

Transportation Department
Overtime Time Tracking Process
(Issued 05 June 2024)

Distribution:

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Submitted by:
Doug Graeff
Director of Internal Audit

26 April 2024

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Preface

On or about 15 November 2023 the Chief Operating Officer for the Richmond Public Schools (RPS) was reviewing monthly financial performance reports for her group and noted an increase in payroll expense. Subsequent research and analysis lead to what appeared to be an increase in overtime expense within the Transportation department that could not be readily explained. Internal Audit was then asked to review the matter and determine what was causing the increase in overtime within the Transportation group.

After approval by the RPS School Board, an audit was opened on 15 February 2024 to determine the cause of what appears to an increase in overtime expense with the Transportation department.

See Exhibit A: All Hourly Job Codes / Overtime Hours

See Exhibit B: All Hourly Job Codes / Overtime Wages

Background

The department of Pupil Transportation works cooperatively with students, parents, teachers, and administrators to transport the student to and from school safely and on time for daily and extracurricular activities.

The department operates under the authority of Federal and State laws, as well as directives from the Virginia Board of Education and the RPS School Board. The primary mission of the department of Pupil Transportation is to provide student transportation to and from schools within the RPS district. The department also provides auxiliary transportation for students from schools to various other sites, including vocational and exceptional education centers, sports activities, and off-campus field trips.

Objective and Scope

Our objective was to determine if: a) the overtime earned by employees was justified; b) overtime was calculated accurately; c) controls over granting, approving and monitoring of overtime hours are effective, efficient and economical, and d) if related systems, procedures, and processes are effective, efficient, and economical.

Our scope was any and all payroll media, records, documents, e files, etc . . . prior to 31 March 2024.

Executive Summary

A review of the actual time tracking process resulted in the following exceptions:

- Bus Operators and Bus Monitors are, a) paid regular time for time not worked, b) paid overtime for time not worked and c) paid overtime when actually working regular time.
- Employees do not always clock in or out. Hourly employees are paid on a “payroll by exception” basis, if an employee does not work and no exception is entered by the Supervisor, then the employee is paid in full by default. The system is easily circumvented.
- During a review of the time tracking approval process, it was confirmed that passwords to the time tracking system are shared by time approvers.
- Employees do not attest to their daily or weekly time worked or adjustments to their time.
- The time tracking process is not fully defined and documented as an operational procedure.

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- Payroll is not submitted regularly to finance in a timely manner.
- Transportation department Key Performance Indicators (KPI's) are not fully developed.

Review Methodology

When applicable, feasible and possible, this audit was conducted in accordance with the standards and practices of professional auditing as promulgated by the Institute of Internal Auditors. Those standards require that we plan and perform the audit to obtain sufficient, reliable, relevant, and useful evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The Audit Services department set out to review the established time tracking process, procedures and operational controls that are in place for accurately reporting regular and overtime hours worked. We then compared those actual or established practices to the approved RPS processes and then to generally accepted Industry and government standards for time tracking.

In conducting this audit, we:

- Interviewed the Transportation department Timekeeper, both Supervisors who authorize employee time, the interim Director of Transportation, the Director of Budget and Finance, the Executive Director of Budget and Finance and the Chief Operations Officer to confirm our understanding of practices for requesting, managing, scheduling, approving, and monitoring regular and overtime hours.
- Assessed the adequacy of controls governing the reporting of regular and overtime hours.
- Determined whether standards and practices were in accordance with approved RPS processes and procedures, as well as accepted Industry and government standards for time tracking.
- Tested regular and overtime payments made to employees to determine if payments were:
 - Eligible and in conformance with RPS Codes, the Virginia Overtime Wage Act and the US FLSA's standards for exempt and non-exempt employees,
 - authorized and approved in advance,
 - accurately calculated,
 - properly recorded; and
 - adequately monitored.
- Determined who had access to the QuickBase time tracking system and records and if that access was appropriate.

As a result of the above efforts, it was determined that a preponderance of overtime hours and dollars were stemming from the Bus Operator and the Bus Monitor job codes and related work codes within the Transportation department. The review therefore concentrated on validating the overtime tracking process for Bus Operators and Bus Monitors.

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See Exhibit C: Overtime Hours and Wages by Area within the Transportation Group

See Exhibit D: Hourly Work Code Distribution within the Transportation Group

See Exhibit E: Bus Operator Historical Additional Hours and Overtime Hours.

See Exhibit F: Bus Operator Historical Additional Wages and Overtime Wages

Time Tracking Process - Bus Operators / Bus Monitors

The basic time tracking process found in most organizations for non-exempt employees is as follows:

- At the beginning of a shift, an employee records the time they arrive for work in an electronic or manual time tracking system.
- Using the same system, the employee records their time for work and non-work activities during their shift.
- At the end of their shift, the employee records the time they stopped work for the day in the same system.
- Daily or weekly the employee attests to their hours worked as reflected in the system of record and then submits the timesheet for review and approval.
- The approver reviews the time sheet for accuracy. If errors are found the timesheet it is returned to the employee for correction. After the corrections are made, the record is again validated by the employee and resubmitted for approval.
- Time records for the week are collected and re-reviewed by the final approver and submitted to payroll for processing and review and approval.
- Prior to processing, payroll reviews and analyzes the hours submitted in search of errors or omissions s, if found, clarification is obtained, the record is then validated.
- Payroll enters the hourly data into the payroll system and calculates the wages earned. If there is overtime it is paid at time and a half for every hour over 40 hours per week.
- Payments are made to the employee and wages earned are recorded in the General Ledger.

A review of the actual RPS time tracking processes, procedures and internal controls indicated that common time tracking control systems have either been overridden or are not in place.

To best describe the actual RPS time tracking process for a Bus Operator a typical time tracking scenario would be as follows:

- At the beginning of the AM shift (6:00am to 10am), a Bus Operator, records the time they arrive for work in a time tracking system called Quick Base. The Bus Operator then completes their assigned route, does not sign out and is paid the full shift time of 4 hours. Should the Operator complete their route by 9:00am, an early return, due to the "payroll by exception" based time tracking system, the Bus Operator is assumed to have worked the full shift and is clocked out for four hours, if a time adjustment is not entered.

For example, a Bus Operator clocks in at 6 am, runs the assigned route and is done by 9 am, the driver is paid for four hours due to the "payroll-by-exception" assumption, not the three hours actually worked. As a result, the driver is paid for one regular hour not worked, if a time adjustment is not entered.

- After the AM shift a Bus Operator may be assigned a field trip or leave to return for the PM run starting at 2 pm. Should an Operator be assigned a field trip, those hours have been traditionally recorded by the Bus Operator contacting the Supervisor and advising of the actual start and actual end time of the field trip.

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- At the beginning of the PM shift (2:00pm to 6:00pm), the Bus Operator records the time they arrive for work in Quick Base and then they run their assigned route. Should they complete their route at 4:30pm, as the Bus Operator is not required to clock out, the Operator is paid the full PM shift time despite returning early due to the "payroll-by-exception" system and is automatically signed out at 6:00pm.

For example, a Bus Operator clocks in at 2 pm, runs the assigned route and is done by 4:30 pm, the Bus Operator is paid for 4 hours (2:00pm to 6:00pm) not the 2.5 hours worked. As a result, the driver is paid regular time for time not worked.

- Should a Bus Operator return early they may be assigned one, two, or three "After School Program" routes. These routes are paid at a rate of 2 hours overtime per program run.

For example, a Bus Operator who may have been done at 4:30 pm, could opt to run three after school program routes that may take a total of three hours which would result in the Bus Operator clocking out at 7:30pm.

In this example, the Bus Operator is paid their regular time from 4:30pm to 6 pm, due to the "pay-by-exception" process and paid for three After School Program runs of 2 hours overtime for each run, which is 6 hours Overtime.

As a result, for the day a Bus Operator is paid for the four hours from the AM shift (one of which was not worked), 4 hours from the PM shift, and six hours overtime for the three After School program runs paid at an overtime rate of 1.5x regular time. In total, eight hours regular time and six hours overtime is recorded to be paid as accumulated or aggregate hours for the week.

The Operator is paid overtime for time worked under regular time, overtime for hours not worked, and regular time for hours not worked.

In actuality for this scenario, the Bus Operator has earned, three hours regular time from the AM shift (6:00am to 9:00pm), five hours regular time from the PM shift (2:00pm to 7:00pm) and half an hour overtime (7:00pm to 7:30pm). The Bus Operator should have been paid eight hours regular time and half an hour overtime as oppose to eight hours regular time and six hours overtime.

See Exhibit G: Current incorrect time tracking process versus correct process.

See Exhibit H : Time Card versus GPS

Overtime Rate / Time tracking Process - Management Response

As there were numerous instances of regular and overtime payments being paid to employees who simply did not meet the criteria, management promptly and correctly issued a directive putting an end to the practice.

On 01 November 2023 under the names of the two Time Approvers for the Bus Operators, the former Director of Transportation issued a memo which outlines "After School Activities & Clock In / Clock Out".

See Exhibit I: 01 November 2023 Memo from Director of Transportation, F. Miles.

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The memo “serves notice” to Drivers that:

- employees are to clock themselves In and Out,
- failure to clock in or out may result in hours being paid late,
- the number of hours accrued/paid for servicing an after-school activity is based on fulfilling your daily contractual obligation, and
- the travel time and hours worked transporting after-school activity students should not exceed 2 hours per school.

After the memo was published, there was an uprising and a heated debate between the Drivers and the Director of Transportation. The result of that conflict was: a) drivers would be paid their full 40 hours, whether they worked the full shift or not, b) drivers would be paid a rate of two hours overtime per After School Program.

Internal Audit was advised that the Director of Transportation succumbed to this misinterpretation of his memo as he feared that Bus Operators and Bus Monitors would either resign, refuse after school activity runs or go on strike if not over compensated for the normal and customary route assignments of a Bus Operator or Bus Monitor.

It is understood that the former Director of Transportation feared that the Bus Operators would walk off, quit, slow down or strike. However, Internal Audit was unable to obtain a clear explanation for why he harboured that fear. He was correctly executing his responsibilities. There was no reason for the misinterpretation to be allowed to continue.

The memo of 01 November 2023 did not support the Bus Operators’ misinterpretation. Interviews with the time approvers do not support the Bus Operator’s misinterpretation either. Yet, the former Director of Transportation, for unknown reasons, failed to execute his responsibility and enforce his own directive. He allowed the misinterpretation to exponentially grow. His directive was unequivocally accurate and warranted, but grossly misinterpreted and he allowed the misinterpretation to spin out of control. The former Director of Transportation abruptly retired mid-February 2024.

On 20 March 2024 the Chief Operating Officer issued a directive to correct the Bus Operators misinterpretation surrounding the 01 November 2023 memo.

The COO’s memo:

- correctly instructs staff to clock themselves in and out,
- correctly advises that staff will be paid only for actual time worked that is reflected in the timekeeping system.
- correctly instructs staff that they will be paid overtime for only those hours worked in excess of 40 hours per week,
- correctly advises that field trips, after school activities and other assignments will be paid at actual time.
- correctly advises that overtime occurs after 40 hours of regular time

See Exhibit J: 20 March 2024 COO D. Fox memo

The memo was not received well by both the Laborer’s International Union of North America (LiUNA) and the RPS Bus Operators. As a result, protests were filed with RPS Management and the RPS School Board.

On 08 April 2024 the RPS School Board passed a motion nullifying the 20 March 2024 Fox memo until the 22 April 2024 School Board meeting, as the Board was ill advised that the current process of time tracking and

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reporting has purportedly been in place for 10 or more years and supported by policy. The Board requested the Director of Internal Audit to update the Board on this issue at the 22 April 2024 Board meeting.

On 22 April 2024 the Director of Internal Audit attended the Board meeting prepared with documentation to respond to Board inquiries. After some discussion, the Board passed a motion to continue with the current process of time tracking and reporting until the end of fiscal school year 2024. The Director of Internal Audit was not able to present the data the Board had requested. The data was emailed to each Board member on 23 April 2024. The Director of Internal Audit also advised the Board that the report would be in ready for review on 26 April 2024.

The 22 April 2024 Board motion to defer the matter until Fiscal Year end 2024 presents the risk of:

- school funds being at risk of continued misappropriation,
- RPS acting contrary to its own policy on Overtime,
- RPS acting contrary to the Virginia Wage and Payment Act, and
- RPS acting contrary to the US FLSA.

The cost of the continuance is estimated to be \$150K per month, \$450K for the months of April, May and June 2024. Bus Operator overtime expense for FY24 is estimated to be \$1.8M.

See Exhibit K: Bus Operator Projected Overtime Expense

On 23 April 2024 the Audit Committee convened and reviewed this report, minor edits were discussed and additional information was added to the report. The report was sent to the Audit Committee on 25 April 2024 for review.

At a May 2024 meeting of the School Board, the Board was presented with a copy of this draft report and a presentation highlighting the issues found in the Audit and corresponding recommendations. Also, at the onset of the 08 April 2024 meeting the Board received an email from the Director of Internal summarizing the audit findings.

Between the May 2024 meeting and the 03 June 2024 Board meeting, various Board members requested information, that data and related notes are found in Exhibit L.

At the 03 June 2024 RPS School Board meeting, some Board members stated the report lacked, recommendations, an objective, a scope and a statement as to who the auditor interviewed during the audit. This information has been in every draft copy provided to the Board and it was also provided in the May presentation to the Board. It is unclear why some members of the Board were not aware of the information that was in the report.

On 04 June 2024, as a precautionary measure, the Director of Internal Audit filed a funds Abuse claim with the City of Richmond Inspector General's Office and the State of Virginia's Inspector General's Office as there is an appearance that city funds may have been misappropriated.

Time tracking Process - Other Segments

- At the onset of the review, the documented process of managing time tracking was requested. Internal Audit was advised no such written reference material exists for department reference and review.

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- A verbal review of time management and the time tracking processes with the critical time approvers and management indicated that passwords to the time tracking system have been shared.
- A verbal review of time management and the time tracking processes with the critical time approvers and management indicated non-exempt employees do not attest to their time or time adjustments.
- A review of the process with Payroll, Accounting and Finance personnel indicated:
 - That non-exempt employees were on a “pay-by-exception” process that assumes a non-exempt/hourly employee works a standard 40-hour week and is automatically paid accordingly, unless an exception adjustment to that time is processed. If an exception is intentionally or unintentionally not processed, the employee is paid for time not worked.
 - Payroll is not submitted to finance in a timely manner.

Exhibit Summary

Exhibit A: All Hourly Job Codes / Additional Hours and Overtime Hours.

Exhibit B: All Hourly Job Codes / Additional Wages and Overtime Wages.

Exhibit C: Additional and Overtime Hours and Wages by Area within the Transportation Group.

Exhibit D: Hourly Work Code Distribution within the Transportation Group.

Exhibit E: Bus Operator Historical Additional Hours and Overtime Hours.

Exhibit F: Bus Operator Historical Additional Wages and Overtime Wages.

Exhibit G: Current incorrect time tracking process versus correct process.

Exhibit H: Time Card versus GPS,

Exhibit I: 01 November 2023 Director of Transportation, F. Miles memo.

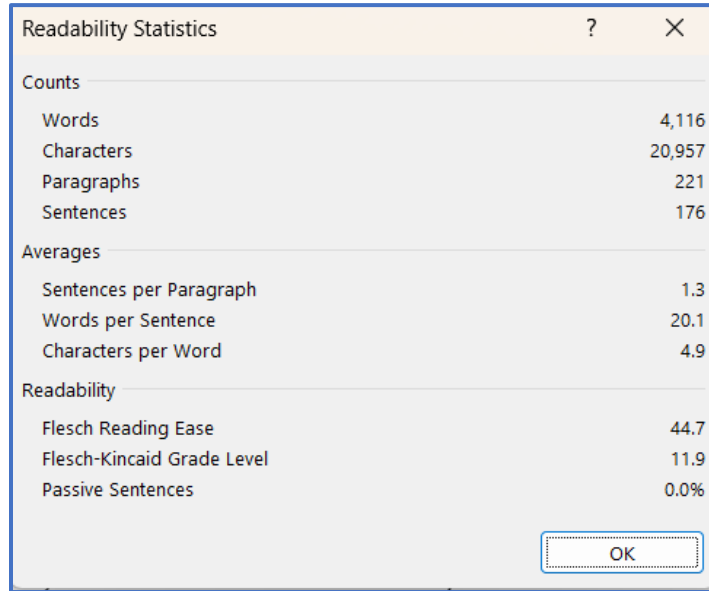
Exhibit J: 20 March 2024 COO D. Fox memo.

