

SUBJECT: REVISED: Call Letter - Special Meeting - August 31, 2021
FROM: Cherisse Kidd <ckidd@daytonpublic.com>
TO: undisclosed-recipients;;
DATE: 26/08/2021 18:00

August 26, 2021

**SPECIAL MEETING – REVIEW A POTENTIAL CONTRACT
WITH SHARED RESOURCE CENTER**

In accordance with Section 3313.16 of the Ohio Revised Code and File: BD of the Handbook of Policies, Rules & Regulations of the Board, I hereby call for a **Special Meeting** of the Board of Education of the Dayton City School District, Montgomery County, Ohio, to be held on **Tuesday, August 31, 2021 at 3:30 p.m.** in the Board Room located at 136 S. Ludlow St., Dayton, OH, 45402.

The Board may choose to vote on recommendations from the superintendent and/or treasurer.

The media is being advised of this meeting in compliance with the Ohio Sunshine Law.

Respectfully,

Mohamed Al-Hamdani
President
Dayton Board of Education

MA/ck



Cherisse A. Kidd

Executive Admin. Asst. to the Superintendent and Board Members
136 S. Ludlow St., Dayton, Ohio 45402
Office (937) 542-3009 or
Office (937) 542-3164
www.daytonpublic.com | www.dpstv.com



OUR MISSION

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.



136 S. Ludlow St., Dayton OH 45402

TEL # (937) 542-3080 • FAX# (937) 542-3188

August 26, 2021

**SPECIAL MEETING – REVIEW A POTENTIAL CONTRACT
WITH SHARED RESOURCE CENTER**

In accordance with Section 3313.16 of the Ohio Revised Code and File: BD of the Handbook of Policies, Rules & Regulations of the Board, I hereby call for a **Special Meeting** of the Board of Education of the Dayton City School District, Montgomery County, Ohio, to be held on **Tuesday, August 31, 2021 at 3:30 p.m.** in the Board Room located at 136 S. Ludlow St., Dayton, OH, 45402.

The Board may choose to vote on recommendations from the superintendent and/or treasurer.

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Respectfully,

Mohamed Al-Hamdani
President
Dayton Board of Education

MA/ck

Dayton Board of Education

Mohamed Al-Hamdani, President ***William Smith, III, Vice-President***
William E. Harris, Jr. Gabriela Pickett, Ph.D. Dion Sampson
Jocelyn Spencer Rhynard Karen Wick-Gagnet

SUBJECT: PAYROLL Draft Targets - Shared Resource Center

FROM: Tiffany Hiser <thiser@sharedresourcecenter.org>

TO: "willsmit@daytonpublic.com" <willsmit@daytonpublic.com>, "mhalhamd@daytonpublic.com" <mhalhamd@daytonpublic.com>,

DATE: 26/08/2021 10:59

Dr. Lolli and members of the board,

Thank you for your time and consideration yesterday to discuss how the Shared Resource Center can improve payroll services at Dayton Public Schools. After further review and discussions, we are confident we can expeditiously do a process review to target three of the top priorities identified at the meeting.

Attached please find a draft Business Process Review outline with targets and proposed involved parties. If you agree with the attached targets, please let us know and we will send you a formal proposal. We are excited about the opportunity to improve operations at DPS.

Thanks,

Tiffany Hiser

Executive Director

thiser@sharedresourcecenter.org

937.524.3797





Business Process Review

The Business Process Review will be done in collaboration between the Human Resources Office and the Treasurer's Office initially with an expedited and primary objective of improving operations. SRC will complete and document process reviews outlining the current procedures and recommending improvements to those procedures. Said recommendations will be collaboratively vetted and developed with the responsible parties to address the following interests:

#1: Timing of Payroll and Pay Schedules

What can we do to improve schedules and approvals to improve operations AND secure accurate payroll?

Involved Parties: HR Director, Time Sheet approvers, Payroll Director, Lead management specialists (attendance specialist, technical specialist)

#2: Onboarding and Documentation

What can we do to gain efficiencies in onboarding staff that facilitates employees receiving pay in a timely fashion while still gathering required forms?

