have funds.
- The team began planning the 2025-2026 **University Roundtable Partnerships meetings.** The dates will be shared as soon as they are finalized.
- Donations and funds are being requested from potential sponsors to replenish food, clothing, and hygiene items in the **SAFE Centers, clothing closets, and pantries.**
- The team met with Live Thrive, an organization that provides grants, field trips, support for school gardens, recycling opportunities, and other events, and shared the information with the appropriate leaders. The team will provide support with grant applications.
- [STE\(A\)M Certification Grant Program.](#) Any school that is working toward certification is welcome to apply. The fall application is now live on the website, and the due date for this round is September 5, 2025. The grant will also support funds for school gardens.
- [Field Trips and In-School Educational Programming.](#) Schools can book field trips at the CHaRM DeKalb site directly on the website. They host tours on Wednesdays at 10 A.M. and fall slots are available now. They can also schedule in-school programming with individual classes or entire grades. The school programs are customizable based on the current curriculum focus (e.g., natural resources, pollution, climate change). Schools can reach out directly to education@livethrive.org to schedule the in-school programs.
- [Live Thrive's Kids Day](#) will be held next year on Saturday, April 25th, at the CHaRM DeKalb site (1225 Columbia Drive). More information on the material collection contest, t-shirt design contest, and fashion show in collaboration with SCAD students will be shared on that webpage soon.

Program Administrator Dr. Damienne Denham Shabazz

Adult Education

DCSD Adult Education Program Update

The DSD Adult Education closed FY25 strong, as demonstrated by the following metrics:

- NRS 535 92% of target
- MSG 36 72% of target
- IET 24 100% of target
- HSE 44 80% of target

The Leadership Team utilized this information to host a data-driven 2-Day PrePlanning workshop with program staff. Our theme this year is “Refocusing for the Future,” with a shift towards fostering student agency and accountability, ensuring equity and access. This theme highlights the implementation of data-driven best practices with fidelity, a refreshed SOP, an introduction to an updated lesson plan format, and the rollout of our online instructional platform, Blackboard Ultra.

Expanding the Program - IELCE program at ECCA

DeKalb County School District Adult Education and ESL Program is excited to partner with the **Ethiopian Community Association in Atlanta** to implement an IELCE program—including an Integrated Education and Training (IET) component for FY 2026-2029. We are currently developing an Onboarding and Registration Session scheduled for the 3rd week of August. The goal is to start the program by August 31st.

Updating IET Pathways

The DCSD Adult Education currently offers IETs in the following areas:

- Custodial Technician
- ServeSafe Manager

Our Custodial Tech training session will begin during the 2nd week of September. We are working to bring the DCSD School Nutrition ServeSafe Manager Training program online, and are slated to start IET sessions by the 2nd week of September.

Manager Marcia Coward

Family Engagement

Back To School Rally – A Huge Success

\$37,000.00 in donations from 14 Sponsors

The 2025 Back to School Rally was a resounding success, demonstrating the strength of cross-departmental collaboration and community support. The event brought together families, staff, and over 50 community partners to equip students for a successful school year. Energy was high, logistics were seamless, and the commitment to DeKalb families was evident across every facet of the event.



Click here to view pictures from the [Back-to-School Rally](#).

Key Highlights:

- **\$37,000.00 in Donations Secured**
Generously contributed by **14 sponsors**, supporting transportation, entertainment, school supplies, and more.
- **Over 11,000 School Supply Packs Distributed: Thanks to the generous donation of 5000 packs from the Empty Stocking Fund**
Managed by the School Supplies Central Team, who continued distribution well beyond the cutoff to serve every family in need.
- **Transportation Support from 50+ Bus Drivers**
Shuttle service from **11 hub sites** ensured safe, equitable access to families across the district.
- **Smooth Registration Operations**
The Registration Team was on point, opening gates promptly at 9:00 AM for families who began lining up as early as 6:30 AM.
- **Nutrition Support**
The School Nutrition Team provided snacks and refreshments, including ice, to keep guests cool and nourished. Thanks to the Omegas as well for grilling 2500 Hot Dogs and 1100 Grilled cheese sandwiches
- **Engaging Entertainment**
Our Entertainment Team maintained an upbeat atmosphere while keeping the program on time and the crowd engaged.

Exhibitor Engagement—

Total Exhibitors: **57**

Categories Represented:

- **Health & Wellness** – DeKalb Public Health, Children’s Healthcare of Atlanta, Walmart Pharmacy, MedCura, Grady Health, Ser Familia, ABA Centers of GA
- **Mental Health & Behavioral Services** – Claratel Behavioral Health, CHRIS 180, The Bluest Space, GeorgiaCAN
- **Education & SEL** – Zoo Atlanta, YMCA, Girl Scouts, Girls on the Run, UNCF, GA PTA, DeKalb Library, LaAmistad
- **Community Resources & Advocacy** – Safe Kids DeKalb, DeKalb County Government, Georgia Army National Guard, Brookhaven PD, Amigos de la Comunidad, Be Smart
- **Parent Support & Financial Literacy** – Georgia United Credit Union, SouthState Bank, CareSource, Amerigroup

- **Enrichment & Youth Programs** – Hope for Youth, Moving in the Spirit, Georgia Stars Dance, Gifted Girls of Grace, Results Kids Club
- **Government Services** – DeKalb County District Attorney, Clerk of Superior Court, Georgia National Guard Counterdrug Task Force
- **Other** – F.H. Paschen, Right at School, South Dekalb Improvement Association, AAA Auto Group, C.F. Allen Law, New York Life

Notable Exhibitor Activities:

- Health screenings, raffles, voter registration, spin-the-wheel games, swag giveaways, school supply donations, college toolkits, and more.