Exhibit K: Bus Operator Projected Overtime Expense.

Exhibit L: Richmond School Board Inquires and Responses.

Exhibit M: Bus Operator Notice of Appointment

Report Readability Statistics



The screenshot shows a dialog box titled 'Readability Statistics' with a question mark and a close button (X) in the top right corner. The dialog box contains three sections: 'Counts', 'Averages', and 'Readability'. Each section lists a metric and its corresponding value.

Counts	
Words	4,116
Characters	20,957
Paragraphs	221
Sentences	176

Averages	
Sentences per Paragraph	1.3
Words per Sentence	20.1
Characters per Word	4.9

Readability	
Flesch Reading Ease	44.7
Flesch-Kincaid Grade Level	11.9
Passive Sentences	0.0%

An 'OK' button is located at the bottom right of the dialog box.

(11.9 / High School Reading Level)

Recommendation(s)

The forthcoming recommendations have been reviewed with management and agreed upon.

No.	Finding				
1	Employees are paid for regular and overtime hours not worked and paid overtime for working regular time.				
Details				Risk	
<p>Employees are to be accurately paid only for actual regular time and actual overtime earned per RPS Code 7.4, Virginia Wage and Payment Act and US Fair Labor Standards Act.</p> <p>A review of the time tracking process and re-performance of the January 2024 payroll calculation for 12 judgementally selected Bus Operators and Bus Monitors indicated that payments have been made for:</p> <ol style="list-style-type: none"> 1. regular time not worked, 2. overtime not worked, and 3. overtime when working regular time. <p>Internal Audit was advised that the Director of Transportation succumbed to the fear that bus Operators and Bus Monitors would either resign, refuse select work assignments or go on strike if not over compensated for the normal and customary route assignments of a Bus Operator or Bus Monitor.</p>				<p>The risk of over compensating hourly employees resulting in an unjustifiable and increasing payroll expense.</p>	
Recommendation - 1.1		Comment Entity		Implementation Date	Responsibility
<p>Require all hourly employees to clock in/out and compensate hourly employees for actual regular time and actual overtime earned.</p>		<p>Agreed <input checked="" type="checkbox"/></p>	<p>Not agreed <input type="checkbox"/></p>	<p>N / A</p>	<p>N / A</p>
		<p>Management agreed, the RPS School Board deferred the issue until end of FY2024.</p>			
Recommendation - 1.2		Comment Entity		Implementation Date	Responsibility
<p>Self-report to the Richmond City Office of Inspector General that funds may have been misappropriated as the transportation Supervisors and Timekeeper were explicitly directed, by the former Director of Transportation, to compensate employees for: a) regular time not worked, b) overtime not worked, and c) overtime when working regular time.</p>		<p>Agreed <input type="checkbox"/></p>	<p>Not agreed <input type="checkbox"/></p>	<p>N / A</p>	<p>N / A</p>
		<p>Dir. of IA reported to VA State Attorney General and US DoE. Inspector. General</p>			

No.	Finding						
2	Non-Exempt (Hourly) employees do not always clock in and out for shifts and new assignments.						
Details				Risk			
<p>Hourly employees are to accurately record their work hours earned by clocking in and out while performing their required responsibilities.</p> <p>A review of the time tracking process and the time adjustments recorded by supervisors, employees do not always clock in and out.</p> <p>Internal Audit was advised that employees have refused to clock in and out as “we never have had to before” due to the current “pay-by-exception” process.</p> <p>The “pay-by-exception” process is predicated on the assumption that hourly employees have worked their full 40-hour shift and exceptions, if reported, are deducted or adjusted.</p> <p>The process is dependent upon accurately reporting exceptions to time earned versus paying on, or relying upon, actual time earned.</p>				<p>The risk of over compensating employees for time not worked due to possible lapses in exception reporting and the possibility of funds being misappropriated.</p>			
Recommendation			Comment Entity		Implementation Date	Responsibility	
<p>Require employees to record their actual work and non-work time by the clocking in and out of the time tracking system of record.</p>			<p>Agreed</p>	<p><input checked="" type="checkbox"/> Not agreed</p>	<p><input checked="" type="checkbox"/></p>	<p>N / A</p>	<p>N / A</p>
			<p>Management agreed, the RPS School Board deferred the issue until end of FY2024.</p>				

No.	Finding				
3	Supervisors have shared their password to the QuickBase time tracking system				
Details			Risk		
<p>Passwords should not be shared as the creditably, reliability, accuracy and integrity of data may be negatively impacted and become of little value to management in their decision-making process.</p> <p>Various members of the Transportation department have disclosed that they have shared their password to the time tracking system.</p> <p>Internal Audit was advised that “mostly due to work load” passwords have been shared to hasten the wrap up of the weekly time tracking process.</p>			<p>The risk of data not becoming useful information upon which management can make informed decisions and the loss of integrity in the Financial reporting process.</p>		
Recommendation		Comment Entity		Implementation Date	Responsibility
<p>Initiate, develop and implement a multitiered password system which would allow various staff members to manage the time tracking process while maintaining data integrity and accuracy.</p>		<p>Agreed</p>	<p><input checked="" type="checkbox"/> Not agreed</p>	<p><input checked="" type="checkbox"/></p>	<p>N / A</p>
		<p>Management agreed, the RPS School Board deferred the issue until end of FY2024.</p>		<p>N / A</p>	<p>N / A</p>

No.	Finding				
4	Employees do not attest to their daily or weekly timesheet or timesheet adjustments.				
Details			Risk		
<p>An employee who attests to their hours worked;</p> <ol style="list-style-type: none"> 1. establishes credibility and trust in the information reported, 2. provides confidence in the accuracy and reliability of the time reported, and 3. provides a means of future verification and accountability for the time reported. <p>Currently, employees do not review and attest to their hours for accuracy in any manner.</p> <p>As best as can be determined, employee time attestation is not required due to the "payroll-by-exception" process and or a lack of time keeping, time clock system.</p>			<p>The risk of overpaying or underpaying an employee leading to inaccurate payroll expense.</p>		
Recommendation		Comment Entity		Implementation Date	Responsibility
<p>Initiate, develop and implement a system by which employees attest to their hours worked on a daily or a per pay period basis prior to hours being reported to the Payroll department for final processing.</p>		<p>Agreed</p>	<p><input checked="" type="checkbox"/></p>	<p>Not agreed</p>	<p><input checked="" type="checkbox"/></p>
		<p>Management agreed, the RPS School Board deferred the issue until end of FY2024.</p>		<p>N / A</p>	<p>N / A</p>

No.	Finding						
5	The time tracking process is not fully defined and documented as an operational procedure.						
Details			Risk				
<p>Operating standards and procedures are to be documented to:</p> <ol style="list-style-type: none"> 1) promote positive change within the organization, 2) produce repeatable reliable results, 3) improve employee education and management, 4) find and correct process gaps, 5) increase safety, 6) improve efficiency within the organization, 7) improve effectiveness within the organization, 8) improve the economics within the organization, and 9) provide a resource for the correct resolution to problems and challenges. <p>The time tracking process within the group is not fully defined and documented as an operational procedure.</p> <p>Internal Audit was unable to determine why no such reference was developed and put in place.</p>			<p>The risk of ineffective, inefficient, insufficient and uneconomical controls leading to excessive spending, losses and over budget conditions.</p>				
Recommendation		Comment Entity		Implementation Date	Responsibility		
Initiate, develop, implement and update as needed a thoroughly written time tracking process.		Agreed	<input checked="" type="checkbox"/>	Not agreed	<input checked="" type="checkbox"/>	N / A	N / A
		Management agreed, the RPS School Board deferred the issue until end of FY2024.					

No.	Finding					
6	Timesheet reports are not always submitted to the Payroll department in a timely manner.					
Details			Risk			
<p>Virginia Code 40.1-29 / Section A reads: . . . all employers operating a business or engaging an individual to perform a service shall establish regular pay periods and rates of pay for employees except executive personnel, etc . . .</p> <p>Currently time sheets are not always submitted by the Transportation department to Payroll in a timely manner. A review of time sheet submissions for the last 12 pay periods indicated that timesheets were submitted late for 7 of the 12 periods by either 1, 2,3 or 4 days.</p> <p>Internal Audit was advised that time reporting is delayed “mostly due to work load and other issues”.</p>			<p>The risk of suffering negative legal implications and ramifications of acting contrary to the US Fair Labour Standards Act and Virginia Code 40.1-29 both of which require, support, promote on time payment to employees.</p>			
Recommendation		Comment Entity		Implementation Date	Responsibility	
Review, assess and re-align the current staff workload and responsibilities to assure the opportune submission of timesheets to the Payroll department.		Agreed	<input checked="" type="checkbox"/>	Not agreed	N / A	N / A
		Management agreed, the RPS School Board deferred the issue until end of FY2024.				

No.	Finding					
7	Key Performance Indicators (KPI's) have not been fully identified and developed to monitor and measure success within the Transportation group.					
Details				Risk		
<p>KPIs are measurable values that indicate how effectively a group or organization progresses towards its goals, targets and objectives. Also, KPI's are a way of comparing a group or organization's performance to others in the same type of endeavor.</p> <p>Possible KPI's for the department to consider, may be safety (accidents and incidents), reliability (road calls, buses in/out of service and for how long), efficiency (ridership vs capacity), timeliness, costs per route (labor regular and overtime, fuel), dispatching and route planning, unassigned mileage by bus, payroll hours vs GPS bus movement time, etc . . .</p> <p>Internal Audit was advised that some quasi-KPI's do exist, but nothing has been formally developed.</p>				<p>The risk of performing inefficiently, and ineffectively coupled with not having sufficient data to make informed management decisions.</p>		
Recommendation		Comment Entity		Implementation Date	Responsibility	
Initiate, develop and maintain a reportable set of KPI's that indicate the efficiency and effectiveness in the Transportation department meeting its goals, targets and objectives.		Agreed	<input checked="" type="checkbox"/>	Not agreed	N / A	N / A
		Management agreed, the RPS School Board deferred the issue until end of FY2024.				

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Exhibit A: All Hourly Job Codes / Additional Hours and Overtime Hours

Richmond Public Schools						
All Hourly Emps.: Reg. Hrs. and OT Hrs. by Job Code						
Period: Oct. 01 2023 through Jan. 31 2024						
Date: 04 April 2024						
Prepared by: Doug Graeff - Dir. of IA						
Job Code	JOB TITLE	Additional Hours	Overtime Hours	All Overtime Hours	% of Total	
BUSOPT	BUS OPERATOR	3,472.75	13,761.50	17,234.25	22.5%	
CCLEAD	CUSTODIAN II	539.00	2,505.50	3,044.50	4.0%	
BUSMON	BUS MONITOR	3,434.25	2,075.50	5,509.75	7.2%	
BO216R	BUS OPERATOR 216 DAYS RPS200	444.50	2,001.00	2,445.50	3.2%	
SECSPE	CARE AND SAFETY ASSOCIATE	432.50	1,822.00	2,254.50	2.9%	
CUSTO	CUSTODIAN I	268.50	1,663.00	1,931.50	2.5%	
AMMTC2	AUTOMOTIVE MECHANIC TECH II	150.25	583.75	734.00	1.0%	
SUBMON	SUBSTITUTE BUS MONITOR	15,452.00	396.00	15,848.00	20.6%	
RADDIS	RADIO DISPATCHER	73.50	374.00	447.50	0.6%	
GNMNGR	GENERAL MAINT GROUNDSKEEPER	47.00	331.50	378.50	0.5%	
SUBBUS	SUBSTITUTE BUS OPERATOR	2,664.00	273.25	2,937.25	3.8%	
MECSRA	AUTOMOTIVE SERVICE WORKER	45.25	265.00	310.25	0.4%	
LATRCL	CUSTODIAN II	63.50	252.50	316.00	0.4%	
TRANPL	TRANSPORTATION ROUTING PLANNER	39.75	237.25	277.00	0.4%	
AUTOWK	AUTOMOTIVE SERVICE WORKER	38.75	195.25	234.00	0.3%	
BUSTRN	BUS OPERATOR IN TRAINING	2,608.00	191.50	2,799.50	3.6%	
AMMLDT	AUTOMOTIVE MECHANIC LEAD TECH	71.25	188.50	259.75	0.3%	
SECSUP	ZONE SECURITY SUPERVISOR	27.50	182.50	210.00	0.3%	
ROVSEC	ZONE SECURITY SUPERVISOR 11M	60.00	173.25	233.25	0.3%	
AMMTC1	AUTOMOTIVE MECHANIC TECH I	64.75	168.25	233.00	0.3%	
BM216R	BUS MONITOR 216 DAYS RPS200	531.25	153.25	684.50	0.9%	
OFAlII	OFFICE ASSOCIATE III 260 DAYS	29.50	142.50	172.00	0.2%	
ADOFSC	ADMIN OFFICE ASSOC SCH 261 DAY	35.75	126.00	161.75	0.2%	
PAYTEC	PAYROLL TECHNICIAN II	31.75	123.00	154.75	0.2%	
NIGSEC	NIGHT SECURITY	4.00	118.50	122.50	0.2%	
ADMOFA	ADMIN OFFICE ASSOCIATE 261 DAY	23.50	108.00	131.50	0.2%	
FML260	FAMILY LIAISON 260	17.50	97.50	115.00	0.1%	
APTECH	ACCOUNTS PAYABLE TECHNICIAN II	19.50	61.50	81.00	0.1%	
CARPEN	CARPENTER	27.00	58.00	85.00	0.1%	
TRANMS	TRANSPORTATION MANAGEMENT SPEC	31.50	56.50	88.00	0.1%	
ELECTR	ELECTRICIAN	20.00	55.00	75.00	0.1%	
ADOFAS	ADMIN OFFICE ASSOCIATE 261 DAY	21.25	52.25	73.50	0.1%	
OPTAST	OPERATIONS ASSISTANT	6.75	49.75	56.50	0.1%	
PLUMB	PLUMBER		47.00	47.00	0.1%	
AMPRTC	AUTOMOTIVE PARTS CLERK	28.00	35.50	63.50	0.1%	
OFAS1	OFFICE ASSOCIATE I	19.75	32.00	51.75	0.1%	
HAVCII	HVAC TECHNICIAN II	7.00	30.50	37.50	0.0%	
FISAS1	FISCAL ASSOCIATE I	77.75	28.50	106.25	0.1%	
AMMTC3	AUTOMOTIVE MECHANIC TECH III	44.00	25.25	69.25	0.1%	
CMWORK	CUSTODIAL MAINTENANCE WORKER		13.50	13.50	0.0%	
TALASS	TALENT ASSOCIATE		11.00	11.00	0.0%	
FACSSP	FACILITIES SERVICES SPECIALIST		8.00	8.00	0.0%	
TEMCLE	TEMPORARY CLERICAL	971.00	4.75	975.75	1.3%	
ADO216	ADMIN OFFICE ASSOCIATE 216 DAY		2.75	2.75	0.0%	
OA2260	OFFICE ASSOCIATE II 260 DAYS		1.00	1.00	0.0%	
JOBCOA	JOB COACH	343.25		343.25	0.4%	
LUNCHM	LUNCH MONITOR	12,175.75		12,175.75	15.9%	
OA2216	OFFICE ASSOCIATE II 216 DAYS	3.50		3.50	0.0%	
SUBCLE	SUBSTITUTE CLERICAL	24.00		24.00	0.0%	
TEMP	TEMPORARY EMPLOYEE	2,786.50		2,786.50	3.6%	
TEMP2	TEMPORARY EMPLOYEE 2ND	39.50		39.50	0.1%	
TEMPSC	TEMPORARY SECURITY	360.00		360.00	0.5%	
Grand Total		47,676.25	29,082.50	76,758.75	100.0%	