Involved Parties: HR Director, HR Specialists, Payroll Director, Payroll Specialists

#3: Approval Process

What can we do to make the process for approving timesheets and time worked more efficient, specifically Transportation?

Involved Parties: Directors and Supervisors, Payroll Director

In addition to the targeted reviews, additional improvements may be identified and brought to the attention of the Board. The SRC recommends a feasibility study for added improvements in the following areas:

- Technical settings (HR and Finance Software)
- Policies and Procedures
- Training and growth of staff
- Other areas that may be causing the strain between HR and Treasurer's Offices or otherwise be impacting payroll processing and accuracy

SUBJECT: Re: PAYROLL Draft Targets - Shared Resource Center
FROM: Elizabeth Lolli <ejlolli@daytonpublic.com>
TO: Tiffany Hiser <thiser@sharedresourcecenter.org>
DATE: 26/08/2021 11:26

Thank you for this information. I am sure that the President will be responding in one way or another soon.

Thanks.
Libbie

On Thu, Aug 26, 2021 at 10:59 AM Tiffany Hiser <thiser@sharedresourcecenter.org> wrote:
Dr. Lolli and members of the board,

Thank you for your time and consideration yesterday to discuss how the Shared Resource Center can improve payroll services at Dayton Public Schools. After further review and discussions, we are confident we can expeditiously do a process review to target three of the top priorities identified at the meeting.

Attached please find a draft Business Process Review outline with targets and proposed involved parties. If you agree with the attached targets, please let us know and we will send you a formal proposal. We are excited about the opportunity to improve operations at DPS.

Thanks,

Tiffany Hiser

Executive Director

thiser@sharedresourcecenter.org

937.524.3797



--



Elizabeth J. Lolli, Ph.D.

Superintendent

Dayton Public Schools

136 South Ludlow St. Dayton, Ohio 45402

Office (937) 542-3530 Fax (937) 542-3555

www.dps.k12.oh.us | ejlolli@daytonpublic.com



SUBJECT: Re: Special Board Meeting
FROM: Hiwot Abraha <hiabraha@daytonpublic.com>
TO: Mohamed Al-Hamdani <mhalhamd@daytonpublic.com>
DATE: 26/08/2021 16:08

It is very good that you are calling a special meeting to discuss payroll issues. But the issue is not payroll. The issue is departments not adhering with the deadline in approving staff hours, new hires with incomplete pay assignments, requests from Shelia not to pay from the TCP and to delete punches in TCP and pay from a spreadsheet, which we are finding out to be incorrect. I don't need shared services for payroll. We can handle it very well.

Thank you for your thoughts and offering me help.

Hiwot Abraha
Treasurer / CFO
Dayton Public Schools
115 S.Ludlow Street
Dayton, OH. 45402
Phone: (937) 542-3071
Fax: (937) 542-3179
hiabraha@daytonpublic.com

The Treasurer's Department is always committed to providing excellent customer service. Please let us know your input by completing the survey at the following link:
http://www.surveymonkey.com/s/DPS_TD_SURVEY

On Thu, Aug 26, 2021 at 3:00 PM Mohamed Al-Hamdani <mhalhamd@daytonpublic.com> wrote:
Dr. Lolli and Treasurer Abraha,

I am calling a special meeting to discuss payroll issues. The meeting will be held on Tuesday at 3:30.

The board will consider bringing in an outside vendor to help the district with figuring out what the issues are and ways to resolve them. We are in conversations with the Resource Center to do a review of all of our processes and procedures as well as potentially doing a feasibility study.

If the board decided to go in this direction, we would expect your full cooperation and ensure that these folks have access to HR, Operations and Payroll folks that they need to talk to.

Hopefully, this will help us get to the bottom of our issues and figure out solutions to move our district forward. The resource center got great reviews from our neighboring school districts with helping with similar issues.