Next Steps:

- **Debrief Meeting Scheduled:** August 13, 2025, 11:30 am to reflect on outcomes, identify areas for improvement, and capture best practices.
- **School Year Support Continues:** The Family & Community Empowerment team remains committed to engaging families and providing resources throughout the school year.

Acknowledgements—

Special thanks to:

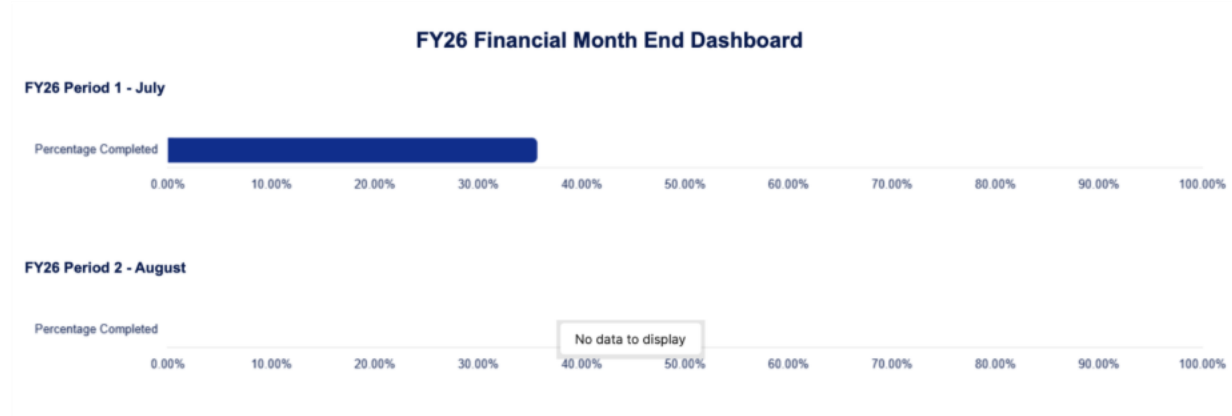
- **The Family & Community Empowerment Team**
- **Transportation Team & Bus Drivers**
- **School Nutrition Team**
- **Academic and District Village Teams** (Read & Rise, DCSD, Wrap Around, SOS)
- **Entertainment Team**
- **School Supplies Central Team**
- **Registration Team**
- **The Empty Stocking Fund** (Provided additional support for 250 Teachers with \$500 in classroom supplies)
- **CEO Lorraine Cochran-Johnson** (Stuff The Bus Campaign)
- **All Exhibitors and Sponsors**

Their collective efforts made this a day to remember and set the tone for a strong start to the 2025–2026 school year.

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

48
Outstanding Tasks

41
Planned Tasks

0
Initiated Tasks

7
Ongoing Tasks

Task Analysis

58
Total Tasks

48
Outstanding Tasks

44
Average Task Time (days)

89%
Completed Early or On Time

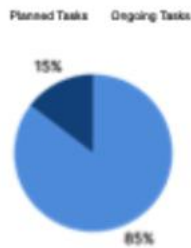
7
Completed Early

1
Completed on Time

2
Completed Late

9
Completed Total

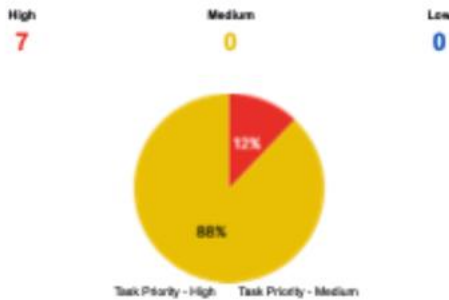
Outstanding Tasks by Status



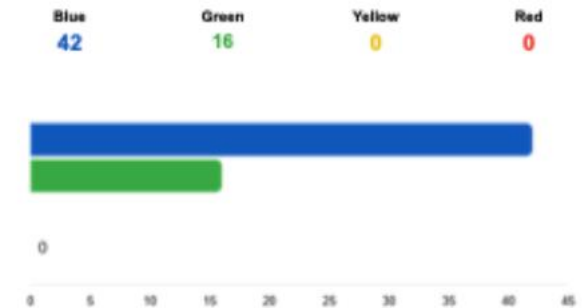
Completed Tasks by Time



Total Tasks by Priority



Total Tasks by Health



Reports

High Priority Tasks Due

Task Name	Description	Estimated Completion Date
DE-446A - FY25 Actuals		08/19/25
DE-446B - FY25 Final Budget		08/22/25
DE-446B - FY26 Initial Budget		10/17/25
CS-1 (Salary & Travel Detail)		08/19/25
TIGA (Transparency in Government)		08/18/25
P-Card DOAS Detail		08/19/25
Evaluations Part I- Goal Setting and Self Evaluation		08/29/25