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Exhibit B: All Hourly Job Codes / Additional Wages and Overtime Wages

Richmond Public Schools						
All Hourly Emps.: Reg. Pay and OT Pay by Job Code						
Period: Oct. 01 2023 through Jan. 31 2024						
Date: 04 April 2024						
Prepared by: Doug Graeff - Dir. of IA						
Job Code	JOB TITLE	Additional Dollars	Overtime Hours	All Overtime Hours	% of Total	
BUSOPT	BUS OPERATOR	\$ 101,464.98	\$ 606,027.13	\$ 707,492.11	36%	
BO216R	BUS OPERATOR 216 DAYS RPS200	\$ 13,092.51	\$ 88,387.61	\$ 101,480.12	5%	
CCLEAD	CUSTODIAN II	\$ 8,787.47	\$ 77,328.61	\$ 86,116.08	4%	
SECSPE	CARE AND SAFETY ASSOCIATE	\$ 12,915.28	\$ 74,718.00	\$ 87,633.28	4%	
BUSMON	BUS MONITOR	\$ 61,653.77	\$ 52,277.56	\$ 113,931.33	6%	
CUSTO	CUSTODIAN I	\$ 3,548.60	\$ 37,234.63	\$ 40,783.23	2%	
AMMTC2	AUTOMOTIVE MECHANIC TECH II	\$ 4,207.19	\$ 23,736.59	\$ 27,943.78	1%	
RADDIS	RADIO DISPATCHER	\$ 1,637.03	\$ 14,184.28	\$ 15,821.31	1%	
GNMNGR	GENERAL MAINT GROUNDSKEEPER	\$ 673.50	\$ 11,348.76	\$ 12,022.26	1%	
TRANPL	TRANSPORTATION ROUTING PLANNER	\$ 1,412.53	\$ 10,622.74	\$ 12,035.27	1%	
MECSRA	AUTOMOTIVE SERVICE WORKER	\$ 1,040.24	\$ 10,082.17	\$ 11,122.41	1%	
AMMLDT	AUTOMOTIVE MECHANIC LEAD TECH	\$ 2,120.72	\$ 9,394.36	\$ 11,515.08	1%	
ROVSEC	ZONE SECURITY SUPERVISOR 11M	\$ 2,183.21	\$ 9,252.77	\$ 11,435.98	1%	
SUBBUS	SUBSTITUTE BUS OPERATOR	\$ 54,172.50	\$ 9,127.15	\$ 63,299.65	3%	
LATRCL	CUSTODIAN II	\$ 1,392.58	\$ 8,419.76	\$ 9,812.34	0%	
SECSUP	ZONE SECURITY SUPERVISOR	\$ 830.14	\$ 8,082.98	\$ 8,913.12	0%	
AMMTC1	AUTOMOTIVE MECHANIC TECH I	\$ 1,774.35	\$ 7,830.76	\$ 9,605.11	0%	
SUBMON	SUBSTITUTE BUS MONITOR	\$ 182,772.15	\$ 7,017.30	\$ 189,789.45	10%	
BUSTRN	BUS OPERATOR IN TRAINING	\$ 55,203.50	\$ 6,484.50	\$ 61,688.00	3%	
ADDPAY	ADDITIONAL PAY	\$ 8,110.36	\$ 6,155.83	\$ 14,266.19	1%	
AUTOWK	AUTOMOTIVE SERVICE WORKER	\$ 681.43	\$ 5,585.40	\$ 6,266.83	0%	
ADMFOA	ADMIN OFFICE ASSOCIATE 261 DAY	\$ 739.55	\$ 5,028.04	\$ 5,767.59	0%	
BM216R	BUS MONITOR 216 DAYS RPS200	\$ 9,971.75	\$ 4,655.67	\$ 14,627.42	1%	
PAYTEC	PAYROLL TECHNICIAN II	\$ 676.95	\$ 4,570.19	\$ 5,247.14	0%	
ADOFSC	ADMIN OFFICE ASSOC SCH 261 DAY	\$ 813.61	\$ 4,526.83	\$ 5,340.44	0%	
TRANMS	TRANSPORTATION MANAGEMENT SPEC	\$ 1,072.75	\$ 3,903.60	\$ 4,976.35	0%	
NIGSEC	NIGHT SECURITY	\$ 161.42	\$ 3,798.38	\$ 3,959.80	0%	
OPTAST	OPERATIONS ASSISTANT	\$ 379.55	\$ 2,771.46	\$ 3,151.01	0%	
CARPEN	CARPENTER	\$ 552.93	\$ 2,765.00	\$ 3,317.93	0%	
APTECH	ACCOUNTS PAYABLE TECHNICIAN II	\$ 619.35	\$ 2,378.77	\$ 2,998.12	0%	
ELECTR	ELECTRICIAN	\$ 617.84	\$ 2,244.76	\$ 2,862.60	0%	
ADOFAS	ADMIN OFFICE ASSOCIATE 261 DAY	\$ 466.85	\$ 1,953.88	\$ 2,420.73	0%	
OFAIH	OFFICE ASSOCIATE III 260 DAYS	\$ 264.32	\$ 1,935.86	\$ 2,200.18	0%	
PLUMB	PLUMBER		\$ 1,745.69	\$ 1,745.69	0%	
FISAS1	FISCAL ASSOCIATE I	\$ 1,989.31	\$ 1,469.32	\$ 3,458.63	0%	
AMPRTC	AUTOMOTIVE PARTS CLERK	\$ 788.24	\$ 1,330.15	\$ 2,118.39	0%	
AMMTC3	AUTOMOTIVE MECHANIC TECH III	\$ 1,253.98	\$ 1,313.34	\$ 2,567.32	0%	
FML260	FAMILY LIAISON 260	\$ 213.71	\$ 893.58	\$ 1,107.29	0%	
OFASTI	OFFICE ASSOCIATE I	\$ 395.91	\$ 851.43	\$ 1,247.34	0%	
HAVCII	HVAC TECHNICIAN II	\$ 252.49	\$ 816.12	\$ 1,068.61	0%	
FACSSP	FACILITIES SERVICES SPECIALIST		\$ 736.37	\$ 736.37	0%	
TALASS	TALENT ASSOCIATE		\$ 507.01	\$ 507.01	0%	
CMWORK	CUSTODIAL MAINTENANCE WORKER		\$ 460.57	\$ 460.57	0%	
TRANST	TRANSPORTATION MANAGEMENT SPEC		\$ 440.44	\$ 440.44	0%	
TEMCLC	TEMPORARY CLERICAL	\$ 21,293.41	\$ 123.17	\$ 21,416.58	1%	
INSAST	INSTRUCTIONAL ASSISTANT	\$ 302.86	\$ 112.88	\$ 415.74	0%	
TEMP	TEMPORARY EMPLOYEE	\$ 60,112.04	\$ 60.00	\$ 60,172.04	3%	
ADO216	ADMIN OFFICE ASSOCIATE 216 DAY		\$ 30.77	\$ 30.77	0%	
ADDTRN	ADDITIONAL PAY TRANSPORTATION	\$ 26,904.04		\$ 26,904.04	1%	
FLOAT	#N/A	\$ 1,166.25		\$ 1,166.25	0%	
JOBCOA	JOB COACH	\$ 5,520.75		\$ 5,520.75	0%	
LUNCHM	LUNCH MONITOR	\$ 151,530.49		\$ 151,530.49	8%	
OA2216	OFFICE ASSOCIATE II 216 DAYS	\$ 60.23		\$ 60.23	0%	
PRCLHR	PER CLASS HOURLY	\$ 8,860.80		\$ 8,860.80	0%	
SUBCLC	SUBSTITUTE CLERICAL	\$ 5,175.00		\$ 5,175.00	0%	
SUBCLT	SUBSTITUTE CLERICAL LONG TERM	\$ 12,505.71		\$ 12,505.71	1%	
TEMP2	TEMPORARY EMPLOYEE 2ND	\$ 671.25		\$ 671.25	0%	
Grand Total		\$ 835,007.38	\$ 1,134,722.17	\$ 1,969,729.55	100%	

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Exhibit C: Overtime Hours and Wages by Area within the Transportation Group.

Richmond Public Schools												
Transportation dept.												
Period: Oct. 01 2023 through Jan. 31 2024												
Date: 04 March 2024												
Prepared by: Doug Graeff - Dir. of IA												
Job Code	Grade	Exempt / Non-Exempt	Job Title	Area in Transportation	Additional Wages	Overtime Wages	Total Overtime	OT % for Job Code	Additional Hrs	Overtime Hours	Total Hrs. Paid	OT % for Job Code
RADDIS	113	Non-Exempt	RADIO DISPATCHER	Admin.	\$ 1,637.03	\$ 14,184.28	\$ 15,821.31	1.1%	73.50	374.00	447.50	0.9%
OPTAST	116	Non-Exempt	OPERATIONS ASSISTANT	Admin.	\$ 379.55	\$ 2,771.46	\$ 3,151.01	0.2%	6.75	49.75	56.50	0.1%
ADMOFA	112	Non-Exempt	ADMIN OFFICE ASSOCIATE 261 DAY	Admin.	\$ 739.55	\$ 5,028.04	\$ 5,767.59	0.4%	23.50	108.00	131.50	0.3%
TRANMS	115	Non-Exempt	TRANSPORTATION MANAGEMENT SPEC	Admin.	\$ 1,072.75	\$ 3,903.60	\$ 4,976.35	0.4%	360.00		360.00	0.7%
FISAS1	111	Non-Exempt	FISCAL ASSOCIATE I	Admin.	\$ 1,989.31	\$ 1,469.32	\$ 3,458.63	0.2%	77.75	28.50	106.25	0.2%
TEMCLE	?	?	TEMPORARY CLERICAL	Admin.	\$ 21,293.41	\$ 123.17	\$ 21,416.58	1.5%	971.00	4.75	975.75	1.9%
TRANST	115	Non-Exempt	TRANSPORTATION MANAGEMENT SPEC	Bus. Ops.		\$ 440.44	\$ 440.44	0.0%	39.75	237.25	277.00	0.5%
TRANPL	113	Non-Exempt	TRANSPORTATION ROUTING PLANNER	Bus. Ops.	\$ 1,412.53	\$ 10,622.74	\$ 12,035.27	0.9%	31.50	56.50	88.00	0.2%
BO216R	109.1	Non-Exempt	BUS OPERATOR 216 DAYS RPS200	Bus. Ops.	\$ 13,092.51	\$ 88,387.61	\$ 101,480.12	7.3%	444.50	2,001.00	2,445.50	4.7%
BUSOPT	109.1	Non-Exempt	BUS OPERATOR	Bus. Ops.	\$ 101,464.98	\$ 606,027.13	\$ 707,492.11	50.8%	3,472.75	13,761.50	17,234.25	33.2%
BUSMON	107.1	Non-Exempt	BUS MONITOR	Bus. Ops.	\$ 61,653.77	\$ 52,277.56	\$ 113,931.33	8.2%	3,434.25	2,075.50	5,509.75	10.6%
BM216R	107.1	Non-Exempt	BUS MONITOR 216 DAYS RPS200	Bus. Ops.	\$ 9,971.75	\$ 4,655.67	\$ 14,627.42	1.1%	531.25	153.25	684.50	1.3%
SUBBUS	109.1	Non-Exempt	SUBSTITUTE BUS OPERATOR	Bus. Ops.	\$ 54,172.50	\$ 9,127.15	\$ 63,299.65	4.5%	2,664.00	273.25	2,937.25	5.7%
BUSTRN	109.1	Non-Exempt	BUS OPERATOR IN TRAINING	Bus. Ops.	\$ 55,203.50	\$ 6,484.50	\$ 61,688.00	4.4%	2,608.00	191.50	2,799.50	5.4%
SUBMON	107.1	Non-Exempt	SUBSTITUTE BUS MONITOR	Bus. Ops.	\$ 182,772.15	\$ 7,017.30	\$ 189,789.45	13.6%	15,452.00	396.00	15,848.00	30.6%
MECSRA	106	Non-Exempt	AUTOMOTIVE SERVICE WORKER	Fleet	\$ 1,040.24	\$ 10,082.17	\$ 11,122.41	0.8%	45.25	265.00	310.25	0.6%
AUTOWK	106	Non-Exempt	AUTOMOTIVE SERVICE WORKER	Fleet	\$ 681.43	\$ 5,585.40	\$ 6,266.83	0.5%	38.75	195.25	234.00	0.5%
AMMTC2	110	Non-Exempt	AUTOMOTIVE MECHANIC TECH II	Fleet	\$ 4,207.19	\$ 23,736.59	\$ 27,943.78	2.0%	150.25	583.75	734.00	1.4%
AMMLDT	112	Non-Exempt	AUTOMOTIVE MECHANIC LEAD TECH	Fleet	\$ 2,120.72	\$ 9,394.36	\$ 11,515.08	0.8%	71.25	188.50	259.75	0.5%
AMMTC1	109	Non-Exempt	AUTOMOTIVE MECHANIC TECH I	Fleet	\$ 1,774.35	\$ 7,830.76	\$ 9,605.11	0.7%	64.75	168.25	233.00	0.4%
OFASTI	104	Non-Exempt	OFFICE ASSOCIATE I	Fleet	\$ 395.91	\$ 851.43	\$ 1,247.34	0.1%	19.75	32.00	51.75	0.1%
AMPRTC	108	Non-Exempt	AUTOMOTIVE PARTS CLERK	Fleet	\$ 788.24	\$ 1,330.15	\$ 2,118.39	0.2%	28.00	35.50	63.50	0.1%
AMMTC3	111	Non-Exempt	AUTOMOTIVE MECHANIC TECH III	Fleet	\$ 1,253.98	\$ 1,313.34	\$ 2,567.32	0.2%	44.00	25.25	69.25	0.1%
							1,391,761.52	100.0%			51,856.75	100.0%

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Exhibit D: Hourly Work Code Distribution within the Transportation Group.

Richmond Public Schools			
Transportation dept. Hrs.. By Work Code Dist.			
Period: Oct. 01 2023 through Jan. 31 2024			
Date: 01 March 2024			
Prepared by: Doug Graeff - Dir. of IA			
Work Code	Hours Worked	% of Total Hrs. in Period	Reg. v Spec.
Shift Code			72.1%
AM Bus Run	46,014.25	25.02%	
PM Bus Run	45,594.00	24.79%	
Holiday	24,797.00	13.48%	
Mechanics Regular Time	9,439.50	5.13%	
Admin Regular Time	6,264.75	3.41%	
Fleet Services Time	398.75	0.22%	
Other Assignment Codes			27.9%
Other Assigned Duties-AM	18,480.75	10.05%	
Other Assigned Duties-PM	15,361.00	8.35%	
Other Assigned Duties	5,439.75	2.96%	
After School Activities/Tutoring	5,138.25	2.79%	
School Scheduled Field Trips	2,523.50	1.37%	
Recreation and Parks	1,108.00	0.60%	
PM Tech Run	544.00	0.30%	
Next Up	485.50	0.26%	
Boys and Girls Club (MLK)	424.50	0.23%	
Driver In Training	417.50	0.23%	
Bus Shuttle	400.25	0.22%	
Student Records/Mail	352.00	0.19%	
CBI-Community Base Instruction	281.75	0.15%	
Mechanic On-Call	151.00	0.08%	
J Sargent Reynolds	149.00	0.08%	
Higher Achievement	56.50	0.03%	
Extended Day (ES Only)	39.50	0.02%	
Saturday Academy	15.00	0.01%	
Non-Workday	11.00	0.01%	
Peter Paul Development	8.25	0.00%	
Professional Development	2.00	0.00%	
Random/Accident Drug Testing	2.00	0.00%	
Grand Total	183,899.25	100.00%	100%

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Exhibit E: Bus Operator Historical Additional Hours and Overtime Hours.

