KELLER INDEPENDENT SCHOOL DISTRICT

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3C.   Report   **Date: February 14, 2005**

SUBJECT: SYSTEM IMPROVEMENTS

BOARD GOAL: Budget and Finance

FISCAL NOTE: Budgeted and Fund Balance Funds

BACKGROUND INFORMATION FOR TIMEKEEPING SYSTEM

The District has been on the current timekeeping system for approximately 13 years. The District is experiencing problems trying to interface the system with Pentamation and E-School (Sub System). Regarding E-School, nothing was ever finalized to work with our current system. Currently, the District has budgeted approximately $43,000 for the annual maintenance payment in May 2005, and spent $37,000 in the 2003-2004 schoolmaintena nce payment.

SHORTCOMINGS OF PRESENT TIMEKEEPING SYSTEM

- In coordinating the present system with Pentamation, all information has to be manually manipulated to comply with the district's practice of charging sick leave in half day and whole day increments. On average, this process requires two to three hours a week and is a highly inefficient use of staff's time.
- The most recent problem the District has encountered with our current timekeeping system is that the Payroll Department had to manually enter the time from 450 time cards. The system would not process four employees' times, thereby holding up all processing and locking the whole system down. The resolution was to terminate their employment on the system, run payroll, and then re-enter them. Payroll employees spent several hours on the phone working with the vendor to solve the problem. Resolution of the problem required assistance from the vendor that was not covered by the maintenance agreement, resulting in an approximate cost of $1000.
- Of major concern is a lack of timely response to major problems. The most resent incident took approximately three days to resolve. When other districts utilizing the same system were polled, they responded that they are encountering the same problems.
- One of the problems that is not covered by the maintenance agreement shows an employee punching their timecard at a future date in 2013.
- Another problem that Payroll encounters is that it does not necessarily download information correctly into Pentamation at night. Payroll has to spend time the next morning checking and making sure that all downloaded information is correct.

PROPOSAL FOR TIMEKEEPING SYSTEM

- New technologies that are now cost effective would increase safeguards to prevent fraud. This technology would utilize fingerprints for employees to punch in and out.
- A new system would provide requested and much needed departmental support without having to incur unreasonable charges for maintenance agreements. In addition, our local technicians could be trained to repair clocks themselves thereby saving the District costly repairs that currently must be made by the vendor.

PROPOSED TIMELINE FOR A TIMEKEEPING SYSTEM

Due to time constraints, the Purchasing Department would prefer a new system to be implemented prior to the payment for the May maintenance charges. The Purchasing Department would like to obtain quotes from the State through approved CISV (Catalog Information Systems Vendor) vendors for this type of service. This legal avenue would expedite the process in order to make a recommendation for award to the School Board of Trustees prior to May, 2005. The maintenance payment could be utilized as a significant portion of the cost of the new system.

Initially, the District would incur charges for the equipment to be installed, but maintenance charges would be greatly reduced.

BACKGROUND INFORMATION FOR POINT OF SALE SYSTEM

Currently, the district has an in-house point of sale system created over five years ago by Margie Rideout. Prior to that time, Keller ISD was using manual, check-off rosters which proved to be time consuming and not as accurate. Three years ago, the district chose to implement the Mealtime system for five schools (Bette Perot Elementary, Bluebonnet Elementary, Woodland Springs Elementary, Freedom Elementary, and Central High) as well as the Food Service Office in order to process the Free and Reduced applications on the computer.

SHORTCOMINGS OF PRESENT POINT OF SALE SYSTEM

- Even though the system developed by Margie is excellent, she is the only one who can support it. Margie can only be one place at one time to help the campuses having trouble. If several campuses have problems at the same time, they must wait their turn for help.
- The district has not elected to have Mealtime for the remaining campuses since it does not have the pre-payment option.
- The District's current equipment is breaking down daily. A new system would result in a cost savings to the District. Currently, it is requiring a great deal of the Food Service Department's time to get schools up and running in order to get the job done efficiently.

PROPOSAL FOR A POINT OF SALE SYSTEM

A full POS (Point of Sale) system can provide so many more benefits for the district which includes:

- A Pre-Payment Option: A pre-payment system would allow parents the capability to charge their child's account on-line as well as allow parents to view their child's history, i.e. when the child ate, when payments are made and posted as received, or if the child purchased snacks.
- Support: On-going district-wide support is necessary for a fast growth district like Keller ISD.
- Consistency: The need for consistency within the district for all schools with the kitchen staff being cross-trained for greater efficiency.
- Speed of Service: A full POS system can greatly increase the speed at which the students are serviced through the food lines as well as being the most accurate accounting method which would indirectly help servicing speed. As campus buildings are reaching maximum capacity, an undue strain is placed on the kitchen staff as they try to accommodate more and more students through the same lines each year.
- Inventory Accounting: An inventory accounting system would help save time, thereby resulting in additional savings.
- Reduction in Overtime: At the beginning of the 2004 school year during Open House, a tremendous amount of overtime was documented by kitchen managers during this time. The majority of this overtime was due to the managers having to collect $6,000 to $14,000 per day per campus and then having to manually post individual entries for each student, and then making the deposits. A full POS system is needed for accurate account reconciliation. This system could potentially help reduce this type of overtime cost.
- Interfacing with Pentamation: The awarded system must be able to interface with the current Pentamation system which will help to eliminate problems arising from newly enrolled students, and PEIMS reporting the Free and Reduced applications which will in turn help the district with our E-rate application.

PROPOSED TIMELINE FOR A POINT OF SALE SYSTEM

If the Board of Trustees approves the Purchasing and Food Service Departments to move forward with this proposal, our hope would be to have a successful vendor awarded and a new system in place prior to July 1, 2005 so that the Free and Reduced applications would not have to be processed twice.

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Respectfully submitted,

Denise Kern
Director of Purchasing