At Risk Tasks

Task Name	Description	Task Priority	Estimated Completion Date

Completed Task

Recently Completed Tasks

Task Name	Description	Task Priority	Contact(s)	Start Date	Estimated Completion Date	Actual Completion Date	Latest Comment
Task Health ●							
FY26 Budget Uploaded to CVOIG		—	Regina Bagley	07/01/25	08/29/25	07/29/25	
Annual Indirect Cost Report GADOE		—	Lance McConkey, Th	08/01/25	09/01/25	07/01/25	
Annual Completion Report - Due 7/30 (Group 2)		—	Kelly Brown	06/30/25	07/30/25	07/31/25	
Annual Completion Report - Due 6/30 (Group 1)		—	Kelly Brown	05/31/25	06/30/25	06/30/25	
School Kickoff Bookkeeper Collaborative Training		—	Asheia Hines, Carla S	08/15/25	10/15/25	06/04/25	Byron Schueneman -
Agenda Items - Finance Contracts - PowerSchool / Allovue (Do we need to re-bid?)		—	Regina Bagley	05/01/26	07/15/26	07/14/25	
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	12/31/25	Reimbursement for eligible services provided.
☐	Treasury Management - Debtbooks	Lance McConkey	05/31/25	Formal treasury management strategy.
☐	My Retirement Manager	Lance McConkey	10/31/25	Streamline 403b & 457 sign-up and processing.
☒	Capital Asset Scanner Integration	Lance McConkey	08/31/25	Improve inventory process of capital assets.
☐	Payroll - Electronic Processing of Child Support BOA	Asheia Hines	08/31/25	Speeds up the remittance and delivery of child support.
☐	Payroll - Time & Attendance	Asheia Hines	10/31/25	District wide time & attendance solution.
☐	ClassWallet	Byron Schueneman	08/31/25	Platform to provide teacher allotments to buy supplies.
☐	Invoice Entry & Management in Munis	Carla Smith	09/30/25	Reengineering of invoice processing for greater efficiency.
☐	Munis Cash Reconciliation Module	Lance McConkey	06/30/25	Accurately track bank balances by bank & fund.
☐	BGT BGA Role Analysis & Budget Workflow Update	Regina Bagley	08/31/25	Update roles and workflow for Budget efficiency.
☐	Budget - Strategically Target Pilot Initiatives Based on Need	Regina Bagley	06/30/26	
☐	Budget - Fiscal Year Roll	Regina Bagley	09/30/25	
☐	Payroll - Fiscal Year Roll	Asheia Hines	10/15/25	
☐	Allotments - Enhancing Needs Based Allocations	Milton Hall	03/31/26	
☐	Allotments - Sustain & Communicate Existing Successes Related to RAMP	Milton Hall	03/31/26	
☐	Vendor Services - Enhancing Relationships with Vendors	Carla Smith	06/30/26	
☐	Comptroller - Distinction Award for Excellent Financial Reporting	Lance McConkey	11/15/25	
☐	Comptroller - DE-046 Produced out of Munis	Lance McConkey	09/12/25	
☐	Payroll - Direct Deposit Change, Prenote Process	Asheia Hines	10/31/25	

Deputy Chief Financial Officer Lauren Scott

Division of Finance

As of July 1, 2025, School Nutrition Services (SNS) has transitioned from the Division of Operations to the Division of Finance under the CFO's oversight. This transition consolidates all fiscal functions—budgeting, payroll, accounts payable, and purchasing—into a single division to improve efficiency and accountability.

During the week of July 28, SNS hosted Back-to-School training for SNS Managers and Assistant Managers at Miller Groove HS. We are focused on school start-up training, school readiness/construction projects, equipment repairs, and the Administrative Review corrective action for Jolly ES.

Budget

FY2026 Budget Development

The budget team continues to work on developing the FY2026 GFOA-compliant budget book for submission to the Distinguished Budget Presentation Award.

FY2027 Budget Development

The budget team has begun preliminary work on the FY2027 budget. Lessons Learned meetings, surveys, and a benchmark calendar are targeted for completion in August.

ClassWallet

ClassWallet is a digital platform that provides funding directly to classroom teachers for purchases and tracks spending for education-related expenses. Teachers have received \$200 for classroom supply purchases. The Finance team will develop SOPs to govern this new financial activity going forward.

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.

Payroll

In preparation for the Time and Attendance Go-Live scheduled for **September 30th**, we have established key target goals:

- 100% completion of training for all bookkeepers and principals
- Complete testing of approval workflows across all schools
- The change management plan will be devised and reviewed for updates

This phased approach ensures that all users are adequately prepared, supported, and positioned for a smooth transition when the system goes live.

Comptroller Lance McConkey

Accounting & Financial Reporting, Capital Assets, Deferred Compensation, Local School Accounting

FY23/FY24 SPLOST Audits

The District transitioned to the Georgia Department of Audits and Accounts (DOAA) to conduct the FY23 & FY24 SPLOST audits. DOAA has completed fieldwork and the reports are being processed through DOAA's review workflow. No issues were noted with any procedures completed. The FY25 and subsequent SPLOST audits will be completed in conjunction with each annual financial audit.

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, is being followed. Currently, all deliverables have either been completed by set deadlines or are noted as on track. Completion is scheduled for the end of July/early August, with go-live scheduled for September 2025.

DebtBook Treasury and Cash Management Platform

Accounting has contracted with Debtbook to implement a treasury and cash management platform. The implementation work is complete. This platform will provide improved data to support cash management, investment strategies, forecasting, and analysis of banking fees.

Medicaid Reimbursement

Finance established a new Miracles project in March 2025 in collaboration with the Student Services Division and the Special Education Department. 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. Additionally, Finance, Accounting, and Financial Reporting employees attended mandatory State training on Tuesday, June 17, 2025.

The state has committed to assisting Finance employees in establishing the program. Next steps are completing required documentation submissions with both the Federal and State. Also, job postings will be requested for additional staff who will support the program. These positions will be fully funded through reimbursements received from the program. 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 scheduled the week of August 18-22, 2025. The official FY25 year-end close is planned for the week of September 2-5, 2025. The DE46 submission deadline for FY25 was moved up to Friday, September 19, 2025.

Executive Director Carla Smith

Vendor Services

Vendor Relations

The Vendor Services team will send an email blast to all suppliers who have experienced slow payments for goods and services. Our focus will be on suppliers within the Operations Division. We have identified the vendors and confirmed their email addresses for the August blast. The letter will include important information about our procurement policies and procedures, aimed at educating suppliers and ensuring they understand all requirements for receiving payments according to our Net 30 terms and conditions.

Additionally, we met with a Tyler representative to discuss the functionality of the Vendor Self-Service platform in conjunction with the new Vendor Access platform.

DCSD Marketplace Additions

We have chosen the next group of suppliers to be added to the DCSD Marketplace platform. The selection was based on the volume of requisitions processed in the last fiscal year and the suppliers' punchout capabilities.