Year	Additional Hours	Overtime Hours	Total OT Hours	OT Yr. to Yr. Change
FYE 2019	121,300.25	38,383.75	159,684.00	-
FYE 2020	99,075.00	26,253.45	125,328.45	-21.5%
FYE 2021	57,308.25	7,817.50	65,125.75	-48.0%
FYE 2022	82,155.00	44,147.75	126,302.75	93.9%
FYE2023	100,563.75	41,128.25	141,692.00	12.2%
FY24 Jul.-Apr	77,868.50	38,879.50	116,748.00	-
Total	538,270.75	196,610.20	734,880.95	

Exhibit F: Bus Operator Historical Additional Wages and Overtime Wages

Year	Additional Wages	Overtime Wages	Total OT Wages	OT Yr. to Yr. Change
FYE 2019	\$ 678,396.06	\$ 699,701.63	\$ 1,378,097.69	-
FYE 2020	\$ 575,286.41	\$ 459,546.91	\$ 1,034,833.32	-33.2%
FYE 2021	\$ 210,230.39	\$ 48,539.76	\$ 258,770.15	-75.0%
FYE 2022	\$ 333,364.57	\$ 709,474.21	\$ 1,042,838.78	303.0%
FYE 2023	\$ 479,100.65	\$ 1,253,939.08	\$ 1,733,039.73	66.2%
FY24 Jul.-Apr.	\$ 340,647.23	\$ 1,043,649.17	\$ 1,384,296.40	-
Total	\$ 2,617,025.31	\$ 4,214,850.76	\$ 6,831,876.07	

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Exhibit G: Current incorrect time tracking process versus correct process.

RPS - Trans. Dept.														
Job Code: Bus Operator														
Regular Work Week with 3 Flat Rate Hour Runs														
Prepared by: Doug Graeff														
Date: 16 March 2024														
Rate: \$25.00 p/h														
Day	AM Run	Hrs.	Actual Time	Actual Hrs.	Actual PM Run	Actual Hrs. - With 3 After School Runs Est.	AM Shift Hour	Actual O/T - 1 Hr. from AM shift leaves .5 Hrs. OT	Hrs.	After School Run #1	After School Run #2	After School Run #3	Total Hours for Paid for the Day	Actual Hours with O/T
Monday	6am to 10am	4	6am to 9am	3	2pm to 6pm (4 Hrs.) then 6pm to 7:30pm (1.5 Hrs.), Less the 1 Hours from the AM Shift Leaves 0.5 Hrs. OT for the day.	4	1	0.5	4	2	2	2	14	8.5
Tuesday	6am to 10am	4	6am to 9am	3	2pm to 6pm (4 Hrs.) then 6pm to 7:30pm (1.5 Hrs.), Less the 1 Hours from the AM Shift Leaves 0.5 Hrs. OT for the day.	4	1	0.5	4	2	2	2	14	8.5
Wednesday	6am to 10am	4	6am to 9am	3	2pm to 6pm (4 Hrs.) then 6pm to 7:30pm (1.5 Hrs.), Less the 1 Hours from the AM Shift Leaves 0.5 Hrs. OT for the day.	4	1	0.5	4	2	2	2	14	8.5
Thursday	6am to 10am	4	6am to 9am	3	2pm to 6pm (4 Hrs.) then 6pm to 7:30pm (1.5 Hrs.), Less the 1 Hours from the AM Shift Leaves 0.5 Hrs. OT for the day.	4	1	0.5	4	2	2	2	14	8.5
Friday	6am to 10am	4	6am to 9am	3	2pm to 6pm (4 Hrs.) then 6pm to 7:30pm (1.5 Hrs.), Less the 1 Hours from the AM Shift Leaves 0.5 Hrs. OT for the day.	4	1	0.5	4	2	2	2	14	8.5
		20		15		20	5	2.5	20	10	10	10	70	42.5
Current Program														
Contract Hours :	40	\$1,000.00	(\$25.00 x 40 Hours)											
at Rate Run Hrs. (Overtime) :	30	\$1,125.00	(\$37.0 x 30 Hours)											
		\$2,125.00												
Estimated Actual Time with estimated actual OT														
Contract Hours :	40	\$1,000.00	(\$25.00 x 40 Hours)											
Actual O/T Hours :	2.5	\$ 93.75	(\$37.50 x 2.5 Hours)											
		\$1,093.75												
						Note: Overpaying O/T by 27.5 hours p/w Check: (70 hrs. - 42.5 hrs. = 27.5 Hours x \$37.50) = \$ 1,031.25 (\$1,125.00 - \$93.75) = \$ 1,031.25 0								

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Exhibit H: Time Card versus GPS

RPS Transportation dept. - Time Tracking													
Bus Operators - Time Card v GPS													
Prepared by: Doug Graeff													
Date: 17 April 2024													
Work Week	Emp. ID.	Name	Bus #	Work hours confirmed with Supervisor	QB Regular Hrs.	QB Overtime Hrs.	Total QB Hrs.	Reg. Payroll Hrs.	OT Payroll Hrs.	Total Payroll Hrs.	GPS Bus Operating Hrs.	Total Payroll v GPS Hrs.	Note
22-Jan-24	220024	T. Ballance	276	Yes	40.00	31.50	71.50	40.00	31.50	71.50	48.00	23.50	Overpaid 23.50 Hrs. OT
22-Jan-24	223212	D. Clark	222	Yes	40.00	27.50	67.50	40.00	27.50	67.50	40.50	27.00	Overpaid 27.00 Hrs. OT
22-Jan-24	203139	C. Cole	008	Yes	40.00	24.00	64.00	40.00	24.00	64.00	26.00	38.00	Overpaid 24.00 Hrs. OT and 14.00 Hrs. Reg.
22-Jan-24	223964	C. Crossin	053	Discard - can't confirm activity	40.00	20.00	60.00	40.00	20.00	60.00	25.00	35.00	Drove other buses, but can't ID those buses
22-Jan-24	224755	K. Gamble	044	Yes	40.00	16.00	56.00	40.00	16.00	56.00	34.25	21.75	Overpaid 16.00 Hrs. OT and 5.75 Hrs. Reg.
22-Jan-24	223192	M. Robinson	030	Yes	40.00	20.00	60.00	40.00	20.00	60.00	36.50	23.50	Overpaid 20.00 Hrs. OT and 3.50 Hrs. Reg.
22-Jan-24	228779	S. Sauls	018	Yes	40.00	12.25	52.25	40.00	12.25	52.25	28.75	23.50	Overpaid 12.25 Hrs. OT and 11.25 Hrs. Reg.
22-Jan-24	201899	C. Staples	099	Yes	40.00	13.00	63.00	40.00	13.00	63.00	29.25	33.75	Overpaid 23.00 Hrs. OT and 10.75 Hrs. Reg.
22-Jan-24	202430	S. Stokes	103	Yes	40.00	12.00	52.00	40.00	12.00	52.00	33.75	18.25	Overpaid 12.00 Hrs. OT and 6.25 Hrs. Reg.
22-Jan-24	225432	L. Thompson	045	Yes	40.00	27.50	67.50	40.00	27.50	67.50	39.50	28.00	Overpaid 27.50 Hrs. OT and 0.50 Hrs. Reg.
22-Jan-24	228911	D. Williams	066	Yes	40.00	35.00	75.00	40.00	35.00	75.00	37.75	37.25	Overpaid 35.00 Hrs. OT and 2.25 Hrs. Reg.
22-Jan-24	200390	K. Williams	017	Yes	40.00	20.00	60.00	40.00	20.00	60.00	34.50	25.50	Overpaid 20.00 hrs. OT and 5.50 Hrs. Reg.
22-Jan-24	201452	V. Young	349	Discard - can't confirm activity	40.00	25.50	65.50	40.00	25.50	65.50	37.50	28.00	Drove other buses, but can't ID those buses
23-Jan-24	221668	S. Randolph	-	Discard - can't confirm activity	40.00	20.50	60.50	-	-	-	-	-	Drove other buses, but can't ID those buses
24-Jan-24	229156	A. Wiggins	-	Discard - can't confirm activity	40.00	17.00	57.00	-	-	-	-	-	GPS not working.

Exhibit I: 01 November 2023 Director of Transportation, F. Miles memo.



*Department of Pupil Transportation
3501 Belt Boulevard
Richmond, VA 23234
Telephone: (804) 674-1234
Fax: (804) 319-3074*

Date: November 1, 2023

To: Transportation Drivers

From: Adell Green & Anthony Thigpen, Transportation Supervisors

Subject: After School Activities & Clock In/Clock Out

CC: Floyd Miles, Director of Transportation

This memo serves as written notice that employees are responsible for clocking themselves in and out using the QuickBase timekeeping system. Failure to clock in/out may result in missing hours not being paid until the next pay cycle.

Also, the number of hours accrued/paid for servicing an after-school activity is based on fulfilling your daily contractual obligation. See example below:

- 1st school = 2 hours maximum*
- 2nd school= 4 hours maximum*

Based on the routes, the travel time and hours worked transporting after-school activity students should not exceed 2 hours per school.

Thank you in advance for your cooperation and understanding.

***Maximum number and only after you have met your contractual obligations.**

Exhibit J: 20 March 2024 COO D. Fox memo.



To: Pupil Transportation, Drivers and Monitors
From: Dana Fox, Chief Operating Officer
Subject: Timekeeping
Date: March 20, 2024

Dear Drivers and Monitors,

Effectively Monday, March 25, 2024, all staff must physically CLOCK IN and CLOCK OUT at the beginning and end of each shift, both AM and PM. The system will no longer automatically clock out employees.

Supervisors are prohibited from clocking other employees in/out on a regular basis.

All full time drivers work an 8 hour day (40 hours a week) and will be paid for the time that is recorded in the timekeeping system.

Any trips that extend a 40 hour work week will be paid at the overtime rate.

Any field trips, after-school activities, and other assignments will be paid only for the time worked (for example: if an after-school run took 53 minutes, then the overtime pay is only for 53 minutes). There are *no* flat rates for additional runs.

Overtime pay will only occur once the regular 40 hours are worked.

If you have any questions about these changes, please contact me at dfox4@vaschools.net or 804-290-9856.

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Exhibit K: Bus Operator Projected Overtime Expense

FY 24 Period	Additional Bus Operator Wages	Overtime Bus Operator Wages	Total
Jul-23	\$ 12,544.25		\$ 12,544.25
Aug-23	\$ 9,272.75		\$ 9,272.75
Sep-23	\$ 54,774.09	\$ 36,297.27	\$ 91,071.36
Oct-23	\$ 45,549.93	\$ 202,941.52	\$ 248,491.45
Nov-23	\$ 41,918.11	\$ 168,864.28	\$ 210,782.39
Dec-23	\$ 43,745.68	\$ 102,651.76	\$ 146,397.44
Jan-24	\$ 24,423.76	\$ 140,696.72	\$ 165,120.48
Feb-24	\$ 43,598.57	\$ 164,514.60	\$ 208,113.17
Mar-24	\$ 64,820.09	\$ 227,683.02	\$ 292,503.11
Total:	\$ 340,647.23	\$ 1,043,649.17	\$ 1,384,296.40
	\$ 1,384,296.40	< Jul.-23 to Mar.-24 Bus Operator OT	
	\$ 153,810.71	< Avg. Bus Operator OT Per Month From Jul. '23 to Mar '24	
	\$ 461,432.13	< Projected OT for Apr.-24, May-24, and Jun-24	
	\$ 1,845,728.53	< Projected Bus Operator OT for FYE24	

Exhibit L: Richmond School Board Inquires and Responses.

The information in this section is data that was obtained on behalf of a School Board member. Simply a request was received, the data obtained, forwarded to the school board member and placed in this section for recording purposes. The School Board Audit Services department makes no representations regarding the data obtained.

➤ (M. White and K. Gibson) - Long Term Approved Policy

At the April 8th 2024 Board meeting, both M. White and K. Gibson promoted that paying a flat rate of 2 hours overtime for after school runs that;

a) can be run in less than 40 minutes and

b) can be performed during regular hours has been a "long term incentive policy" that has been in place for "10 to 12" years, it dates back to "four or five" previous RPS School Superintendents.

Additionally, at the April 8th 2024 meeting M. White stated she had such a policy. M. White further stated that the Dir. of IA should have known about the policy and inferred the audit work performed and the report were invalid due to his lack of knowledge of the policy.

In an email from April 11th 2024 M. White stated she is unable to provide a copy of the policy as she does not have such a policy.

At the May 20th 2024 meeting M. White advised she does indeed have such a policy and will forward it with a list of questions.

As of 04 June 2024, no policy has been provided by M. White.

Audit Note:

Two 25 year managing members of the Transportation department have stated this is not a long-term policy and know of no such policy. Supporting documentation that there is no policy has been provided to the Board.

At the time M. White made her comments regarding poor and invalid audit work, the audit was still underway and no report had been written.

➤ (C. Burke)

"Was this audit approved by the RPS Board?"

Audit Note:

Yes, it was approved at the 05 February 2024 regular School Board Meeting.

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➤ (C. Burke)

"Was the Internal Audit recommendation and the subsequent management decision of discontinuing the flat rate payment of 2 hours at overtime rates for after school runs approved by the RPS Board ?"

Audit Note:

No. The issue is beyond the Board's scope, this is a management issue, not a governance issue.

Additionally, audit recommendations and audit reports are not approved by the Board. The Board can review and either agree or disagree. If the Board disagrees, the issue is discussed between the Auditor, Management and the Board and resolved accordingly.

➤ (K. Gibson)

"Can you provide a summary of Transportation dept. outsourced services?"

Audit Note:

Provided in my email to the Board on 23 April 2024

➤ (M. White)

"Can you provide a list of what is considered overtime for bus operators?"

Audit Note:

There is no such list. Overtime is all those activities that are performed by a Bus Operator in excess of 40 hours per week. Regular time is all those activities that are performed by a Bus Operator in less than 40 hours per week.

Provided in my email on or about 14 April 2024.

➤ (K. Gibson)

"How is this (stopping the payment of a flat rate of 2 hours at overtime for regular school runs) impacting a Bus Operators pay check?"

Audit Note:

It will reduce the amount of the paycheck as unjustified overtime will no longer be paid and actual work hours will be paid correctly.

See Exhibit G in this report and my email to the Board on or about 14 April 2024.

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➤ (K. Gibson)

"Does the term "Additional Wages" mean regular hours? If not, please also include regular hours on the charts you presented and provide a definition of Additional Wages."

Audit Note:

At RPS "Additional Wages" depending on the context and the audience, is an administrative code / category that is used to encapsulate various work activities such as: a) bus operator training, b) field trips, c) running mail and student records around the district, d) drug testing, e) professional development, etc . . .

➤ (K. Gibson)

"Please confirm the date that the drivers were transitioned from 6-hour contracts to 8-hour contracts."

Audit Note:

There are no 6- or 8-hour contracts.

After Covid, approximately late 2020, as a great many Bus Operators did not return. The transition from a 6-hour day to an 8-hour day and sign on bonuses were used as an incentive to lure drivers back to work.

Circa the end of the Kranz regime and early in the Miles regime.

➤ (K. Gibson)

"Please also provide a breakdown of the number of drivers, per hourly contract level, in FY 19, FY 20, FY 21, FY 22, FY 23, and FY 24."

Audit Note:

This has been requested and will be forwarded upon receipt.

➤ (S. Dixon)

"What explains the 300% + increase in overtime as noted in Exhibit F?"

Audit Note:

It is a combination of many factors, coming off of a very low post Covid period, employees refusing to clock out thus allowing regular time to be more readily absorbed and intentionally paying Bus Operators a flat rate of 2 hours at overtime for a single after school run

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➤ (M. White)

"What year did the transitioning from a 6-hour contract to 8-hour take place? What was the reasoning behind that?"

Audit Note:

See above regarding timing.

The reasoning was to offer Bus Operators a more competitive compensation package which, if time was correctly recorded, would have reduced overtime as after school program runs would be completed during regular hours.

➤ (M. White)

"I would like to see the contract?" (Presumably this is both the Six- and Eight-Hour contracts.)

Audit Note:

Bus Operators are asked to acknowledge a "Notice of Appointment". The Notice of Appointment does not guarantee or stipulate a certain number of hours per day, or shift, or week. Nor does it stipulate Work Codes or assignments, it does not include terms and conditions of work, and does not guarantee overtime.