Thank you,

Mohamed

--

Mohamed Al-Hamdani
Board Member
Dayton Public Schools
115 S. Ludlow Street

Dayton, Ohio 45402

SUBJECT: Payroll Preliminary Review Proposal

FROM: Tiffany Hiser <thiser@sharedresourcecenter.org>

TO: "willsmitt@daytonpublic.com" <willsmitt@daytonpublic.com>, "mhalhamd@daytonpublic.com" <mhalhamd@daytonpublic.com>,

DATE: 27/08/2021 11:35

Dr. Lolli and Members of the Board,

We appreciate the opportunity to work with Dayton Public Schools. Attached please find the Preliminary Review Agreement for payroll operations, as discussed on site Monday, August 30, 2021, to work with the Treasurer's office and review pay schedules and pay calculations.

Please let me know if you have any questions.

Thank you,

Tiffany Hiser
Executive Director
thiser@sharedresourcecenter.org
937.524.3797





AGREEMENT TO PROVIDE SERVICES

SHARED RESOURCE CENTER

and

DAYTON PUBLIC SCHOOL DISTRICT

Preliminary Review

This Agreement is entered into on this ____ day of August, 2021, by and between the **GOVERNING BOARD OF THE SHARED RESOURCE CENTER** (hereinafter "SRC") and the **DAYTON PUBLIC SCHOOLS BOARD OF EDUCATION** (hereinafter "Dayton") for the purpose of providing Dayton with a Preliminary Review related to payroll operations, specifically the timing of payroll, pay schedule review and contract calculations.

WITNESSETH:

WHEREAS the SRC is a Council of Government and provides shared services to member and non-member entities; and

WHEREAS the SRC has qualified personnel available to perform a preliminary review as is typically performed in a school district in the State of Ohio; and

WHEREAS Dayton has a need for such services; and

WHEREAS the SRC and Dayton each represent and warrant to the other party that they possess all necessary rights, power and authority to enter into this Agreement and to fully perform each and all of their respective obligations hereunder.

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

1. Scope of Work – Preliminary Review

- A. The SRC will conduct a preliminary review of payroll operations, specifically the timing of payroll, pay schedule review and contract calculations. The SRC will work collaboratively with Dayton Public Schools HR and Treasurer's Office staff during the review to make recommendations to improve payroll processing.
- B. The scope of services may include other items directly related to payroll operations, processes, and systems. Any addition in this scope of service must be negotiated between Dayton and the SRC.
- C. Dayton will provide access to buildings, staff, data, and information as may be required by the SRC in order to facilitate the review.

2. Payment for Services

Preliminary Review Estimate:	\$15,000.00
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Dayton shall pay the SRC at the following hourly rate(s) for the services of SRC employees as set forth in paragraph 1 above, during the term of this Agreement:

Consulting / Advising	\$240.00
Project Manager	\$150.00
Data and Payroll Analyst	\$85.00

Payment of all payroll taxes, benefits and unemployment costs will be the responsibility of the SRC and paid for with this contribution. Invoices will be sent for actual hours worked and are due within thirty (30) days.

3. Actual and Necessary Reimbursements

Dayton will reimburse the SRC for all actual and necessary travel and professional expenses on behalf of Dayton including but not limited to travel required and pre-approved by Dayton.

4. Benefits

The SRC personnel who provide services under this Agreement are and continue for all purposes to be exclusively employed by the SRC. The SRC will be the employer of said personnel and will be solely responsible for their compensation and benefits, including but not limited to retirement contributions, payroll taxes, unemployment costs, and worker's compensation coverage.

The SRC shall provide general liability insurance coverage for acts and omissions of personnel funded through this Agreement.

5. Conflicts with Law

This Agreement shall be subject to and construed in accordance with the laws of the State of Ohio. Any provision hereof declared invalid or unenforceable by a court of competent jurisdiction shall be severed and the remaining terms continued in full force and effect.

6. Agreement Modifications

Dayton and the SRC shall fulfill all aspects of this Agreement. Any exceptions or modifications of this Agreement shall be made in writing and signed by Dayton and the SRC.

7. Effective Date

The effective term of this Agreement is from August 30, 2021, through September 17, 2021. This term can be extended upon mutual agreement of the parties.

8. Complete Understanding

The SRC and Dayton each represent and warrant to the other party that they possess all necessary rights, power, and authority to enter into this Agreement and to fully perform each and all of their respective obligations hereunder.