The selected suppliers are:

- Galls, Inc.
- Barnes & Noble
- Ernie Morris
- School Box
- Oriental Trading
- Quill
- West Music



- Taylor Music
- The Guitar Center

Invoicing Process

The Accounts Payable team is currently processing outstanding invoices for two fiscal years. They have also been working on invoices in the new release of Munis' non-production environment.

Although the latest release did not enhance the module's functionality, testing has helped identify alternatives to some existing bottlenecks.

Chief Dr. Tasha Davis-Mills

Human Resources

Career Pathways, HR Lunch & Learn's, and Train the Trainer Series

Career Pathway Project:

The HR Department is excited to launch a **Career Pathways** Project designed to support employees exploring new opportunities within the district, whether transitioning from a school-based role to the Central Office or vice versa.

This initiative will provide customized **Career Paths** that outline three potential pathways:

- A **Common Path** – a natural next step within a current career track
- An **Alternate Path** – a move into a related but different functional area
- A **Career Pivot** – a bold change into a completely new role or department

Through guided conversations and clear, personalized roadmaps, this project will help staff visualize their career possibilities, identify needed skills or certifications, and take practical steps toward their goals.

HR Lunch & Learns:

Beginning in August 2025, the HR Department will launch a new **Lunch & Learn (L&L) series** to promote connection, collaboration, and professional growth across our team. This six-part series will cover the following key topics:

- **Trust**
- **Communication**
- **Professionalism**
- **Team Building**
- **Internal/External Customer Service**
- **Team Respect**

Lunch & Learns will be held monthly and are open to all HR team members.

Train the Trainer Series: HR will conduct a 4-week series designed to strengthen internal knowledge sharing and build training capacity across our team.

Deputy Chief Jason E. Kennedy

HR Core Team

Examining the Employee Separation Process

We are beginning this project to improve the HR Separation Process. HR will begin with a

whiteboarding exercise to provide a visual, collaborative way to break down each step of how employee separations are currently handled. This exercise allows the team to clearly identify gaps, inefficiencies, and miscommunications. By mapping the process together, we can pinpoint areas that lead to delays, missed steps, or inconsistent practices—and collectively design a more streamlined, efficient, and error-proof system. Ultimately, this approach supports stronger accountability, better employee offboarding experiences, and a more responsive HR operation.

Director Tracy Harris

Talent Acquisition

Talent Acquisition is currently coordinating MUNIS training sessions for both Staffing Technicians and Talent Acquisition team members to improve the efficiency of processing employee paperwork. To date, the team has successfully processed over 800 new hires for the 2025–2026 school year and is actively working to reduce the number of certified teacher vacancies from 34 to 25 by August 4.

For schools that will still have teacher vacancies as of August 4, the Department of Substitute Services has assigned substitutes to ensure classroom coverage. In addition, Talent Acquisition Managers will be visiting schools during the first week of school to provide on-site Human Resources support to principals and bookkeepers.

Meanwhile, the Certification Department is processing certificate applications for more than 300 new educators joining the DeKalb County School District.

Director Carina Harrigan

IGNITE

IGNITE Teacher Residency: Summer Highlights & Exciting News

The IGNITE Teacher Residency Program has had a strong start to the 2025–2026 year. On July 23 and 24, we hosted our annual **Resident Summer Experience**, a two-day event designed to root our newest cohort of residents in the IGNITE mission and vision, build community, and prepare them for the year ahead. Simultaneously, we held our **Mentor Teacher Orientation**, equipping experienced educators with the tools and strategies to effectively guide and support residents throughout the school year.

We are also excited to share that the DeKalb IGNITE Teacher Residency Program has been selected to host the **2026 National Center for Teacher Residencies (NCTR) National Symposium**. This annual event brings together teacher residency programs, school districts, universities, and national partners from across the country to share best practices, explore innovative solutions in teacher preparation, and build a collective vision for transforming education through residency-based models.

We are honored to serve as the host site and look forward to spotlighting the work in DeKalb and learning alongside others committed to attracting, preparing, and retaining highly qualified educators in the field of education.

Total Rewards

Data Cleanup

We are streamlining our entry processes this year to ensure that no overpayments occur. This includes implementing reporting checkpoints to identify discrepancies early and enable real-time corrections. These proactive measures are part of our commitment to maintaining data integrity and operational efficiency.

In addition, we are conducting quarterly audits of our provisional teachers to ensure that their step increases and salary placements are implemented in a timely and accurate manner.

Director Janitrea Sebree-Kelly

Human Resources Information Systems

The HRIS team has continued to provide critical support across multiple initiatives to ensure a strong start to the FY2025–2026 school year. In preparation for the step increases, data auditing has remained a priority to guarantee accuracy, consistency, and synchronization with the payroll schedule, with the following step adjustments set to be systematically applied on August 15, 2025. Additionally, HRIS has supported the return of employees on July 28, 2025, by generating audit reports to assist local teams in verifying data integrity. Furthermore, new school year reports have been provided to departments upon request, offering valuable insights to districtwide teams as they review new hires and develop training and onboarding frameworks. Ongoing collaboration with the DocuFree team continues through weekly meetings, with a focus on user access and document retention, reinforcing compliance with data governance standards.

Performance Evaluation Coordinator Kismet Sims

Evaluations Team

This month, the Evaluation Team is actively collaborating with SuperEval, Frontline Education, and the Georgia Department of Education to ensure that all employees are accurately assigned to their respective evaluation platforms. Key priorities for July include:

- **Platform Alignment:** Ensuring all employees are correctly loaded into SuperEval, Frontline, and GaDOE systems.
- **Leadership Training:** Providing targeted training and support for newly appointed principals and assistant principals.
- **Credentialing Review:** Ensuring all current building leaders and their supervisors complete the TKES and LKES Credentialing Review sessions, scheduled for **July 25th and July 29th**.