See Exhibit N: sample Bus Operator Notice of Appointment below.

➤ (M. White)

"I would like to see data that indicates a significant job of 300%".

Audit Note:

Assuming "job" is a typographical error and "jump" was meant.

The data is in Exhibit F, it is the shift from year to year. The numbers supporting these totals is about 155k rows which details the respective Bus Operator, the work code types, the hours and wages, the dates worked, etc . . .

Examining row after row of payment data does not explain the data. The explanation for the data is found in the process which generates the data. That process has been detailed in this report, see page four and five. The process has been discussed at various board meetings as well.

It is a combination of many factors, coming off of a very low post Covid period, employees refusing to clock out thus allowing regular time to be more readily absorbed and mostly intentionally paying Bus Operators a flat rate of 2 hours overtime for an after-school runs as indicated in the report.

➤ **(K Gibson)**

“... count of drivers by job code”

Audit Note:

The information in this section is data that was obtained on behalf of a School Board member. Simply a request was received, the data obtained, forwarded to the school board member and placed in this section for recording purposes. The School Board Audit Services department makes no representations regarding the data obtained.

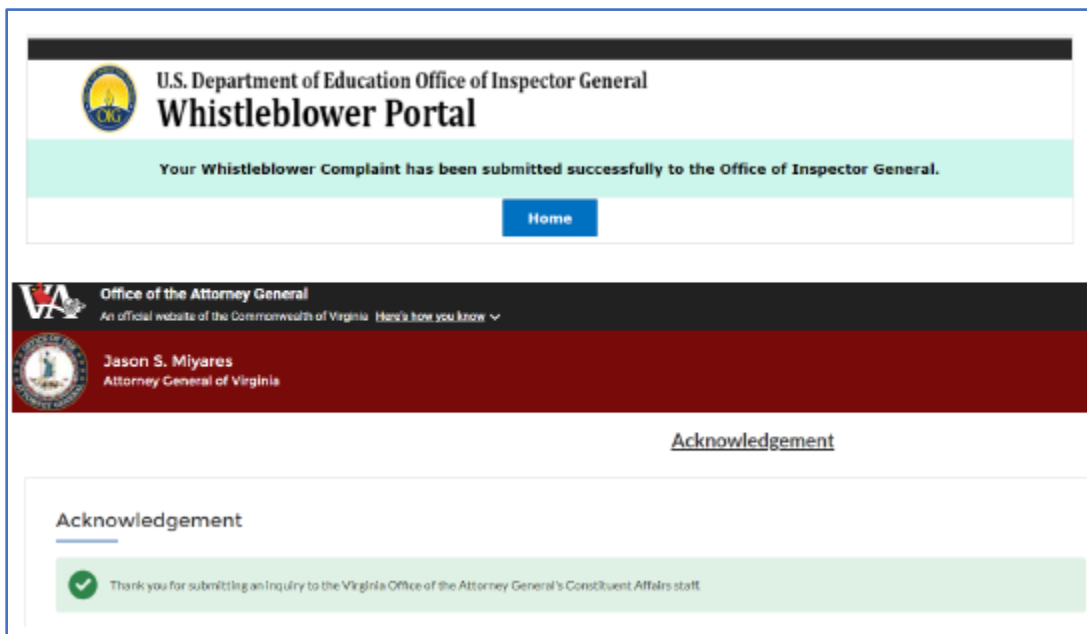
This count was provided in my email dated 11 June 2024

BUS OPERATORS						
	FY24	FY23	FY22	FY21	FY20	FY19
8 HOURS	121	129	94	26	29	31
7 HOURS	1	2	2	7	8	9
6 HOURS	9	10	12	71	85	88
TOTAL	131	141	108	104	122	128

➤ **(K. Gibson)**

Please also forward the board all the communication from and to the inspector general and any other entities that have received the draft report.

Audit Note: These were online forms, all I have received are these acknowledgments.





Office of the Attorney General

An official website [Here's how you know](#)

Find a Commonwealth Resource

Thank You

Office of the Attorney General of Virginia Consumer Protection Section

PLEASE PRINT THIS FOR YOUR RECORDS

Thank you for submitting your information. If you need to submit additional information or supporting documents for this complaint, you may send them via email to: consumer@oag.state.va.us, please reference this confirmation number:

Confirmation Number: 24-02886

If necessary, you may fax the information to (804) 225-4378 or mail the documents to:

Office of the Attorney General of Virginia
Consumer Protection Section
900 East Main Street
Richmond, VA 23219

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➤ **(K. Gibson)**

“ regular wage elements and overtime wage ”

Audit Note:

The information in this section is data that was obtained on behalf of a School Board member. Simply a request was received, the data obtained, forwarded to the school board member and placed in this section for recording purposes. The School Board Audit Services department makes no representations regarding the data obtained.

The forthcoming wage and overtime data details compensation for those in the Transportation dept. from FYE 19 to FYTD May 2024

Summary / All Trans. Dept.:

FY	Hrly. Wages Pd During Covid	Trng.	Vacation Paid Out	Sick Pay Paid Out	Attendance Bonus	Bus. Op. Trng.	Contract Wages Std.	Summer School Hourly Wages	Reg. Wages Hourly	Reg. Wages Contracted	OT Wages	Total
FY19		\$1,440.00	\$ 5,152.94	\$ 11,017.05			\$ 2,902.56	\$ 400,427.02	\$ 774,870.69	\$ 4,948,775.83	\$ 1,840,128.95	\$ 7,984,715.04
FY20	\$ 205,115.62		\$13,564.29	\$ 13,852.26			\$11,972.33	\$ 469,600.54	\$ 479,270.23	\$ 4,825,139.78	\$ 1,532,330.35	\$ 7,550,845.40
FY21			\$ 3,701.25	\$ 25,822.25			\$ 334.90	\$ 155,623.67	\$ 513,935.20	\$ 5,069,894.09	\$ 511,329.02	\$ 6,280,640.38
FY22			\$33,195.91	\$ 27,717.77	\$ 5,100.00		\$15,322.89	\$ 495,214.62	\$ 664,532.73	\$ 5,656,601.09	\$ 1,744,821.63	\$ 8,642,506.64
FY23			\$ 5,391.28	\$ 6,914.01	\$124,100.00	\$ 159,475.25	\$28,802.78	\$ 608,358.69	\$ 831,045.30	\$ 7,649,731.67	\$ 2,232,384.50	\$11,646,203.48
FY24 (05.2024)		\$3,200.00	\$11,264.67	\$ 22,420.55	\$135,350.00	\$ 168,465.00	\$40,257.72	\$ 749,543.10	\$ 691,256.48	\$ 8,688,621.74	\$ 2,491,872.64	\$13,002,251.90
Total:	\$ 205,115.62	\$4,640.00	\$72,270.34	\$107,743.89	\$264,550.00	\$ 327,940.25	\$99,593.18	\$2,878,767.64	\$3,954,910.63	\$36,838,764.20	\$10,352,867.09	\$55,107,162.84

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Detail:

Emp. ID	Emp. Last Name	Emp. First Name	FYE	Attendance Bonus	Bus. Op. Trng.	Contract Wages Std.	Hrly. Wages Pd During Covid	OT Wages	Reg. Wages Contracted	Reg. Wages Hourly	Sick Pay Out	Summer School Hourly Wages	Trng.	Vacation Pay Out	Grand Total	
202429	BRICE	DEBBIE	FY23	600.00				48,555.45	56,552.00			18,738.23			124,445.68	Bus. Opt.
221209	MILES	FLOYD	FY23						117,664.00						117,664.00	Frmm. Dir.
221209	MILES	FLOYD	FY22					4,020.18	112,061.00						116,081.18	Frmm. Dir.
202429	BRICE	DEBBIE	FY24	400.00				35,804.36	59,751.68			16,927.50			112,883.54	Bus. Opt.
203123	RICHARDSON	MICHAEL	FY22					56,520.79	50,607.94			5,139.36			112,268.09	Dispatcher
221209	MILES	FLOYD	FY21						108,797.00						108,797.00	Frmm. Dir.
221209	MILES	FLOYD	FY20						106,664.00						106,664.00	Frmm. Dir.
221209	MILES	FLOYD	FY19						103,557.00						103,557.00	Frmm. Dir.
202786	DUGGER	ROSE	FY19					52,504.18	36,084.84			10,522.36			99,111.38	Sub. Bus Mntr.
228023	ROBINSON	LAVONDA	FY24	700.00				38,049.68	49,438.15			8,962.45			97,150.28	Bus. Opt.
221209	MILES	FLOYD	FY24						78,744.37		5,723.40			11,021.44	95,489.21	Frmm. Dir.
201899	STAPLES	CASSAUNDRA	FY24	850.00				34,464.61	45,725.68			11,576.64			92,616.93	Bus. Opt.
201861	LOVE	ANITA	FY22					32,034.64	47,593.16			12,392.26			92,020.06	Trns. Dept.
224101	SMALLWOOD	DOW	FY23					27,068.16	64,724.00						91,792.16	Auto. Tech
201669	DONALDSON	CAROLYN	FY22					20,775.05		51,981.42	7,537.28			11,308.84	91,602.59	Sub. Bus Mntr.
200390	WILLIAMS	KIMYA	FY24	600.00				31,553.64	54,895.43			4,350.22			91,399.29	Bus. Opt.
223964	CROSSIN	CARLTON	FY24	900.00				31,675.53	49,000.00			8,851.56			90,427.09	Bus. Opt.
224101	SMALLWOOD	DOW	FY24					27,375.48	62,027.17						89,402.65	Auto. Tech
201899	STAPLES	CASSAUNDRA	FY23	850.00				35,293.61	43,276.84			9,574.05			88,994.50	Bus. Opt.
201305	LEWIS	CHARLES	FY24	800.00				31,806.93	39,894.00			16,290.00			88,790.93	Bus. Opt.
224101	SMALLWOOD	DOW	FY22					26,101.67	61,642.00						87,743.67	Auto. Tech
203123	RICHARDSON	MICHAEL	FY23					31,327.67	56,289.00						87,616.67	Dispatcher
202786	DUGGER	ROSE	FY20					38,659.69	37,555.84			10,950.44			87,165.97	Sub. Bus Mntr.
203117	KEE	ERMA	FY24	400.00				24,734.31	56,845.67			5,158.14			87,138.12	Bus. Opt.
205260	BOOTH	CAROL	FY24	950.00				23,286.50	53,813.00			9,023.91			87,073.41	Bus. Opt.
202478	MATHEWS	ELLEEN	FY21					31,254.17	55,701.00						86,955.17	Bus. Opt.
224011	JENKINS-BOOKER	BERNNADETTE	FY23						86,943.00						86,943.00	Mgr. Fls.
201305	LEWIS	CHARLES	FY23	800.00				32,327.53	37,123.92			16,446.21			86,697.66	Bus. Opt.
213834	HOWARD JR	CHARLES	FY21					32,039.35	53,477.00						85,516.35	N. L. E.
201452	YOUNG	VALERIE	FY23	650.00				31,330.94	43,783.52			9,382.68			85,147.14	Bus. Opt.
225728	DAILY	MONIQUE	FY24	700.00				38,264.25	39,307.18			4,414.30	1,600.00		84,285.73	
202478	MATHEWS	ELLEEN	FY20				420.00	29,184.14	54,609.00						84,213.14	
224100	MANGRUM	WARREN	FY19					24,232.84	59,859.00						84,091.84	
217631	BRAXTON	READA	FY24	900.00				33,333.73	38,853.00			10,866.84			83,953.57	
206383	PATTERSON	LESIA	FY23	400.00				30,293.24	40,358.48			12,769.15			83,820.87	
202478	MATHEWS	ELLEEN	FY19					30,708.41	53,018.00						83,726.41	
201844	PARKER	TONYA	FY23					16,291.59	67,030.38						83,321.97	
224011	JENKINS-BOOKER	BERNNADETTE	FY24						83,320.38						83,320.38	
212838	SQUIRE	TERRENCE	FY23					17,620.70	65,678.29						83,298.99	
202878	FINNEY-REYNOLDS	INGRID	FY24					1,337.63	81,780.61						83,118.24	
228785	REDD	MARY	FY24	700.00				24,280.38	47,349.52			10,779.82			83,109.72	
224100	MANGRUM	WARREN	FY20					21,280.08	61,655.00						82,935.08	
212838	SQUIRE	TERRENCE	FY20					39,728.27	43,202.00						82,930.27	
201844	PARKER	TONYA	FY22					32,029.77	50,865.05						82,894.82	
225728	DAILY	MONIQUE	FY23	650.00				39,842.49	37,202.82			5,126.06			82,821.37	
224011	JENKINS-BOOKER	BERNNADETTE	FY22						82,803.00						82,803.00	
206383	PATTERSON	LESIA	FY24	450.00				29,614.05	42,641.68			10,001.09			82,706.82	
229618	LINK	GREGORY	FY24						82,314.13						82,314.13	
201452	YOUNG	VALERIE	FY24	800.00				30,292.00	46,260.66			4,888.31			82,240.97	

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212434	WARD	MARTHA	FY23	650.00			31,776.89	41,792.00			7,998.52		82,217.41
205260	BOOTH	CAROL	FY23	900.00			19,923.94	50,931.00			10,208.41		81,963.35
202208	LEWIS-ROYSTER	KATHY	FY23	250.00			37,787.37	43,783.52					81,820.89
203139	COLE	CYNTHIA	FY23	500.00			28,718.42	43,276.84			9,297.21		81,792.47
202429	BRICE	DEBBIE	FY22				29,065.71	43,144.84			8,719.22		80,929.77
218304	TAYLOR	MICHELLE	FY22				31,160.71	49,544.43					80,705.14
224011	JENKINS-BOOKER	BERNNADETTE	FY21					80,391.00					80,391.00
200590	WILLIAMS	TWANDRA	FY24	450.00			21,597.49	50,186.00			8,145.58		80,379.07
226781	BRIDGEFORTH	MONICA	FY23				16,235.33	64,094.00					80,329.33
202830	AMPY	EDGAR	FY23				32,504.01	47,817.00					80,321.01
205238	WILKS	KARLA	FY24	400.00			22,809.61	52,641.65			3,743.40		79,594.66
202873	LUSTER	LAKISHA	FY24	650.00			24,307.10	44,673.66			9,760.55		79,391.31
224094	MORGAN	ANDREW	FY24	650.00			24,523.56	43,445.04			10,772.38		79,390.98
224011	JENKINS-BOOKER	BERNNADETTE	FY20					78,815.00					78,815.00
202208	LEWIS-ROYSTER	KATHY	FY24	400.00			28,061.50	44,329.41			5,880.15		78,671.06
226781	BRIDGEFORTH	MONICA	FY22				17,551.34	61,042.00					78,593.34
205716	SCOTT	LA'TRAYALE	FY24	800.00			29,739.57	40,454.78			7,530.25		78,524.60
202172	GREEN	ADELL	FY24					78,502.84					78,502.84
222655	THIGPEN	ANTHONY	FY24					78,502.84					78,502.84
222655	THIGPEN	ANTHONY	FY23				223.41	78,200.34					78,423.75
203138	ARRINGTON	MELVIN	FY24	1,100.00			3,852.58	59,867.00			13,496.25		78,315.83
224100	MANGRUM	WARREN	FY22				13,516.16	64,775.00					78,291.16
205716	SCOTT	LA'TRAYALE	FY23	500.00	7,062.87		22,312.37	33,827.49	695.70		13,843.61		78,242.04
208289	WILLIAMS	EDITH	FY24	700.00			22,940.00	42,724.00			11,774.87		78,138.87
200390	WILLIAMS	KIMYA	FY23	400.00			26,644.74	41,792.00			9,123.66		77,960.40
213184	HILLS	VERNON	FY20				34,519.41	43,202.00					77,721.41
212434	WARD	MARTHA	FY24	450.00			24,976.42	44,156.68			8,091.86		77,674.96
212838	SQUIRE	TERRENCE	FY24					77,555.05					77,555.05
200871	TAYLOR	SHIRLEY	FY24	700.00			22,377.29	49,605.16			4,810.80		77,493.25
224096	SWINSON	JAMES	FY22				22,282.88	55,001.00					77,283.88
202430	STOKES	SHERRY	FY24	550.00			20,641.60	52,575.50			3,488.55		77,255.65
200590	WILLIAMS	TWANDRA	FY23	250.00			19,379.43	47,498.32			10,064.70		77,192.45
200933	ROGERS	BRENDA	FY24	850.00			23,778.69	44,673.66			7,480.04		76,782.39
224096	SWINSON	JAMES	FY24				17,399.41	59,375.33					76,774.74
213834	HOWARD JR	CHARLES	FY20				24,257.08	52,428.00					76,685.08
224094	MORGAN	ANDREW	FY22				23,632.20	52,942.00					76,574.20
224011	JENKINS-BOOKER	BERNNADETTE	FY19					76,519.00					76,519.00
210656	BAGBY	TARA	FY23	200.00			27,949.96	42,281.16			6,018.18		76,449.30
203139	COLE	CYNTHIA	FY24	400.00			22,502.21	45,725.68			7,795.56		76,423.45
202830	AMPY	EDGAR	FY22				30,091.00	45,540.00					75,631.00
221668	RANDOLPH	SONNY	FY24	650.00			29,068.21	37,520.50			8,291.95		75,530.66
222711	GRAY	VALERIE	FY23	800.00			22,454.33	44,063.76			7,572.89	626.35	75,517.33
217631	BRAXTON	READA	FY23	750.00			28,901.19	36,773.00			9,065.00		75,489.19
228155	LASSITER	EBONIE	FY24				25,409.44	50,073.88					75,483.32
220024	BALLANCE	TERESA	FY24	1,100.00			32,742.79	38,033.00			3,487.50		75,363.29
202873	LUSTER	LAKISHA	FY23	700.00			26,410.51	42,281.16			5,961.83		75,353.50
224100	MANGRUM	WARREN	FY23				7,275.51	68,014.00					75,289.51
201861	LOVE	ANITA	FY24					75,279.00					75,279.00
201861	LOVE	ANITA	FY23				8,673.61	66,528.66					75,202.27
203152	TURNER	ANGELA	FY24	750.00			23,298.47	45,196.66			5,952.07		75,197.20