This Agreement expresses and contains the entire agreement between the parties, and supersedes and replaces any prior or contemporaneous agreements, understandings, or arrangements between the parties, whether verbal or written. This Agreement may be modified by a written instrument signed by both parties.

WHEREAS the parties have indicated their Agreement and intent to be bound to the above terms by affixing their signatures below.

**GOVERNING BOARD OF THE
SHARED RESOURCE CENTER**

By: _____
Executive Director

Date: _____

**DAYTON LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

By: _____
President

Date: _____

SUBJECT: Public records request-
FROM: David Esrati <esrati@thenextwave.biz>
TO: Elizabeth Lolli <ejlolli@dps.k12.oh.us>
DATE: 31/08/2021 21:44

There is no such thing as a FOIA in Ohio- it's a public records request. FOIA is federal.
<https://www.dps.k12.oh.us/departments/public-information-office/public-records-requests/>

Please send me a copy of the contract, the proposal that was accepted- and the RFP- or posting for this contract- as well as any competitors bids- and a list of firms you solicited or requested to bid.
Thank you!

Meeting: Special Meeting
Date: Tuesday, August 31, 2021
Item: 3.A Discuss & Review Potential Contract with Shared Resource Center
URL: <http://go.boarddocs.com/oh/dayton/Board.nsf/goto?open&id=C6ARQF6C3868>

"

I recommend approval of the contract with the Shared Resource Center.

Motion by Mohamed H Al-Hamdani, second by Karen Wick-Gagnet.

Final Resolution: Motion Carried

Yes: Mohamed H Al-Hamdani, William E Harris Jr, Jocelyn Spencer Rhynard, Karen Wick-Gagnet, Dion Sampson, Will Smith, Gabriela Pickett

"

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DAVID ESRATI

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Twitter @THENEXTWAVE

Founding Member of VOBOhio Formerly VOB108

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SUBJECT: Re: Special Board Meeting - Tuesday, August 31, 2021
FROM: Mohamed Al-Hamdani <mhalhamd@daytonpublic.com>
TO: Hiwot Abraha <hiabraha@daytonpublic.com>
DATE: 26/08/2021 17:07

It should be review a potential contract with shared resource center.

On Thu, Aug 26, 2021, 5:01 PM Hiwot Abraha <hiabraha@daytonpublic.com> wrote:

The special meeting is reviewing contracts for the treasurer's office. I don't have a contract to be reviewed. Do you mean my contract? I don't think this call is correct.

Hiwot Abraha
Treasurer / CFO
Dayton Public Schools
115 S.Ludlow Street
Dayton, OH. 45402
Phone: (937) 542-3071
Fax: (937) 542-3179
hiabraha@daytonpublic.com

The Treasurer's Department is always committed to providing excellent customer service. Please let us know your input by completing the survey at the following link: http://www.surveymonkey.com/s/DPS_TD_SURVEY

On Thu, Aug 26, 2021 at 3:56 PM Cherisse Kidd <ckidd@daytonpublic.com> wrote:

August 26, 2021

SPECIAL MEETING – PROCESS REVIEW
CONTRACT FOR TREASURER'S OFFICE

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Respectfully,

Mohamed Al-Hamdani
President
Dayton Board of Education

MA/ck

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Cherisse A. Kidd

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FROM: Cherisse Kidd <ckidd@daytonpublic.com>
TO: Mohamed Al-Hamdani <mhalhamd@daytonpublic.com>
DATE: 26/08/2021 17:08

I will re-issue.

On Thu, Aug 26, 2021 at 5:07 PM Mohamed Al-Hamdani <mhalhamd@daytonpublic.com> wrote:
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August 26, 2021

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Respectfully,

Mohamed Al-Hamdani
President
Dayton Board of Education

MA/ck

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Cherisse A. Kidd
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Office (937) 542-3009 or
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SUBJECT: REVISED: Call Letter - Special Meeting - August 31, 2021
FROM: Cherisse Kidd <ckidd@daytonpublic.com>
TO: undisclosed-recipients;;
DATE: 26/08/2021 18:00

August 26, 2021

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President
Dayton Board of Education

MA/ck

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SUBJECT: Updated resolution

FROM: Hiwot Abraha <hiabraham@daytonpublic.com>

TO: Mohamed AlHamdani <mhalhamd@daytonpublic.com>, William Smith <WillSmit@daytonpublic.com>, Hiwot Abraha <hiabraham@dayton

DATE: 31/08/2021 13:35

Please look at the attachment. Please use this.