In the spirit of transparency, we have also shared the **districtwide evaluation timeline** with all employees. This allows:

- Leaders to know when evaluation tasks are expected.
- Employees to prepare and upload supporting artifacts in advance.
- Stakeholders should stay informed about when evaluation activities may occur, which helps ensure timely sign-off and documentation procedures.

Employee Relations Manager Jamel Crawford

Employee Relations Team

The Employee Relations Team closed out the 25/26 SY with a Yearly Total of 489 Employee Misconduct Investigations and 196 Employee Grievances. Employee Relations presented at the New Teacher Orientation and had a great turnout. We have collaborated with the Chief of Staff and rolled out the new 25/26 Employee Notification Protocol. Employee Relations is in the final stages of the Employee Tribunal Review, Progressive Discipline Procedures, and the NEW Administrative Leave with Pay process.

Legal Services

The Office of Legal Affairs participated in the Miracles Workshop for July 2025 and presented status updates on progress regarding OLA's Miracles Goals. The OLA completed legal review of all Board Agenda items for the July 2025 Board meeting and is tracking to complete review of the August 2025 Board Agenda items in accordance with established deadlines. Further, the OLA completed District-wide legal requests promptly and participated in DCSD Steering Committees for Operations, Human Resources, and Finance. 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, including directly handling legal matters, including Exceptional Education matters. OLA Attorneys provided legal support during the July BOE meeting. Finally, the OLA participated in school readiness activities related to the start of the new school year, including providing legal support and advice on evolving Federal enforcement activities.

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

Employee Relations

The Office of Legal Affairs continues to collaborate with the Division of Human Resources to address employment matters. The District's EEOC Charges and employment lawsuits remain below 1%. The OLA strives to address all employee concerns internally with minimum disruption to employment services.

Policies

Administrative Policy Committee members are meeting with division leaders to review the district's SWSS waivers and discuss how they can be used in the policy revision process. Priority policies continue to be reviewed and revised as needed. The HR policy review is ongoing.

Title IX

School social workers and Assistant Principals received training on their roles in the Title IX process. Local school coordinators/investigators are being identified. Once all staff are identified, those individuals will be added to each school's website. The team continues to provide hands-on training to staff as needed.

Open Records

As of August 1, 2025, the Open Records Team received 124 requests (since July 1, 2025) for the 2025-2026 SY. This dedicated team has a 100% closure rate for the 2024-2025 SY.

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

Risk Management and Workers' Compensation

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 July 24, 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 covered student records digitization, redundancy concerns, scanned record details, enrollment packages, digitization project goals, legal and compliance considerations, backup systems, record consolidation, ESIS records, and next steps.

Insurance Matters

The Office of Legal Affairs has submitted the renewal application for the District's crime insurance policy. In addition, OLA has continued its work related to obtaining the final documents for the timely renewal of the District's Excess Workers' Compensation Insurance coverage. Further, OLA has obtained the renewal of the District's Property Insurance coverage. Lastly, the Office of Legal Affairs has obtained the necessary renewals for the Student Accident Insurance Program. This program is voluntary, and the premium is paid by those parents who elect to buy coverage for their child. Lastly, the District has renewed its Student Professional Liability Coverage. This provides coverage for approximately 700 high school students engaged in professional occupations, such as nursing assistants, patient care technicians, bookkeepers, and others. At no additional cost to the District, general liability coverage will also be provided.

Risk Management

The Office of Legal Affairs continues its ongoing work with Gartner representatives. On July 21, 2025, a member of the Office of Legal Affairs met with a Gartner representative to discuss assistance with retention schedules, emerging privacy issues, key budget, staff, and technology insights, and policy considerations. On July 24, 2025, a member of OLA attended the Gartner webinar on privacy and artificial intelligence, which discussed how legal teams manage critical risks. Gartner provides strategic partnerships supporting every assurance function within the District. The main areas of support are provided in 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.

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. The team provides employees with training on the process for filing a claim. 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 and updating its Panel of Physicians, which lists physicians authorized to treat an employee after a work-related injury.

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.

Senior Legal Counsel Chasity Middlebrooks-Cody, Esq.

Employee Relations & Student Relations

Training & Legal Compliance

The Office of Legal Affairs provided Title IX training to School Social Workers, Assistant Principals, and Principals for the 2025-2026 school year. The OLA will facilitate the Fall Legal Symposium for School-Based Leaders on Wednesday, October 1, 2025. The OLA training calendar is open, and Departments are encouraged to request specific training sessions. We will continue to collaborate with the Division of Schools and Leadership to provide relevant training to District leaders collectively. Lastly, we continue to review all federal and state legislation to ensure District compliance.

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 Code of Student Conduct was reviewed and has been published to School-Based staff ahead of the 2025-2026 school year. The OLA is collaborating with District Divisions to ensure compliance with new state laws that may affect student discipline, health, and safety.

Parent & Student Matters

The Office of Legal Affairs continues to support local schools as they address legal matters affecting student enrollment and address parent concerns. The OLA is collaborating with local schools to promptly address enrollment and other student/parent concerns for the 2025-2026 school year. To support families, the OLA reduced the review time for legal enrollment documents

(court orders) to 24 hours for the week preceding the first day of school. This will limit activity in the schools and help improve student attendance on the first day of school. Parents may continue to contact the local school, Area offices, or the OLA directly to submit court orders for review of matters regarding student enrollment and access. The standard processing time, outside the week before August 4, 2025, is 48 hours from receipt of the request.

Legal Counsel Imani Redd, Esq.

Contract Administration

Contracts Management

Since the last Operations Report, the Contracts Administration team has reviewed over 106 contracts and prepared 10 agreements and amendments for 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.

In early July, we identified an administrative gap in the processing of agreements uploaded to our internal systems. In response, our team developed a formal process to address and prevent further delays.

