

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

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**Cherisse A. Kidd**

*Executive Admin. Asst. to the Superintendent and Board Members*  
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Office (937) 542-3164  
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*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

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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](mailto: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](mailto:thiser@sharedresourcecenter.org)

937.524.3797



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**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](http://www.dps.k12.oh.us) | [ejlolli@daytonpublic.com](mailto: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](mailto: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](http://www.surveymonkey.com/s/DPS_TD_SURVEY)

On Thu, Aug 26, 2021 at 3:00 PM Mohamed Al-Hamdani <[mhalhamd@daytonpublic.com](mailto: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

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**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: "willsmit@daytonpublic.com" <willsmit@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 can be 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](mailto: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.