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202191	GOLDEN	EURLYNE	FY23	900.00				17,283.86	44,050.16			12,854.01		75,088.03
224094	MORGAN	ANDREW	FY23	600.00				26,598.00	44,281.84				3,587.90	75,067.74
212838	SQUIRE	TERRENCE	FY22					29,652.74	45,388.00					75,040.74
226781	BRIDGEFORTH	MONICA	FY24					13,481.34	61,423.42					74,904.76
203138	ARRINGTON	MELVIN	FY23	750.00				3,312.30	59,175.00		10,944.45			74,181.75
224100	MANGRUM	WARREN	FY24					8,849.08	65,180.09					74,029.17
212838	SQUIRE	TERRENCE	FY19					31,722.54	41,944.00					73,666.54
210769	SAMUELS	CONSTANCE	FY23	200.00				13,359.80	47,458.70			12,519.50		73,538.00
201844	PARKER	TONYA	FY24						73,070.05					73,070.05
208289	WILLIAMS	EDITH	FY23	700.00				18,096.55	42,230.00			11,876.28		72,902.83
202172	GREEN	ADELL	FY23					581.42	72,247.07					72,828.49
203152	TURNER	ANGELA	FY23	750.00				22,048.68	42,776.34			6,984.10		72,559.12
209626	SAULS	SUNICKA	FY24	650.00				17,723.87	48,044.89			6,119.43		72,538.19
225432	THOMPSON	LORREEN	FY24	600.00				28,820.00	35,813.84			7,293.72		72,527.56
228023	ROBINSON	LAVONDA	FY23	800.00				33,704.08	37,450.40			481.56		72,436.04
209637	ROSS	NIKISHA	FY23	400.00				8,112.87	58,114.65			5,519.76		72,147.28
229239	TUNE	LAVAR	FY24	600.00				24,976.64	37,521.90			8,751.40		71,849.94
202830	AMPY	EDGAR	FY24					25,771.19	45,824.63					71,595.82
213184	HILLS	VERNON	FY19					29,629.73	41,944.00					71,573.73
221864	SKINNER	LATONYA	FY24	300.00				27,042.28	35,904.93			8,224.98		71,472.19
218304	TAYLOR	MICHELLE	FY23					16,256.79	55,094.00					71,350.79
210656	BAGBY	TARA	FY24	500.00				21,543.68	43,326.36			5,860.90		71,230.94
202835	WILKERSON	GONZALEZ	FY19					20,908.65	50,284.00					71,192.65
202835	WILKERSON	GONZALEZ	FY20					19,396.89	51,793.00					71,189.89
224094	MORGAN	ANDREW	FY20					20,782.17	50,392.00					71,174.17
224096	SWINSON	JAMES	FY20					18,614.45	52,352.00					70,966.45
217208	MOSHER	RUSSELL	FY24						70,926.25					70,926.25
203117	KEE	ERMA	FY23	350.00				22,743.35	43,276.84			4,152.60		70,522.79
222655	THIGPEN	ANTHONY	FY22					223.70	70,294.00					70,517.70
202191	GOLDEN	EURLYNE	FY24	900.00				13,825.55	46,542.18			9,176.70		70,444.43
212838	SQUIRE	TERRENCE	FY21					26,303.36	44,066.00					70,369.36
200996	WASHINGTON	BRANCHE	FY23	700.00				14,759.09	46,948.68			7,834.39		70,242.16
202878	FINNEY-REYNOLDS	INGRID	FY23					2,365.33	67,860.00					70,225.33
226628	JOHNSON	BROOKS	FY23					9,898.82	60,242.39					70,141.21
211141	BARNES	PATRICIA	FY24	450.00				18,310.64	42,148.66			9,165.47		70,074.77
200885	OLIVER	NILE	FY24	600.00				24,036.64	45,006.52					69,643.16
216826	JOHN	KENISHA	FY22					27,907.45	41,621.00					69,528.45
202429	BRICE	DEBBIE	FY19					23,511.27	37,642.84			8,333.16		69,487.27
217208	MOSHER	RUSSELL	FY23					7,493.98	61,931.56					69,425.54
222655	THIGPEN	ANTHONY	FY21					12,527.34	56,537.00					69,064.34
222711	GRAY	VALERIE	FY24	350.00				22,540.81	38,870.06			7,299.12		69,059.99
217208	MOSHER	RUSSELL	FY22					23,591.32	45,388.00					68,979.32
224101	SMALLWOOD	DOW	FY20					10,032.55	58,674.00					68,706.55
218966	JONES	VICKIE	FY24	650.00				14,860.96	53,190.32					68,701.28
229638	DOWNING	JAMAAR	FY24					14,915.04	53,665.71					68,580.75
213184	HILLS	VERNON	FY21					24,389.32	44,066.00					68,455.32
228787	DILLARD	TIFFANY	FY24	650.00				25,813.82	35,596.67			6,343.08		68,403.57
202830	AMPY	EDGAR	FY20					24,775.71	43,347.00					68,122.71
211141	BARNES	PATRICIA	FY23	650.00				15,875.01	39,892.18			11,695.75		68,112.94
224096	SWINSON	JAMES	FY23					10,276.52	57,751.00					68,027.52

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217413	TWEEDY CAMPBELL	SHERONDA	FY23				8,439.74	59,583.00					68,022.74
200933	ROGERS	BRENDA	FY23	500.00			16,069.19	42,281.16			9,016.00		67,866.35
225432	THOMPSON	LORREEN	FY23	500.00			24,020.42	33,896.32			9,396.40		67,813.14
218304	TAYLOR	MICHELLE	FY24				14,905.91	52,798.42					67,704.33
220024	BALLANCE	TERESA	FY23	900.00			24,669.40	37,593.00			4,404.50		67,566.90
201845	ALLEN	GEORGIA	FY24	950.00			21,342.14	45,196.66					67,488.80
226781	BRIDGEFORTH	MONICA	FY21				8,170.25	59,264.00					67,434.25
201845	ALLEN	GEORGIA	FY23	900.00			23,727.65	42,776.34					67,403.99
201168	JOHNSON	BERNETTA	FY23	400.00			12,694.16	45,338.36			8,963.48		67,396.00
224100	MANGRUM	WARREN	FY21				4,419.47	62,888.00					67,307.47
223964	CROSSIN	CARLTON	FY23	900.00			20,650.61	41,259.00			4,372.16		67,181.77
217413	TWEEDY CAMPBELL	SHERONDA	FY22				10,138.54	56,746.00					66,884.54
200390	WILLIAMS	KIMYA	FY22				27,367.42	30,602.48			8,897.14		66,867.04
226628	JOHNSON	BROOKS	FY22				10,795.05	55,995.00					66,790.05
201168	JOHNSON	BERNETTA	FY24	550.00			11,648.37	47,903.48			6,503.70		66,605.55
200871	TAYLOR	SHIRLEY	FY23	500.00			14,391.93	46,948.68			4,505.40		66,346.01
224946	BLOUNT	MARQUITA	FY23	400.00			20,010.89	33,896.32			11,944.35		66,251.56
228155	LASSITER	EBONIE	FY23				13,929.31	52,251.00					66,180.31
221668	RANDOLPH	SONNY	FY23	600.00			27,683.10	35,511.18			2,309.46		66,103.74
224094	MORGAN	ANDREW	FY19				17,161.69	48,924.00					66,085.69
203123	RICHARDSON	MICHAEL	FY24				12,113.64	53,943.63					66,057.27
207304	WALLER	JOSEPHINE	FY24	850.00			6,604.57	54,895.43			3,516.24		65,866.24
224946	BLOUNT	MARQUITA	FY24	450.00			25,063.36	35,813.84			3,400.08	800.00	65,527.28
208288	BROWN	JOYCE	FY22				19,998.50	34,270.55		4,091.25	7,110.34		65,470.64
222655	THIGPEN	ANTHONY	FY20				9,904.20	55,428.00					65,332.20
217413	TWEEDY CAMPBELL	SHERONDA	FY24				7,673.43	57,100.38					64,773.81
228758	HOUSTON	MARC	FY24	700.00			21,930.04	32,440.00			9,677.05		64,747.09
228911	BRINSON WILLIAMS	DARRYL	FY24	950.00			29,362.54	28,543.34			5,819.58		64,675.46
212592	DAVIS	PHYLLIS	FY24	500.00			20,315.78	40,232.32			3,593.63		64,641.73
202430	STOKES	SHERRY	FY23	500.00	176.00		20,568.95	43,390.00					64,634.95
228683	WALTON	KATRENA	FY24	600.00			21,061.41	34,186.00			8,725.00		64,572.41
226628	JOHNSON	BROOKS	FY24			844.24	8,793.37	53,784.37		1,044.75			64,466.73
217948	IRBY JR	BENJAMIN	FY23				22,557.18	41,892.00					64,449.18
201789	COLEMAN	POTERIA	FY22	50.00			26,069.46	28,276.52			9,957.49		64,353.47
228635	WILLIAMS	GLENDA	FY24	550.00			24,592.46	34,186.00			4,781.30		64,109.76
201401	FORD	REGINA	FY24	500.00			13,927.56	45,814.00			3,757.74		63,999.30
227328	BLUNT	ALPHONZE	FY23				9,983.97	53,957.00					63,940.97
229331	COUNCIL	MARTINA	FY24	850.00			15,695.77	40,588.44			6,778.95		63,913.16
209637	ROSS	NIKISHA	FY24					63,908.38					63,908.38
229156	WIGGINS	ANTOINETTE	FY24	750.00			26,311.63	30,252.50			6,445.51		63,759.64
201204	PERKINS	LOUISE	FY23				13,626.15	49,507.56					63,133.71
201305	LEWIS	CHARLES	FY19				22,660.39	32,936.36			7,177.94		62,774.69
224276	TINSLEY	MARK	FY23				3,978.55	58,795.00					62,773.55
221718	JOHNSON	WILLIAM	FY24	550.00			13,902.32	43,023.34			5,193.75		62,669.41
220704	HICKMAN	CATINA	FY23	350.00			19,010.52	36,728.00			6,548.50		62,637.02
224096	SWINSON	JAMES	FY19				14,351.12	48,201.00					62,552.12
224101	SMALLWOOD	DOW	FY19				5,387.39	56,965.00					62,352.39
222657	BAGLEY-SMITH	MARQUETTA	FY24				12,359.33	49,968.00					62,327.33
207461	MCBRIDE	TYRONE	FY23	900.00			13,154.25	37,637.84			10,403.75		62,095.84
202404	BENTLEY	RUTH	FY19				21,716.18	36,084.84			4,181.53		61,982.55

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228071	DAVIDSON	SHAKEIA	FY24	500.00				20,364.13	34,612.00			6,488.23		61,964.36
224276	TINSLEY	MARK	FY24					5,618.01	56,345.21					61,963.22
224101	SMALLWOOD	DOW	FY21					1,922.37	59,847.00					61,769.37
202830	AMPY	EDGAR	FY19					19,675.70	42,084.00					61,759.70
202430	STOKES	SHERRY	FY20					20,516.19	36,454.16			4,708.54		61,678.89
201899	STAPLES	CASSAUNDRA	FY19					27,510.94	28,863.00			5,074.50		61,448.44
201899	STAPLES	CASSAUNDRA	FY20					26,319.12	30,039.50			5,027.63		61,386.25
223192	ROBINSON	MONTIQUEA	FY24	650.00				19,327.01	36,436.48			4,864.60		61,278.09
223212	CLARK	DENINE	FY23	650.00				25,868.12	34,694.16					61,212.28
201186	EBERHARDT	KIMBERLY	FY24	500.00				11,680.34	44,156.68			4,868.64		61,205.66
224099	CAQUIAS	TODD	FY20					17,473.38	43,714.00					61,187.38
201669	DONALDSON	CAROLYN	FY21					2,152.00	58,806.00					60,958.00
220704	HICKMAN	CATINA	FY24	450.00				19,626.57	37,158.00			3,483.12		60,717.69
201186	EBERHARDT	KIMBERLY	FY23	550.00				13,416.69	41,792.00			4,957.30		60,715.99
227328	BLUNT	ALPHONZE	FY22					9,227.66	51,388.00					60,615.66
224093	FEDELE	CARMEN	FY19			1,696.89		6,932.35	49,846.21		2,121.12			60,596.57
209909	ERVIN	ROBINETTE	FY24	700.00				11,878.16	42,641.68			5,375.96		60,595.80
202878	FINNEY-REYNOLDS	INGRID	FY22					1,429.29	59,127.55					60,556.84
221718	JOHNSON	WILLIAM	FY23	450.00				17,054.66	38,523.66			4,517.70		60,546.02
217208	MOSHER	RUSSELL	FY19					18,576.71	41,944.00					60,520.71
224093	FEDELE	CARMEN	FY21					2,336.24	57,939.00					60,275.24
224617	MICKENS	DESTINY	FY24	550.00				18,789.43	35,044.32			5,825.95		60,209.70
224096	SWINSON	JAMES	FY21					6,782.73	53,399.00					60,181.73
213184	HILLS	VERNON	FY22					1,100.79	58,916.14					60,016.93
221864	SKINNER	LATONYA	FY23	50.00				24,189.18	34,703.40			1,060.08		60,002.66
222655	THIGPEN	ANTHONY	FY19					6,180.06	53,814.00					59,994.06
201452	YOUNG	VALERIE	FY22					20,578.03	33,404.64			5,873.02		59,855.69
201669	DONALDSON	CAROLYN	FY20					2,152.00	57,653.00					59,805.00
201168	JOHNSON	BERNETTA	FY19					23,995.60	27,602.32			8,044.40		59,642.32
202404	BENTLEY	RUTH	FY22					11,807.98	41,666.84			6,058.45		59,533.27
224276	TINSLEY	MARK	FY20					6,186.20	53,298.00					59,484.20
202442	STEVENSON	BRENDA	FY24	250.00					53,813.00			5,329.18		59,392.18
202191	GOLDEN	EURLYNE	FY22	50.00				16,585.52	33,608.48			9,091.55		59,335.55
217413	TWEEDY CAMPBELL	SHERONDA	FY21					4,172.78	55,093.00					59,265.78
209909	ERVIN	ROBINETTE	FY23	600.00				10,791.94	40,358.48			7,358.17		59,108.59
223212	CLARK	DENINE	FY24	300.00				22,022.37	36,657.16					58,979.53
201899	STAPLES	CASSAUNDRA	FY22	50.00				21,088.61	33,017.64			4,707.93		58,864.18
217413	TWEEDY CAMPBELL	SHERONDA	FY20					9,467.39	49,325.66					58,793.05
224093	FEDELE	CARMEN	FY22			6,969.98		3,313.79	47,244.28		1,101.73			58,629.78
217948	IRBY JR	BENJAMIN	FY22					18,694.03	39,897.00					58,591.03
224276	TINSLEY	MARK	FY22					2,369.00	55,995.00					58,364.00
201669	DONALDSON	CAROLYN	FY19					2,152.00	55,974.00					58,126.00
216826	JOHN	KENISHA	FY24					16,164.98	41,881.09					58,046.07
228681	FARINA	DANIEL	FY24	350.00				17,328.35	36,233.02			4,068.90		57,980.27
212434	WARD	MARTHA	FY22	50.00				21,845.15	30,602.48			5,478.93		57,976.56
202172	GREEN	ADELL	FY22						57,924.00					57,924.00
227472	BISHOP	TRACY	FY24					1,565.28	56,345.21					57,910.49
217208	MOSHER	RUSSELL	FY20					14,624.51	43,202.00					57,826.51
226628	JOHNSON	BROOKS	FY21					3,455.59	54,364.00					57,819.59
229328	RODRIGUEZ	GEORGE	FY24	450.00				13,815.89	37,011.52			6,511.00		57,788.41