Additionally, we have transitioned a new Contract Specialist into the Contract Administration department to support this work and strengthen overall efficiency.

Training Management

The Contract Administration team recently conducted training for bookkeepers from various schools in preparation for the new school year. The session focused on the process for submitting agreements and renewals, as well as a review of the DJE Board Policy related to purchasing.

As we continue to implement improvements in the contract administration process, we are planning additional department-specific training to enhance efficiency and support across the district further.

Senior Legal Counsel Vicki Lewis, Esq.

Exceptional Education and Section 504

Assessing Exceptional Education and 504 Areas of Opportunity

The Office for Legal Affairs onboarded Legal Counsel for Exceptional Education (EE) on July 28, 2025. Meetings were held on July 29th and 30th with the Executive Director of EE to provide Legal Counsel with an overview of EE's operations and legal needs. As a result of the meetings, OLA will support EE by reviewing its standard operating procedures, policies, and practices to identify

necessary updates and training needs. In collaboration with EE leadership and outside counsel, OLA will determine the appropriate work product to transition from outside counsel to reduce legal costs. Meetings with District 504 Coordinators are planned to assess specific legal needs. OLA will continue to work closely with EE to devise plans to improve efficiency and consistency, and to ensure legal compliance.

Operations

Back-to-School Readiness & Key District Updates

As we prepare for the upcoming school year, the Division of Operations is proud to share several accomplishments that reflect the dedication and teamwork across our district. With just a few weeks to go, we have completed SPLSOT, preventive and routine maintenance, and district-wide beautification projects. These efforts are key in ensuring that our students and staff return to clean, safe, and welcoming learning environments that support equity and sustainability. In addition, the Facilities Department has begun centralized training for all custodians following productive meetings with each head custodian. This collaborative initiative is designed to ensure our custodial teams are well-equipped to support school leaders and maintain high standards across all buildings.

On July 8, 2025, a walkthrough of the Parklake facility showcased our continued progress in preparing new spaces for various AIC departments. This transition will help alleviate overcrowding and promote a more functional working environment. At the recent Superintendent Open Forum, we also shared major district initiatives focused on transportation safety, staff and student support, and educational enhancements. Key highlights included developing a Bus Driver Safety Plan, proposing stop-arm camera installations, expanding staff wellness programs, and implementing targeted student assessments. In the area of employee support, ongoing discussions around compensation restructuring, educational reimbursement, and improved leave policies reflect our commitment to staff retention and growth. Community engagement efforts, such as the District Foundation Campaign and student assignment strategy review, continue to build momentum. Lastly, we extend a warm welcome to Mr. Sergio Perez, our new Director of Capital Improvement. His experience and leadership will be invaluable as we continue to grow and improve our facilities district-wide.

Deputy Chief Operations Officer Antwyn Brown

Division of Operations

July was full steam ahead for the Division of Operations' summer intensive efforts on facility improvement and readiness. Divisional leadership has expanded its focus and coordination surrounding all school site construction projects to ensure Day 1 readiness. This expanded focus included multiple staff-led resiliency meetings with various Operational Departments to address resource and process overlaps, specifically in School Nutrition Services (Finance), Custodial Services, Life Safety, and Construction and Design. We have worked to ensure that all students and school-based staff remain safe and comfortable as they re-enter schools that may have undergone (or are still undergoing) major construction projects and renovations. Divisional staff also committed substantial time to prospecting the feasibility of future value, use, and re-purposing of District Facilities and real property. The prospecting efforts will assist the planning decision matrix involved in the ongoing Student Assignment Process (SAP).

Divisional Leadership coordinated to ensure the accuracy of informative mini sessions with Board of Education members regarding a prospective donation, a school yard-community park project, and a long-term lease agreement between the DeKalb County School District and other external entities. In addition to school readiness and Divisional activity reporting presentations, I was still able to attend and participate in the Fleet Department's Employee Recognition Awards celebration, where Fleet staff were honored for performance and efforts.

Executive Director Keith Ball

Capital Improvements and Facilities

The heavy summer work season has been completed with 58 calendar days and 38 workdays behind us. What was thrust upon my team was a herculean task, and I am incredibly proud of how they stepped up and answered the call. Neither rain nor thunder nor heat nor gloom prevented our team from swiftly completing their appointed tasks. ***We delivered for you!***

The best indicator of our success is the feedback we get from principals and staff when they return to campus. We had an aggressive goal of having every school ready by July 25th. We did not reach 100%, but we made every effort to communicate any delays in cleaning, construction, permitting, and inspections. We greatly appreciate the grace principals and staff gave our team as they continued to work at night and over weekends to tie up loose ends and address the inevitable emergencies as we push towards August 4, the first day of school.

Our job is to create the best environment for teaching, learning, and leading so every student can graduate as a productive citizen ready to learn, earn, and serve in our community. 100% safe, clean, and efficient schools are our strategic goal, and we will continue to fine-tune our processes to reach the next level.

Summer work by the numbers –

Some projects are ongoing and will continue into the school year and beyond. The list below is not meant to be exhaustive, but a snapshot of our major work.

- 1734: Work tickets submitted
- 1283: Work tickets closed as of 7.31
- 80: Facility maintenance projects, including those submitted through our new Facility Project Request Guidelines
- 41: Total active projects, including SPLOST and Local Capital Improvement Projects
- 25: HVAC controls upgrade projects
- 22: Major building system replacement projects
- 10: Roof replacement projects
- 10: Security vestibules
- 3: brand new schools under construction – Dresden Elementary, Sequoyah Middle School, & Sequoyah High School

- 2: Elevator additions – Clarkston HS and DeKalb Technology South
- 1: Heavy renovation and addition, including DCSD’s first-ever combination turf softball/baseball field – Cross Keys High School
- 1: Rebranding and refresh – Stephenson Elementary (formerly: Pine Ridge Elementary)

Extras—

- *Green Forrest* (former Wadsworth Elementary) will return online after renovation and will support operations training and hub support.
- *Hatton Drive* will return online after a major renovation and become the new Student Services Center this fall.