Hiwot Abraha

Treasurer / CFO

Dayton Public Schools

115 S.Ludlow Street

Dayton, OH. 45402

Phone: (937) 542-3071

Fax: (937) 542-3179

hiabraham@daytonpublic.com

The Treasurer's Department is always committed to providing excellent customer service. Please let us know your input by completing the survey at the following link:

http://www.surveymonkey.com/s/DPS_TD_SURVEY



AGREEMENT TO PROVIDE SERVICES

SHARED RESOURCE CENTER

and

DAYTON PUBLIC SCHOOL DISTRICT

Preliminary Review

This Agreement is entered into on this ____ day of August, 2021, by and between the **GOVERNING BOARD OF THE SHARED RESOURCE CENTER** (hereinafter "SRC") and the **DAYTON PUBLIC SCHOOLS BOARD OF EDUCATION** (hereinafter "Dayton") for the purpose of providing Dayton with a Preliminary Review related to HR and payroll operations, specifically the boarding of new employees, creation of HR assignments, TimeClock usage and management approval, and contract calculations.

WITNESSETH:

WHEREAS the SRC is a Council of Government and provides shared services to member and non-member entities; and

WHEREAS the SRC has qualified personnel available to perform a preliminary review as is typically performed in a school district in the State of Ohio; and

WHEREAS Dayton has a need for such services; and

WHEREAS the SRC and Dayton each represent and warrant to the other party that they possess all necessary rights, power and authority to enter into this Agreement and to fully perform each and all of their respective obligations hereunder.

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

1. Scope of Work – Preliminary Review

- A. The SRC will conduct a preliminary review of of Transportation, HR and payroll operations, specifically the boarding of new employees, creation of HR assignments, TimeClock usage and management approval and contract calculations. The SRC will work collaboratively with Dayton Public Schools HR and Payroll Department's staff during the review to make recommendations to improve HR and payroll processing.
- B. The scope of services may include other items directly related to HR and payroll operations, processes, and HR systems, including timekeeping systems. Any addition in this scope of service must be negotiated between Dayton and the SRC.
- C. Dayton will provide access to buildings, staff, data, and information as may be required by the SRC in order to facilitate the review.

2. Payment for Services

Preliminary Review Estimate:	\$15,000.00
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Dayton shall pay the SRC at the following hourly rate(s) for the services of SRC employees as set forth in paragraph 1 above, during the term of this Agreement:

Consulting / Advising	\$240.00
Project Manager	\$150.00
Data and Payroll Analyst	\$85.00

Payment of all payroll taxes, benefits and unemployment costs will be the responsibility of the SRC and paid for with this contribution. Invoices will be sent for actual hours worked and are due within thirty (30) days.

3. Actual and Necessary Reimbursements

Dayton will reimburse the SRC for all actual and necessary travel and professional expenses on behalf of Dayton including but not limited to travel required and pre-approved by Dayton.

4. Benefits

The SRC personnel who provide services under this Agreement are and continue for all purposes to be exclusively employed by the SRC. The SRC will be the employer of said personnel and will be solely responsible for their compensation and benefits, including but not limited to retirement contributions, payroll taxes, unemployment costs, and worker's compensation coverage.

The SRC shall provide general liability insurance coverage for acts and omissions of personnel funded through this Agreement.

5. Conflicts with Law

This Agreement shall be subject to and construed in accordance with the laws of the State of Ohio. Any provision hereof declared invalid or unenforceable by a court of competent jurisdiction shall be severed and the remaining terms continued in full force and effect.

6. Agreement Modifications

Dayton and the SRC shall fulfill all aspects of this Agreement. Any exceptions or modifications of this Agreement shall be made in writing and signed by Dayton and the SRC.

