



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

3A. _____ Action

Date: September 26, 2005

SUBJECT: ENGAGE THE SCHOOL BUSINESS GROUP, AN AUXILIARY SERVICES CONSULTING FIRM, TO PROVIDE TEMPORARY MANAGEMENT AND SUPERVISORY SERVICES DURING TRANSITION TO IN-HOUSE MANAGEMENT AND PERFORM COMPREHENSIVE REVIEW

BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.

Keller Independent School District facilities and services will be operated in a safe manner so that all students and employees may thrive in a secure and nurturing environment.

FISCAL NOTE: Fund 199 – Funds to provide payment for services rendered to be transferred from budget line item for cancelled contract management services

Background Information:

- The district's contract with ARAMARK for management of maintenance and operations functions of the district was terminated by board vote on September 19, 2005, the result of which means the district will take over management and direction of these functions.
- The transition to a permanent organizational structure is expected to take up to 120 days, requiring the district to seek temporary assistance in the way of daily management and supervision of the maintenance and operations functions.
- During the course of reviewing and evaluating the management services contractor as well as the maintenance and operations functions themselves, a number of concerns were identified by the administration.

- During the report submitted to the board about how the transition to in-house management will be undertaken, the administration addressed the need for a comprehensive review and analysis of all facets of maintenance and operations, including but not necessarily limited to the following:
 - the current maintenance and operations staff to determine skills and competencies
 - organizational structure and practices currently in place and how those are impacting current operations
 - procedures, policies and regulations dealing with personnel, safety, working conditions, and the like
 - work standards and how work is organized, monitored, and accounted for
 - internal controls
 - personnel utilization
 - record-keeping
 - equipment inventory, condition and utilization practices
 - space availability, configuration and usage

Administrative Considerations:

- The administration provided information regarding The School Business Group, which is a Fort Worth consulting firm whose principal partners are former school administrators with extensive experience in managing and directing school auxiliary services.
- This group will assist the district during the transition period by providing consultants to serve in key managerial and supervisory roles until the district is able to fill those positions with its own employees.
- It is expected that the total amount of “bridge” assistance will last up to a maximum period of 120 days, with services being reduced after the first 60 days as newly created director positions are staffed by persons hired by the district.
- The School Business Group will simultaneously perform the scope of work as outlined in the summary of the Comprehensive Review, a copy of which is attached for your further review.

