General Comments
On October 1st, I reached out to office staff requesting their thoughts on the warehouse duties since we have closed the warehouse. Due to some misunderstanding of the request, some of the responses went to the entire board. Since that happened I was unable to clarify some of the information shared as it immediately fell under the open meeting law and it became a public document. I will attempt to share with you what has happened and where we are at today in regards to the warehouse duties.

During the spring, Dr. Stephens stated multiple times at various meetings that we all need to do more. I want to point out that meant everyone, from the Superintendent to the custodians.

- Dr. Stephens – Grants and other director duties
- Kimi Melendy – Principal of Lahontan Elementary
- Derild Parsons – Coordinator at Northside
- Kevin Lords – Licensed HR Analyst
- Business Office – all lunch application lunch processing and inter-district mail
- Special Services – office manager duties from Northside

I think some have forgotten we were tasked with doing more. To that, I would like to let you know that we have contacted five vendors that preform efficiency studies for school districts (some of which have worked with Nevada districts). Our aim is to gather their information and quotes with the intention of starting those studies this winter.

I believe we perform functions that are no longer relevant or that can be completed in a more efficient manner that will free up time for the other duties that we all picked up. I will use the Business Office as an example. When I was hired, we handed out a pay stub to every employee. That labor-intensive process was no longer relevant, as the district had software that could do that within seconds – saving staff time as well as paper and envelope costs. That is just one process of many. We reduced one full time position in 2015 and we still meet our deadlines with little to no overtime. It is also the reason we are able to pick-up the additional duties this year – using our resources to get the job done. (Infinite Campus to process online meal applications).

I recognize that I need to work on my communication with office staff. My opening statement is an example of why. Also, they need to feel that they can communicate with me as they are not alerting the Business Office when issues arise. We cannot fix something if we don’t know that it is not working.

1. For example, a vendor, Inland Supply, did not honor the quote they submitted in the summer for trash bags. The office staff shared the information among themselves, leaving the Business Office unaware of the issue. Since we have found out about this, we have reached out to the vendor to confirm. I have communicated with the Director of Maintenance and he is aware that this vendor will probably be banned from selling to our district due to disreputable business practices.

2. Another example would be the postal carrier told two schools that they had too much stuff to deliver, so they left the school boxes at the post office to be picked up. Again, that information was not shared with the Business Office. I am attempting to work with our local postmaster about this issue so that we do not have this happen again. The carrier is required to attempt delivery – not to tell the recipient they need to pick it up. The shipping vendor is not shipping to the post office; they are shipping to our address.
Several comments came in regarding the data specialist position that was closed. That is not the purpose of this report and I will not be addressing it tonight.

Specific Comments
Planning ahead is required of us, but we are human and can miss something. When that happens, there are other sites within the district that probably could help us out. I know that we all counted on the warehouse worker to do that for us.

Mail
- Inter-district mail
  - For time sensitive items, scan and email to other site
- Computer issues with Stamps.com
  - We believe any computer issues have been resolved for connecting to the webpage or for using the downloaded software
- CCHS – has students sealing the envelopes (was not in the letter submitted)
- Transportation used an amount in her response that I cannot trace. They are charged monthly $22.49 for Stamps.com. I did reach out to all sites in June to request information prior to setting up our mail service and they insisted they needed daily mail service.

Custodial Supplies
- Our workbook that was shared with sites was cumbersome to filter through and find the appropriate vendor
- We will continue to get bids so that the district can get the lowest price possible.

Office and Instructional Supplies
- An example was submitted about the cost of rulers being so much more than what we charged from the warehouse; we charged $0.14 each. I checked that school and they ordered less than 200 rulers in the past two years. I then checked Amazon and identified a 30 pack that was $0.33 per ruler. Over the two-year period, it would have been $41 more. There would have to be a lot of such savings to come even close to the cost of a warehouse worker.
- In the past, we have seen orders for Amazon and Office Depot for items carried at the warehouse. Ordering from a vendor was easier and sometimes faster than our warehouse. Please the person ordering could see what they were getting and could get exactly what they wanted (the exact pen!). That is the reason we items there for long periods.

Surplus
- As stated in my written report, the warehouse worker did not handle surplus. He moved some items if they were not overly heavy or in small quantities. If it was more than that, a maintenance work order was required to move it to and from West End.
- Communication with surplus items it critical. CCMS was looking for desks and chairs that I believe we had extras of at CCHS (they went to tables and chairs). Again, it is not a warehouse function to find desks for schools. That falls onto the site wanting the items.
- Transportation did have a pallet of items to surplus, only it was not labeled as such and our summer surplus person as well as the business office staff did not know what it was for. The instructions for surplus that I have sent out several times was to mark the items.
- Transportation did request vehicles to be surplused this year. We worked on it over several months and as far as I know the buses still have not be decommissioned, therefore the were not
listed for sale. We have never had a full-time surplus person. Our summer help worked from June 10\textsuperscript{th} through August 16\textsuperscript{th}.

**Areas for improvement**

- Select a few vendors for the majority of the custodial items
  - We may pay slightly more for some items, but it would improve the processing time
- Change the approval process for custodial supplies
  - Reduce the approvers so that these can be approved quicker
  - Maintenance pays for the supplies, but the schools have always ordered the supplies

**Successes**

- Supplies from the warehouse that have not been used for years was shared with the schools. Some did not want them, but most appreciated the supplies that did not get charged to their budgets.

This process has helped bring attention areas for improvement, which I believe falls on all district staff. My philosophy is for all of us to pull together as a team and do what is best for the students. I try not to dwell on what was; it just gives me heartburn and does not help get the work done.