7. Effective Date

The effective term of this Agreement is from August 30, 2021, through September 17, 2021. This term can be extended upon mutual agreement of the parties.

8. Complete Understanding

The SRC and Dayton each represent and warrant to the other party that they possess all necessary rights, power, and authority to enter into this Agreement and to fully perform each and all of their respective obligations hereunder.

This Agreement expresses and contains the entire agreement between the parties, and supersedes and replaces any prior or contemporaneous agreements, understandings, or arrangements between the parties, whether verbal or written. This Agreement may be modified by a written instrument signed by both parties.

WHEREAS the parties have indicated their Agreement and intent to be bound to the above terms by affixing their signatures below.

**GOVERNING BOARD OF THE
SHARED RESOURCE CENTER**

**DAYTON LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

By: _____
Executive Director

By: _____
President

Date: _____

Date: _____

SUBJECT: Resource Center Targets

FROM: Mohamed Al-Hamdani <mhalhamd@daytonpublic.com>

TO: William Smith <willsmi@daytonpublic.com>, JOCELYN SPENCER-RHYNARD <jrhynard@daytonpublic.com>, Dion Sampson <ddsampso@d

DATE: 30/08/2021 16:04

Board Members,

I wanted to share with you the targets that have been outline with the resource center. Please take a look at the attached document.

I am not sure why our Treasure is so threatened by this, but I feel like she may have misunderstood the end goal here.

As you can see this is supposed to be a collaborative effort between HR and Payroll with the end goal of having a review of our process and procedures, specifically ". SRC will complete and document process reviews outlining the current procedures and recommending improvements to those procedures."

If you have any questions, please let me know.

Thank you,

Mohamed

--

Mohamed Al-Hamdani

Board Member

Dayton Public Schools

115 S. Ludlow Street

Dayton, Ohio 45402



Business Process Review

The Business Process Review will be done in collaboration between the Human Resources Office and the Treasurer's Office initially with an expedited and primary objective of improving operations. SRC will complete and document process reviews outlining the current procedures and recommending improvements to those procedures. Said recommendations will be collaboratively vetted and developed with the responsible parties to address the following interests:

#1: Timing of Payroll and Pay Schedules

What can we do to improve schedules and approvals to improve operations AND secure accurate payroll?

Involved Parties: HR Director, Time Sheet approvers, Payroll Director, Lead management specialists (attendance specialist, technical specialist)

#2: Onboarding and Documentation

What can we do to gain efficiencies in onboarding staff that facilitates employees receiving pay in a timely fashion while still gathering required forms?

Involved Parties: HR Director, HR Specialists, Payroll Director, Payroll Specialists

#3: Approval Process

What can we do to make the process for approving timesheets and time worked more efficient, specifically Transportation?

Involved Parties: Directors and Supervisors, Payroll Director

In addition to the targeted reviews, additional improvements may be identified and brought to the attention of the Board. The SRC recommends a feasibility study for added improvements in the following areas:

- Technical settings (HR and Finance Software)
- Policies and Procedures
- Training and growth of staff
- Other areas that may be causing the strain between HR and Treasurer's Offices or otherwise be impacting payroll processing and accuracy

SUBJECT: Changes to SRC agreement and executive session

FROM: Mohamed Al-Hamdani <mhalhamd@daytonpublic.com>

TO: CHERISSE KIDD <ckidd@daytonpublic.com>, Hiwot Abraha <hiabraha@daytonpublic.com>, Elizabeth Lolli <ejlolli@daytonpublic.com>

DATE: 31/08/2021 14:17

Good afternoon,

Please add an executive session to our meeting before the discussion of our agreement with SRC and make the following changes to the agreement.

Please add the following language to the Agreement,

In the first paragraph should change to "for the purpose of providing Dayton with a Preliminary Review related to HR and payroll operations, specifically the onboarding and documentation of new employees, timing of payroll, pay schedule review, TimeClock usage, creation of HR assignments, management approval process and contract calculations."

That same language needs to be mirrored in the Scope of Work Item 1(A) as well.

Item 1(B) needs to say "The scope of services may include other items directly related to HR and payroll operations, processes, Payroll and HR systems, including timekeeping systems. Any addition in this scope of service must be....."