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221836	CERE	ROBERT	FY19				441.08	57,340.00					57,781.08
227472	BISHOP	TRACY	FY23				1,244.97	56,459.70					57,704.67
228785	REDD	MARY	FY23	400.00	264.00		17,926.88	39,076.66					57,667.54
216826	JOHN	KENISHA	FY23				13,843.31	43,702.00					57,545.31
202429	BRICE	DEBBIE	FY20				9,985.11	39,177.84		8,165.73			57,328.68
227469	URQUHEART	WILLIAM	FY24				3,173.77	54,072.05					57,245.82
205716	SCOTT	LA'TRAYALE	FY22	50.00			22,964.76	29,211.48		4,971.79			57,198.03
228635	WILLIAMS	GLENDA	FY23	600.00			22,719.13	28,213.34	5,636.75				57,169.22
201305	LEWIS	CHARLES	FY20				16,656.10	34,278.82		6,203.68			57,138.60
201165	MARSHALL	ARTIE	FY23	400.00			11,920.66	44,813.66					57,134.32
219024	BERRY	MADELINE	FY23	300.00			13,630.43	40,860.46		2,334.12			57,125.01
203138	ARRINGTON	MELVIN	FY22	50.00			2,955.53	43,437.00		10,594.74			57,037.27
201789	COLEMAN	POTERIA	FY23	400.00			14,905.01	31,200.32		10,492.72			56,998.05
202442	STEVENSON	BRENDA	FY23	400.00			73.08	50,931.00		5,592.90			56,996.98
203139	COLE	CYNTHIA	FY22				18,257.43	33,017.64		5,656.29			56,931.36
219024	BERRY	MADELINE	FY24	350.00			10,256.53	43,645.66		2,673.60			56,925.79
203123	RICHARDSON	MICHAEL	FY20				17,353.66	36,454.16		3,072.68			56,880.50
227469	URQUHEART	WILLIAM	FY23				2,239.92	54,512.30					56,752.22
220494	CHAPMAN	CHANDRA	FY24	400.00			20,235.92	30,965.00		5,055.05			56,655.97
208288	BROWN	JOYCE	FY19				24,531.37	26,006.00		6,046.91			56,584.28
216949	JEFFERSON	TIANDA	FY23	100.00			16,334.92	31,958.30		8,120.39			56,513.61
214946	GILLIAM	LEE	FY22				21,631.75	34,835.00					56,466.75
222657	BAGLEY-SMITH	MARQUETTA	FY23				6,442.32	49,968.00					56,410.32
201204	PERKINS	LOUISE	FY24				8,129.58	48,210.88					56,340.46
201861	LOVE	ANITA	FY20				20,263.22	30,039.50		6,001.43			56,304.15
200933	ROGERS	BRENDA	FY20				23,310.71	28,302.00		4,631.97			56,244.68
202172	GREEN	ADELL	FY21					56,237.00					56,237.00
218966	JONES	VICKIE	FY23	500.00			5,385.36	50,342.32					56,227.68
202830	AMPY	EDGAR	FY21				11,759.08	44,214.00					55,973.08
223192	ROBINSON	MONTIQUEA	FY23	450.00			17,192.89	34,338.84		3,822.00			55,803.73
228642	MASON	HARVEY	FY24				5,784.00	49,992.42					55,776.42
222838	SMITH	IR'LISHA	FY23	650.00			17,007.73	35,100.32		3,012.34			55,770.39
227515	PARRISH	VICKEY	FY23	300.00			4,471.31	46,405.82		4,576.90			55,754.03
202172	GREEN	ADELL	FY20				559.52	55,134.00					55,693.52
227328	BLUNT	ALPHONZE	FY24				7,098.08	48,538.35					55,636.43
201812	BULLOCK	CASSANDRA	FY23	450.00			17,856.84	29,133.00		8,193.06			55,632.90
201168	JOHNSON	BERNETTA	FY20				20,624.83	28,727.84		6,245.83			55,598.50
222982	KISEEV	MIHAIL	FY24	850.00			90.71	48,558.00		6,011.82			55,510.53
200590	WILLIAMS	TWANDRA	FY22				12,245.75	34,780.68		8,446.89			55,473.32
221718	JOHNSON	WILLIAM	FY22	50.00			22,954.76	29,097.28		3,361.78			55,463.82
214946	GILLIAM	LEE	FY23				18,800.60	36,577.00					55,377.60
202835	WILKERSON	GONZALEZ	FY21				2,548.00	52,829.00					55,377.00
202119	WHITE	CHILATA	FY23	550.00			16,108.36	27,860.00		10,644.27			55,162.63
202786	DUGGER	ROSE	FY23	900.00			15,288.09		38,972.50				55,160.59
228976	HOCKER	TIARA	FY24	700.00			21,264.94	28,543.34		4,571.90			55,080.18
200933	ROGERS	BRENDA	FY22				18,141.45	32,258.68		4,632.60			55,032.73
224099	CAQUIAS	TODD	FY23				6,676.86	48,222.00					54,898.86
203139	COLE	CYNTHIA	FY19				21,978.18	27,193.66		5,704.76			54,876.60
207895	WILLIAMS	MARK	FY24	500.00			16,715.93	34,186.00		3,385.30			54,787.23
228916	BOLDEN	DETRAL	FY24	650.00			4,187.71	45,196.66		4,660.14			54,694.51

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201861	LOVE	ANITA	FY19				19,279.93	28,863.00			6,532.21		54,675.14
200890	RANDOLPH	JANESINA	FY19				15,051.42	32,915.21			6,690.80		54,657.43
224276	TINSLEY	MARK	FY21				222.15	54,364.00					54,586.15
224099	CAQUIAS	TODD	FY21				9,916.34	44,588.00					54,504.34
224093	FEDELE	CARMEN	FY20			11,972.33	7,783.64	34,737.22					54,493.19
213184	HILLS	VERNON	FY23					54,483.69					54,483.69
213834	HOWARD JR	CHARLES	FY19				3,511.68	50,901.00					54,412.68
222838	SMITH	IR'LISHA	FY24	900.00			7,487.75	37,086.34			8,840.31		54,314.40
212592	DAVIS	PHYLLIS	FY23	550.00			12,337.37	37,888.68			3,451.00		54,227.05
202430	STOKES	SHERRY	FY19				17,457.49	35,026.16			1,721.40		54,205.05
201845	ALLEN	GEORGIA	FY19				20,971.83	27,193.66			5,941.42		54,106.91
224755	GAMBLE	KIMBERLEY	FY24	500.00			14,129.96	36,233.00			3,236.63		54,099.59
201168	JOHNSON	BERNETTA	FY22	50.00			14,819.04	34,590.64			4,541.44		54,001.12
201401	FORD	REGINA	FY23	300.00			3,737.51	45,284.00			4,637.07		53,958.58
224276	TINSLEY	MARK	FY19				2,127.24	51,746.00					53,873.24
201401	FORD	REGINA	FY19				24,862.16	21,980.00			7,020.78		53,862.94
224099	CAQUIAS	TODD	FY19				11,392.28	42,441.00					53,833.28
208289	WILLIAMS	EDITH	FY22				13,755.01	31,001.00			9,003.15		53,759.16
202478	MATHEWS	ELLEEN	FY22				27,774.85	14,563.66		1,310.15		10,022.86	53,671.52
221878	EWELL	KIANA	FY24	400.00			14,828.39	37,289.91		1,134.00			53,652.30
202786	DUGGER	ROSE	FY24	900.00			15,931.18			36,771.00			53,602.18
206947	MOSBY-ROANE	NKANOLA	FY23	300.00			7,238.94	42,192.92			3,831.80		53,563.66
202172	GREEN	ADELL	FY19					53,528.00					53,528.00
210769	SAMUELS	CONSTANCE	FY24					53,451.05					53,451.05
224099	CAQUIAS	TODD	FY22				7,463.09	45,926.00					53,389.09
217948	IRBY JR	BENJAMIN	FY19				16,549.44	36,772.96					53,322.40
202208	LEWIS-ROYSTER	KATHY	FY22				14,752.31	33,404.64			5,037.70		53,194.65
224094	MORGAN	ANDREW	FY21				1,685.75	51,400.00					53,085.75
227472	BISHOP	TRACY	FY22				1,701.51	51,351.57					53,053.08
201845	ALLEN	GEORGIA	FY20				19,816.77	28,302.00			4,931.43		53,050.20
217948	IRBY JR	BENJAMIN	FY24				16,243.16	36,655.50					52,898.66
217948	IRBY JR	BENJAMIN	FY20				14,834.20	37,975.00					52,809.20
200996	WASHINGTON	BRANCHE	FY24	50.00			354.49	47,534.29			4,861.44		52,800.22
201844	PARKER	TONYA	FY19				12,517.77	40,220.00					52,737.77
217630	TAYLOR	BETTIE	FY23	450.00			9,425.64	38,928.00			3,648.72		52,452.36
201812	BULLOCK	CASSANDRA	FY24	350.00			16,449.34	29,475.00			6,166.16		52,440.50
205260	BOOTH	CAROL	FY22	50.00			9,471.34	38,858.00			4,025.86		52,405.20
201165	MARSHALL	ARTIE	FY24	550.00			4,416.89	47,349.52					52,316.41
210769	SAMUELS	CONSTANCE	FY22	50.00			17,464.27	27,493.18			7,288.55		52,296.00
217631	BRAXTON	READA	FY22	50.00			19,016.72	26,928.50			6,216.48		52,211.70
227469	URQUHEART	WILLIAM	FY22				2,291.04	49,846.14					52,137.18
224099	CAQUIAS	TODD	FY24				5,665.45	46,212.75					51,878.20
200871	TAYLOR	SHIRLEY	FY22	50.00			9,729.02	35,819.48			6,264.17		51,862.67
216949	JEFFERSON	TIANDA	FY22	50.00			17,391.84	27,242.18			6,897.80		51,581.82
200933	ROGERS	BRENDA	FY19				22,923.70	27,193.66			1,443.76		51,561.12
224946	BLOUNT	MARQUITA	FY22				20,321.74	24,821.68			6,247.87		51,391.29
225586	HALL	ANTWAN	FY24	250.00			3,312.28	44,525.01			3,107.60		51,194.89
201421	ARRINGTON	GAIL	FY24	500.00			11,672.66	31,240.00			7,755.91		51,168.57
220381	CRUMP	TYNISHA	FY23	650.00			7,374.59	37,593.00			5,323.70		50,941.29
224755	GAMBLE	KIMBERLEY	FY23	300.00			12,236.40	34,292.68			4,058.16		50,887.24

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228838	HENDERSON	NIESHA	FY23	700.00	176.00			20,272.34	29,733.68					50,882.02
201844	PARKER	TONYA	FY20					9,313.47	41,427.00					50,740.47
209626	SAULS	SUNICKA	FY23	650.00				9,903.81	35,905.79		4,263.00			50,722.60
218304	TAYLOR	MICHELLE	FY21					11,080.99	39,619.41					50,700.40
224098	MCKOY	DAVID	FY19					10,737.19	36,165.37				3,775.38	50,677.94
225728	DAILY	MONIQUE	FY22					16,611.52	28,099.18		5,955.04			50,665.74
207304	WALLER	JOSEPHINE	FY23	600.00				4,765.24	41,400.20		3,787.60			50,553.04
201789	COLEMAN	POTERIA	FY19					26,651.04	17,427.00		6,363.95			50,441.99
215953	RODRIGUEZ	INIOL	FY24	600.00				1,898.99	44,646.00		3,293.75			50,438.74
201041	HARRIS	CLAREATHA	FY22					12,290.96	32,636.84		5,373.54			50,301.34
218717	ELAM	CALVIN	FY24	350.00				4,651.93	39,955.64		5,339.10			50,296.67
217413	TWEEDY CAMPBELL	SHERONDA	FY19					7,722.06	42,511.00					50,233.06
207461	MCBRIDE	TYRONE	FY22	50.00				15,330.15	27,561.52		7,287.67			50,229.34
203152	TURNER	ANGELA	FY22					11,304.34	32,636.84		6,227.28			50,168.46
228642	MASON	HARVEY	FY23					6,494.44	43,540.54					50,034.98
228008	ANDERSON	GEORGE	FY23	400.00				299.58	44,813.66		4,515.21			50,028.45
208288	BROWN	JOYCE	FY20					17,191.65	27,066.00		5,753.41			50,011.06
211141	BARNES	PATRICIA	FY22					11,087.69	29,824.32		9,053.80			49,965.81
200893	COLLINS	BEVERLY	FY24	700.00				15,123.73	29,319.68		4,734.76			49,878.17
223552	PARKER	TIFFANY	FY24	500.00				8,112.33	38,089.03		3,107.60			49,808.96
214946	GILLIAM	LEE	FY24					14,747.16	35,052.96					49,800.12
214946	GILLIAM	LEE	FY20					16,518.53	33,157.00					49,675.53
220842	WRIGHT	MICHAEL	FY24					1,675.57	47,886.00					49,561.57
216826	JOHN	KENISHA	FY21					11,919.27	37,570.26					49,489.53
206383	PATTERSON	LESIA	FY22					13,425.83	30,792.52		5,149.18			49,367.53
225586	HALL	ANTWAN	FY23	500.00				11,382.99	33,896.32		3,577.86			49,357.17
219592	JEFFERSON	CLAUDIA	FY19					22,708.79	23,074.00		3,471.65			49,254.44
229242	CHERRY	DEBINESE	FY24	800.00				10,062.65	33,368.89	5,019.00				49,250.54
226778	DABNEY	MICHAEL	FY23	300.00				9,230.42	36,227.14		3,332.00			49,089.56
220491	DELOSSANTOS	JOE	FY24	650.00				6,013.65	37,959.68		4,417.50			49,040.83
205260	BOOTH	CAROL	FY20					12,419.39	30,490.32		6,060.97			48,970.68
203123	RICHARDSON	MICHAEL	FY19					11,564.82	35,026.16		2,367.68			48,958.66
208601	JONES	RENATA	FY19					231.11	48,678.00					48,909.11
203152	TURNER	ANGELA	FY20					17,083.55	28,302.00		3,482.43			48,867.98
222982	KISEEV	MIHAIL	FY23	750.00				65.22	47,996.00					48,811.22
201516	COLE	VERONICA	FY24	700.00				16,863.30	24,633.50		6,400.70			48,597.50
203138	ARRINGTON	MELVIN	FY20					3,830.72	39,246.00		5,451.97			48,528.69
224617	MICKENS	DESTINY	FY23	250.00		5,733.48		9,009.77	25,925.56		312.06		7,266.30	48,497.17
201861	LOVE	ANITA	FY21					11,492.36	31,615.18		5,385.01			48,492.55
226348	HILL	CAROLYN	FY24	200.00				7,248.27	34,186.00		6,753.15			48,387.42
217208	MOSHER	RUSSELL	FY21					4,245.44	44,066.00					48,311.44
202191	GOLDEN	EURLYNE	FY19					13,674.61	29,309.18		5,266.80			48,250.59
214946	GILLIAM	LEE	FY19					15,622.35	30,829.07		1,660.89			48,112.31
223818	BROWN	NIAYSHA	FY24	300.00				8,461.16	34,186.00		5,130.30			48,077.46
202404	BENTLEY	RUTH	FY20					7,297.85	37,555.84		3,165.33			48,019.02
228779	SAULS	SHAMYA	FY24	400.00				10,558.28	36,858.25					47,816.53
200390	WILLIAMS	KIMYA	FY19					23,037.98	18,377.18		6,394.57			47,809.73
201421	ARRINGTON	GAIL	FY23	600.00				9,817.19	30,878.00		6,460.36			47,755.55
203138	ARRINGTON	MELVIN	FY19					4,343.98	38,103.00		5,279.52			47,726.50
202430	STOKES	SHERRY	FY21					2,984.48	38,502.84		6,100.70			47,588.02