We appreciate the opportunity to serve, and here’s to an amazing 25-26 school year!

Executive Director Raymond Stanley

Transportation and Fleet Operations

Transportation

The Transportation Department concluded a productive and engaging summer with our Transportation Summer Leadership Professional Development Sessions, held July 8–10, 2025. The three-day series focused on the following key themes: **Leadership Foundations, Systems, Culture & Accountability**, and **Strategic Alignment & Forward Planning**.

All sessions were led by our internal department leaders, with Director Bernando Brown serving as the lead facilitator and originator of this year’s leadership theme: *“Driving Forward, Leading the Change.”* Several transportation managers and supervisors also facilitated impactful sessions on topics such as Leader vs. Manager, Special Needs & Disability Awareness, Transformational Leadership, Team Accountability, and Performance Culture. The presentations were well-received and generated valuable dialogue and feedback among participants.

Back-to-School Readiness: Transportation & Fleet

As we prepare for the start of the 2025–2026 school year, we are proud to report that **885 buses** have been thoroughly inspected and are ready for service. We currently have **640 bus drivers** assigned and prepared to transport students safely and efficiently across approximately **695 routes**.

The Transportation team is energized and committed to delivering a strong start to the new school year. We look forward to supporting our students, schools, and families with safe, timely, and reliable transportation.

Fleet Services

Summer Accomplishments

The Fleet Services Department consistently sets a high standard in innovation, operational efficiency, and employee engagement. One of the department's notable personnel accomplishments is the promotion of Carmen Walker, an LSU graduate with a background in Accounting, to Analyst III—an acknowledgment of her outstanding performance and dedication to the department's goals.

Operational improvements have also been a focus. The hiring of two highly skilled Body Technicians, four Diesel Mechanics, and two Fleet Helpers has enhanced the department's ability to perform on-site bodywork and repairs, reducing turnaround times and eliminating the need for external vendors.



Over the summer, Fleet Services has been working diligently to complete a districtwide GPS reconnection project for all support vehicles. This ongoing effort is already resulting in improved tracking, greater accountability, and more data-driven operations. Simultaneously, the department launched a new **Support Vehicle Checkout Process**, which has streamlined vehicle access. Currently, over 10 trucks and vans are fully active in the district's utilization pool, with continued efforts to identify and incorporate additional underutilized vehicles into the fleet.

On July 25, 2025, the department hosted its **2nd Annual Fleet Services Appreciation Luncheon**, with the theme *"A Day at the Oscars."* The celebration included food, music, trivia games, and a spirited awards ceremony where each team member received an Oscar for their "Best Performance." This event served as an opportunity to honor staff contributions and foster morale.

Finally, the department hosted its first Fleet and Transportation Drill Down Meeting, which brought together all Transportation Districts and Areas to assess every bus in the fleet before back-to-school. The meeting facilitated open dialogue, real-time status updates on downed buses, and strengthened transparency across departments.

Accelerating Results

Fleet Services remains focused on continuous improvement and operational efficiency as we head into the new school year. One of the most encouraging developments is the steady decline in the number of downed buses each week. This progress is a direct result of the hard work and coordination between our dedicated mechanics and the Transportation team. As we continue prioritizing repairs and preventive maintenance, we're seeing faster turnaround times and enhanced fleet readiness—putting more buses back on the road and ensuring dependable service for students and staff districtwide.

Director Bernardo Brown

Student Transportation

Transportation Preparation for School Opening

This past month, the Department of Student Transportation remained mission-focused as we worked to ensure a safe, reliable, and smooth launch for the 2025–2026 school year.

We mobilized over 50 bus drivers to support the DeKalb County Back-to-School Rally, successfully transporting students and families from hub locations and shuttle sites throughout the district. Our team ensured that families arrived safely and on time, reflecting our commitment to service, safety, and community presence.

All drivers participated in the mandatory Georgia Department of Education transportation meeting. We also conducted targeted break-out sessions focused on route assignments, bus and equipment pickup, and safety compliance. These meetings were structured to provide clarity and immediate support ahead of school opening.

Drivers returned early to start buses, complete dry runs, and identify route hazards or timing issues in advance. This proactive step was critical to improving our readiness and ensuring students experience consistent service on day one.

In compliance with state and district mandates, drivers were also trained on mandated reporting, bullying, and harassment. These sessions, led by Ms. S. Tobler and Mr. Fretwell, respectively, reinforced our staff's professional responsibilities in protecting students.

Additionally, we conducted specialized training for bus monitors assigned to serve students with disabilities and other high-need populations. This training ensures monitors are prepared, confident, and equipped to support student safety and compliance during transport.

As we continue to drive forward and lead the change, I remain grateful to our staff for their professionalism, focus, and commitment to our students and families.