Thank you,

Mohamed

--

Mohamed Al-Hamdani

Board Member

Dayton Public Schools

115 S. Ludlow Street

Dayton, Ohio 45402

SUBJECT: SRC Update

FROM: Tiffany Hiser <thiser@sharedresourcecenter.org>

TO: Elizabeth Lolli <ejlolli@daytonpublic.com>, "dharmon@daytonpublic.com" <dharmon@daytonpublic.com>

DATE: 10/09/2021 16:33

Dr. Lolli and Dave,

We wanted to provide you with an update on progress, items we need help with and our upcoming plans. Our priorities are identified below.

Progress:

1. Transportation payroll: SRC and the Payroll team have been working to communicate and remedy the transportation payroll process, pay and corrections. This has included auditing hours paid vs. hours worked.
2. The Transportation pay corrections are scheduled to be included on the 9/17/21 pay.
3. Transportation Safe Driver Bonus will be included on the 9/17/21 or 10/1/21 pay.
4. The payments to prior/termed employees were reversed and funds were recouped with the exception of a small amount to a secondary checking. Payroll is in the process of recouping.
5. HR Process Review scheduled for September 16th with HR Team and prep work is underway.

Need Help:

1. Software access to SRC staff offering payroll support (This is underway and should be remedied by next week).
2. Access to Transportation expertise on set-up of Timeclock Plus - we need to identify someone who can assist us with technical and process support for the system. The best option we have is the expert that is no longer employed with the district. Ideas or suggestions?

Plans for next week (and beyond):

1. Payroll 9/17/21: We have staff poised and ready to assist with payroll next week. We will be in continued contact with Payroll for ongoing needs.
2. Conducting the HR workflow mapping with the HR team on the following processes (9/16/21):
 - a. New Hire onboarding
 - b. Resignations/retirement offboarding
 - c. Employee Changes (demographic, position, hours, calendars, education, transfers, etc)
3. Priorities have been identified by both HR and Payroll:
 - a. 100% of employees receive a paycheck
 - b. Reduced errors
 - c. Improved customer service to employees
 - d. Improved communication and workflow between HR/departments/buildings and Treasurer's Office
 - e. No need to work on the weekends
 - f. No prepayment to employees (revised pay schedule)
 - g. Onboarding and Offboarding process documentation and alignment
 - h. Misc: STRS/SERS, employees as vendors, Balancing pay groups
 - i. Training

We plan to bring forward a proposal that will eliminate ongoing issues by making sure that all departments have a clear understanding of responsibilities and schedules. Said proposal and vision for the future includes schedules and workflow that are built together and agreed upon in a way that is collaborative and efficient.

Have a great weekend,

Tiffany Hiser

Executive Director

thiser@sharedresourcecenter.org

937.524.3797



SUBJECT: Re: Resource Center Targets
FROM: Karen Wick <klwick@daytonpublic.com>
TO: Mohamed Al-Hamdani <mhalhamd@daytonpublic.com>
DATE: 30/08/2021 21:17

Thanks, Mohamed. Looks good, reasonable and provides accountability.

See you tomorrow!

Karen Wick-Gagnet
Coco's Bistro
250 Warren St
Dayton, OH 45402
www.228coco.com
937-228-2626

Sent from my iPhone

On Aug 30, 2021, at 4:04 PM, Mohamed Al-Hamdani <mhalhamd@daytonpublic.com> wrote:

Board Members,

I wanted to share with you the targets that have been outline with the resource center. Please take a look at the attached document.

I am not sure why our Treasure is so threatened by this, but I feel like she may have misunderstood the end goal here.

As you can see this is supposed to be a collaborative effort between HR and Payroll with the end goal of having a review of our process and procedures, specifically ". SRC will complete and document process reviews outlining the current procedures and recommending improvements to those procedures."

If you have any questions, please let me know.

Thank you,

Mohamed

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Mohamed Al-Hamdani
Board Member
Dayton Public Schools
115 S. Ludlow Street
Dayton, Ohio 45402
<DPS BPR Targets.docx>