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202873	LUSTER	LAKISHA	FY22				11,459.21	30,960.00			5,162.05		47,581.26
220024	BALLANCE	TERESA	FY22	50.00			14,826.63	27,597.00			5,103.78		47,577.41
202472	BRYANT	JEAN	FY19				20,319.68	27,193.66					47,513.34
220491	DELOSSANTOS	JOE	FY23	750.00			6,988.55	35,927.00			3,830.00		47,495.55
225589	MORRIS	RAMEKA	FY23	300.00			10,812.79	32,976.09			3,402.33		47,491.21
220704	HICKMAN	CATINA	FY22				14,014.70	26,962.00			6,493.23		47,469.93
201401	FORD	REGINA	FY22	50.00			9,860.51	33,241.00			4,098.27		47,249.78
203123	RICHARDSON	MICHAEL	FY21				5,873.56	38,502.84			2,806.10		47,182.50
222711	GRAY	VALERIE	FY22	50.00			20,799.22	26,231.42					47,080.64
201401	FORD	REGINA	FY20				17,016.69	22,639.00			7,400.50		47,056.19
206947	MOSBY-ROANE	NKANOLA	FY24	150.00		9,268.24	1,041.46	31,910.58			4,629.42		46,999.70
200893	COLLINS	BEVERLY	FY23	600.00			15,286.51	23,130.64			7,884.96		46,902.11
202786	DUGGER	ROSE	FY21				2,243.68	26,185.32	3,528.00	7,955.00	6,919.68		46,831.68
211175	WHITFIELD	GWENDOLYN	FY24	450.00			319.25	42,148.66			3,872.70		46,790.61
206383	PATTERSON	LESIA	FY20				17,135.72	24,026.82			5,551.40		46,713.94
201812	BULLOCK	CASSANDRA	FY22	50.00			11,495.17	27,425.00			7,712.82		46,682.99
219216	DABNEY	ERNEST	FY23	500.00			5,805.65	36,347.68			3,971.88		46,625.21
228916	BOLDEN	DETRAL	FY23	700.00	154.00		8,464.63	37,300.00					46,618.63
228977	CAMPBELL	PAMELA	FY24	500.00			11,147.58	31,327.50			3,638.50		46,613.58
205716	SCOTT	LA'TRAYALE	FY20				22,097.13	20,300.00			4,151.16		46,548.29
201845	ALLEN	GEORGIA	FY22	50.00			13,794.85	32,636.84					46,481.69
203139	COLE	CYNTHIA	FY20				13,961.55	28,302.00			4,105.50		46,369.05
202208	LEWIS-ROYSTER	KATHY	FY19				15,396.11	28,016.00			2,898.00		46,310.11
224563	MEDINA	GABRIELE	FY23	200.00	154.00		11,849.62	34,105.34					46,308.96
227515	PARRISH	VICKEY	FY22				15,865.79	29,704.18	700.00				46,269.97
203356	CAPERS	BRENDEL	FY19				14,565.56	27,063.66			4,604.65		46,233.87
221718	JOHNSON	WILLIAM	FY19				22,897.76	19,216.34			3,962.58		46,076.68
203734	ROBINSON	RUTHA	FY19				3,413.99	42,618.00					46,031.99
203152	TURNER	ANGELA	FY19				16,355.93	27,193.66			2,418.79		45,968.38
200390	WILLIAMS	KIMYA	FY20				21,021.82	19,126.66			5,563.65		45,712.13
222726	FORD, SR	GREGORY	FY23	700.00			8,703.56	36,303.00					45,706.56
200996	WASHINGTON	BRANCHE	FY19				10,725.22	29,296.36			5,650.95		45,672.53
201452	YOUNG	VALERIE	FY20				14,581.94	29,595.68			1,454.40		45,632.02
221668	RANDOLPH	SONNY	FY22	50.00			18,049.08	26,003.00			1,528.45		45,630.53
218966	JONES	VICKIE	FY22	50.00			4,142.49	36,862.84			4,570.40		45,625.73
227233	PYGATT	KENNETH	FY21					45,623.58					45,623.58
201844	PARKER	TONYA	FY21				3,242.89	42,256.00					45,498.89
229241	PRIVOTT	JERRY	FY24	600.00			7,243.22	34,347.02			3,214.80		45,405.04
229701	CUMMINGS	JAN	FY24	800.00	5,527.50		9,747.84	29,245.37					45,320.71
211175	WHITFIELD	GWENDOLYN	FY23	300.00			1,136.33	39,892.18			3,987.20		45,315.71
228788	ROBINSON	LATOYA	FY24	250.00			8,147.88	33,400.94			3,315.50		45,114.32
202075	CUNNINGHAM	RITA	FY19				13,811.95	27,193.66			4,068.83		45,074.44
216949	JEFFERSON	TIANDA	FY24	550.00			18,972.39	25,550.53					45,072.92
228787	DILLARD	TIFFANY	FY23	600.00	979.00		15,263.38	28,213.34					45,055.72
202208	LEWIS-ROYSTER	KATHY	FY20				10,870.78	29,157.84			4,935.20		44,963.82
218971	JOHNSON	TIMOTHY	FY19				22,384.67	16,806.48			5,760.96		44,952.11
202472	BRYANT	JEAN	FY20				11,959.10	28,302.00			4,564.35		44,825.45
221871	BONNER	BRIANA	FY24	250.00			9,095.93	35,399.66					44,745.59
202873	LUSTER	LAKISHA	FY19				17,601.04	21,012.66			6,119.61		44,733.31

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224732	SMITH	JACQUELYN	FY23	500.00				7,317.30	33,684.24			2,888.24		44,389.78
206383	PATTERSON	LESIA	FY19					16,125.32	23,085.84			5,110.32		44,321.48
201452	YOUNG	VALERIE	FY19					15,314.72	28,436.48			568.69		44,319.89
203138	ARRINGTON	MELVIN	FY21					2,633.55	41,684.00					44,317.55
200081	BRANCH	MARK	FY23	150.00				1,780.77	42,281.16					44,211.93
226348	HILL	CAROLYN	FY23	500.00	4,004.00			10,638.88	28,213.34	775.00				44,131.22
224541	GAYE	KINE	FY24	200.00				5,713.54	35,399.66			2,782.78		44,095.98
201516	COLE	VERONICA	FY23	750.00				15,636.85	24,150.26			3,541.73		44,078.84
200996	WASHINGTON	BRANCHE	FY20					7,588.77	30,490.32			5,821.64		43,900.73
228912	HOWARD	DAMON	FY24	800.00				8,722.99	34,186.00					43,708.99
219216	DABNEY	ERNEST	FY24	500.00				494.71	38,403.82			4,272.80		43,671.33
202442	STEVENSON	BRENDA	FY22	50.00				360.31	38,075.82			5,181.80		43,667.93
225155	MCALLISTER	TENIESHA	FY20					17,359.12	19,704.82			6,522.07		43,586.01
226720	YOUNG	ESTA	FY23	250.00				5,457.59	33,188.76			4,671.10		43,567.45
221668	RANDOLPH	SONNY	FY19					23,202.32	17,065.00			3,221.42		43,488.74
202191	GOLDEN	EURLYNE	FY20					7,077.22	30,504.18			5,894.12		43,475.52
201789	COLEMAN	POTERIA	FY20					18,194.97	18,137.52			6,979.50		43,311.99
201486	REID	SHERILLA	FY24	400.00				480.93	35,999.00			6,407.21		43,287.14
228155	LASSITER	EBONIE	FY22					8,394.45	34,834.10					43,228.55
200564	WILLIAMS	ARCHELLA	FY19					16,507.79	20,528.18			5,947.20		42,983.17
201165	MARSHALL	ARTIE	FY19					15,671.55	27,193.66			37.50		42,902.71
218264	HARTRIDGE	DELACIA	FY23	200.00				136.92	37,144.45			5,410.98		42,892.35
220381	CRUMP	TYNISHA	FY24	450.00				532.90	38,033.00			3,826.56		42,842.46
222982	KISEEV	MIHAIL	FY22	50.00				1,391.25	35,233.00			6,008.76		42,683.01
210656	BAGBY	TARA	FY22					8,047.45	30,564.80			3,838.44		42,450.69
224732	SMITH	JACQUELYN	FY24	450.00				3,982.94	34,983.44			3,033.18		42,449.56
202429	BRICE	DEBBIE	FY21					1,132.70	41,298.16					42,430.86
208288	BROWN	JOYCE	FY21					5,912.37	30,205.50			6,192.32		42,310.19
215953	RODRIGUEZ	INIOL	FY23	600.00				356.89	37,593.00			3,638.50		42,188.39
229390	ROGERS, JR	LUTHER	FY24	750.00				10,749.61	30,586.50					42,086.11
200996	WASHINGTON	BRANCHE	FY21					2,233.45	33,945.68			5,901.01		42,080.14
201165	MARSHALL	ARTIE	FY22					7,566.46	34,190.50			70.14		41,827.10
216544	SWINSON	BEVERLY	FY23	150.00				54.80	37,637.84			3,822.43		41,665.07
209909	ERVIN	ROBINETTE	FY22					7,018.26	30,792.52			3,853.98		41,664.76
221643	BLAND	JAMES	FY24	800.00				1,467.41	36,233.00			3,144.15		41,644.56
227607	HART	JULIAN	FY22					2,392.84	39,234.14					41,626.98
220842	WRIGHT	MICHAEL	FY19					2,853.05	38,723.00					41,576.05
200996	WASHINGTON	BRANCHE	FY22	50.00				5,597.98	35,819.48					41,467.46
216644	CARTER	TARSHICA	FY24	500.00				2,062.73	38,853.00					41,415.73
201186	EBERHARDT	KIMBERLY	FY22	50.00				5,067.11	30,602.48			5,658.83		41,378.42
220775	WARREN	TIFFANY	FY23	550.00				17,061.49	19,427.52			4,297.36		41,336.37
201486	REID	SHERILLA	FY23	650.00				199.90	35,583.00			4,834.00		41,266.90
205716	SCOTT	LA'TRAYALE	FY19					16,975.01	19,504.86			4,711.16		41,191.03
201421	ARRINGTON	GAIL	FY22					4,680.07	29,067.00			7,226.67		40,973.74
202119	WHITE	CHILATA	FY19					15,076.19	21,787.82			4,096.18		40,960.19
219225	LEAKE	RAYSHELL	FY24	400.00				3,300.76	32,819.18			4,364.14		40,884.08
207895	WILLIAMS	MARK	FY23	400.00				12,135.38	28,213.34					40,748.72
228683	WALTON	KATRENA	FY23	650.00	1,804.00			8,656.38	28,213.34	1,424.50				40,748.22
230221	JIMENEZ PEREZ	NELSON	FY24	550.00	4,504.50			17,115.30	18,566.70					40,736.50
201168	JOHNSON	BERNETTA	FY21					2,497.34	32,660.52			5,448.00		40,605.86

SCHOOL BOARD AUDIT SERVICES Est. 1978

225432	THOMPSON	LORREEN	FY22					12,251.74	24,821.68			3,448.90		40,522.32
202119	WHITE	CHILATA	FY22					9,653.03	26,306.82			4,533.48		40,493.33
224940	WALLACE	JASON	FY22					9,842.39	25,956.22			4,642.66		40,441.27
202873	LUSTER	LAKISHA	FY20					12,814.90	21,869.34			5,716.28		40,400.52
225155	MCALLISTER	TENIESHA	FY19					24,921.66	15,233.56				240.00	40,395.22
202404	BENTLEY	RUTH	FY21					508.67	39,836.48					40,345.15
205260	BOOTH	CAROL	FY19					5,661.38	29,296.36			5,353.00		40,310.74
228184	CAMACHO	ALYSHA	FY24	250.00				1,661.73	34,990.50			3,348.75		40,250.98
220775	WARREN	TIFFANY	FY22					17,723.71	18,345.84			4,164.94		40,234.49
216544	SWINSON	BEVERLY	FY24	400.00				27.07	39,767.16					40,194.23
229387	JOHNSON	SHAWN	FY24	50.00				908.33	35,272.29	352.00		3,528.00		40,110.62
218304	TAYLOR	MICHELLE	FY20				197.40	5,647.23	34,217.00					40,061.63
210769	SAMUELS	CONSTANCE	FY19					15,034.95	20,810.84			4,190.20		40,035.99

Exhibit M: Bus Operator Notice of Appointment

2023-2024 NOTICE OF APPOINTMENT

NOTICE OF APPOINTMENT

This 6th day of June, 2023, the SCHOOL BOARD OF THE CITY OF RICHMOND, Commonwealth of Virginia (School Board") appointed

"Employee")

to the position of

BUS OPERATOR

1. The School Board agrees to pay Employee \$39,971 (Grade 109.1 - Step 39) for the duration of this appointment in School Board established installments for services rendered, payable in accordance with established payroll schedules.
2. This appointment covers the period 8/9/2023 thru 5/31/2024 and is in compliance with and subject to the school calendar, and may be amended by the School Board from time to time, and the Board of Education regulations.
3. The School Board reserves the right to place Employee on an unpaid furlough status during the term of this appointment for any period that the School Board, in its sole discretion, deems appropriate. In the event that a furlough is implemented, the pay that Employee is otherwise entitled to receive under this appointment shall be reduced for each furlough day on a daily rate basis to be determined by dividing the salary stipulated in this notice by the number of days covered under the provisions of this notice.
4. In the event this appointment is terminated by mutual consent prior to the end of the appointment period, payment will be made for services rendered on a daily rate basis to be determined by dividing the salary stipulated in this appointment by the number of days covered under the provisions of this notice.
5. This appointment is expressly contingent upon, and shall be null and void and unenforceable, unless and until the School Board has and continues to receive funds (federal, state and local) which, in its sole opinion, are sufficient to meet its obligations hereunder.
6. The School Board shall deduct from the salary due Employee on each pay date, the computed amount due under the Virginia Retirement Act (including State supported group insurance), the Federal Social Security, and Withholding Tax Acts.
7. This appointment is null and void and of no force and effect if it is not signed and submitted electronically to the School Board within seven (7) business days of the date of the appointment.



5/31/24, 5:13 PM

PowerSchool Records

Stephanie M. Rizzi

School Board Chair

Ken Ken

Division Superintendent

Workflow

Attached
Workflow

Employee Signature

Current Status

Approved

Workflow Steps

Completed

1

Charles Lewis

Completed: 6/15/2023 9:18:31 AM

4