Facilities Maintenance

Facilities Services

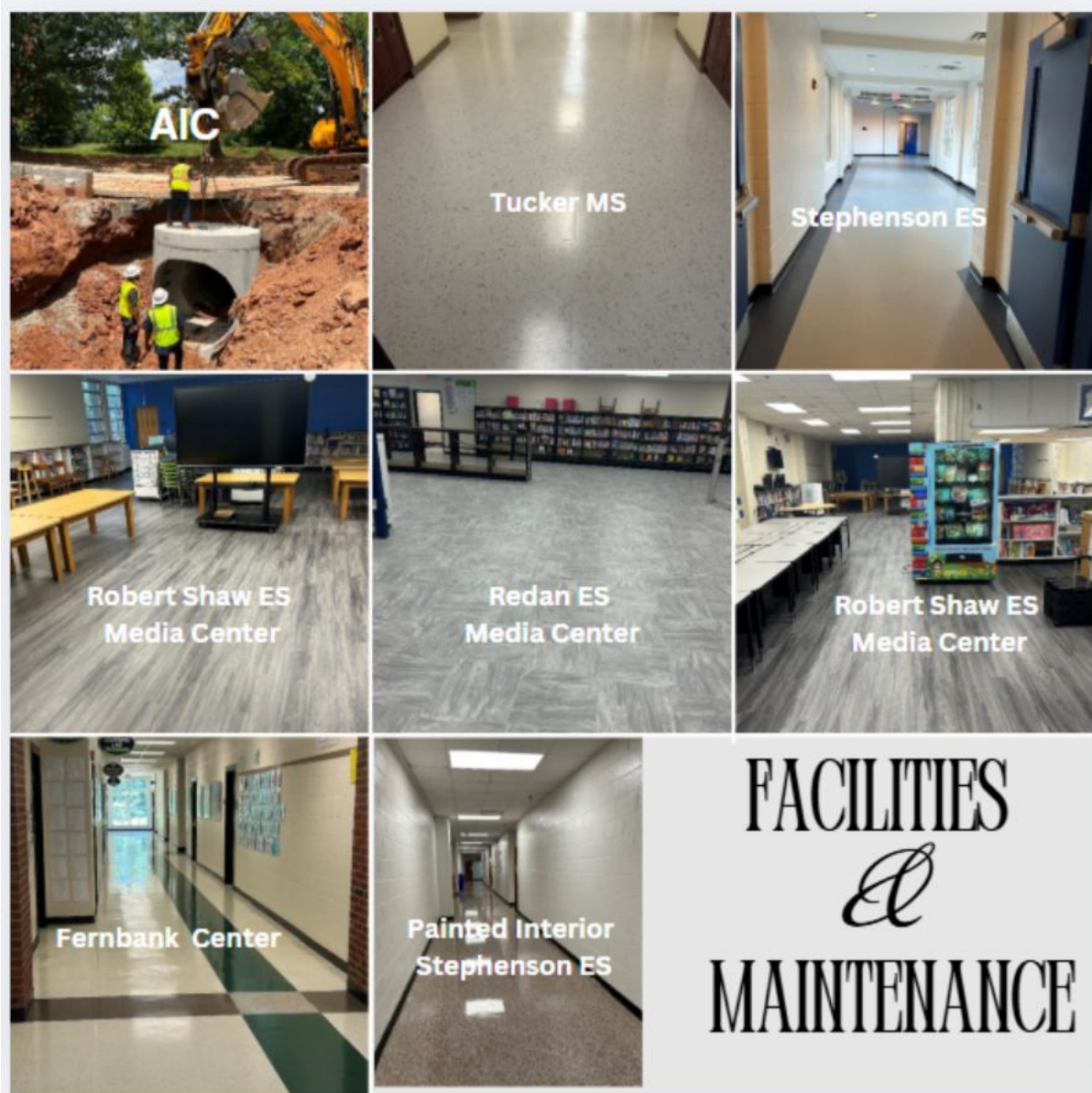
As we kick off the new school year, the Facilities and Maintenance Department is proud to report a summer of significant accomplishments that set the tone for operational excellence district-wide.

We successfully launched the new **Call Center and Incident IQ Work Order System**, a game-changer in how we manage, track, and resolve facilities-related issues. This strategic upgrade positions us to respond more quickly and effectively to the evolving needs of our district. Since our last report, we have **closed 886 work orders** and assessed **2,371 new requests**; a testament to our team's efficiency and commitment.

One major accomplishment is that our **Operations Team swiftly addressed a sinkhole at AIC**, ensuring the safety and integrity of the campus. This rapid response reflects the often unseen but critical work our behind-the-scenes heroes perform to keep our schools safe for students, staff, families, and the broader community.

Beyond emergency response, we have made visible, impactful improvements across the district, including **new flooring installations, fresh paint, and cosmetic upgrades** in numerous schools. These enhancements reflect our dedication to creating inspiring learning environments.

We are proud to serve with **innovation, sustainability, and care**, continuously seeking innovative solutions that extend the lifecycle of our facilities and support the success of every student in the DeKalb County School District.



Director Keith Singleton

Business Services

Key Accomplishments

1. Super User Training Completed for Zenventory WMS

In alignment with our division's strategic goals to modernize operations and improve inventory management, the Warehouse Leadership Team has completed Super User Training for the *Zenventory Warehouse Management System (WMS)*. This critical step enables our leaders to

begin full-scale deployment of the platform across warehouse staff. Zenventory will significantly enhance real-time inventory visibility, asset tracking, and reverse logistics—all of which are essential for maintaining compliance, reducing waste, and supporting sustainability goals. The platform also strengthens internal controls and positions the team for more accurate, data-driven operational decisions.

2. Strategic Talent Acquisition to Advance Division Priorities

Two key appointments were made this month to further our commitment to operational excellence and long-term sustainability:

- **Mrs. Karen Davis-Johnson**, our new *Sustainability Manager*, will lead educational programming and sustainability projects within school facilities. Her role is essential in embedding environmentally responsible practices into school operations, supporting our district's climate goals, and fostering a culture of stewardship among students and staff.
- **Mrs. Gia Jennings**, appointed as *Budget Manager* for Operations and Facilities, brings a wealth of financial expertise to the organization. In addition to leading divisional budgeting efforts, she will also assume oversight of the *Shared Services* team within Business Services. Her charge includes improving invoice processing timelines, enhancing vendor accountability, and streamlining operational workflows to support district-wide efficiency.

Looking Ahead

These developments are not just operational wins—they represent foundational progress in our drive toward excellence, innovation, and accountability. With these new systems and leaders in place, the Business Services Department is better equipped than ever to support our schools and students in the upcoming year.