



MT. DIABLO UNIFIED SCHOOL DISTRICT

Business Services Department - Annual Update June 22, 2022

Directors Mika Arbelbide, Melanie Koslow, Elizabeth McClanahan,
Dominic Machi, Robert Sidford
Coordinator Cris Lepe
Administrative Assistant Niccole Helton
Chief Business Officer Dr. Lisa Gonzales

Departments in Business Services

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- Facilities
- Fiscal Services
- Food & Nutrition
- Mail Room
- Maintenance & Operations
- Print Shop
- Purchasing & Warehouse
- Technology
- Transportation

Our “BHAGS”

MT DIABLO UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES DEPARTMENT - BHAG'S (BIG HAIRY AUDACIOUS GOALS)

WE ARE 5 STAR COMMUNICATORS



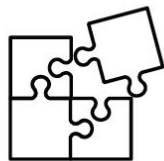
We pride ourselves on proactive, clear communication that advances belongingness through discussions, messaging, presentations, meetings, website content and stakeholder engagement. We regularly promote the services we offer and how we can support our students and staff, assist our community, and lead MDUSD into the future.

WE MANAGE SO YOU DON'T HAVE TO

The proactive nature of our teams means we are available to support, address challenges before they emerge, and eliminate hassles. We are all about creating the “wow” experience for those who interact with our teams, making decisions through an equity lens.



ONE MISSION, ONE TEAM



We believe in creating magic through belonging and mutual interdependence, and realize when one team is successful, we are all successful. We build capacity within our teams and strive to focus on common projects and goals, breaking down silos as we provide the foundation for students to learn and staff to support all of our district's students.

WE SET THE BAR HIGH!

We maintain high expectations for top quality work through dispersed leadership and want to be the destination team that others want to join. We believe in equitably serving all, being innovative, and taking great pride in our work. Our goal is to attract, train and retain the best team members in our various departments while we stay ahead of the pack.



OUTSTANDING CUSTOMER SERVICE IS OUR FOCUS



We treat our stakeholders equitably and with respect while holding our teams and each other accountable. We follow up in a timely manner, honor our commitments, take pride in going the extra mile, and strive for mutually agreeable solutions that provide sustainable service to all.

WE BELIEVE THAT LEADERSHIP MATTERS !

Dr. Lisa Gonzales, Chief Business Officer

Mika Arbelbide, Director of Fiscal Services

Niccole Helton, Administrative Assistant - Confidential

Melanie Koslow, Director of Maintenance & Operations

Cristian Lepe, Coordinator of Transportation

Dominic Machi, Director of Food & Nutrition and Warehouse

Elizabeth McClanahan, Director of Purchasing & Warehouse

Erickson Morais, Director of Facilities & Bonds

Robert Sidford, Director of Technology & Innovation

Isaac Williams, Internal Auditor



Facilities

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Accomplishments:

1. Delivered a deferred maintenance plan
2. Completed a facility modernization eligibility

Potential Challenges:

1. Staffing changes
2. Rising costs of materials and labor pushing up the cost of projects

Goals for 2022/23:

1. Start at least 10 new facility projects
2. Strengthen communication with Measure J CBOC

Fiscal Services

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Accomplishments:

1. Aligned budget to realize raises in all bargaining units
2. All Federal/State/Local reports submitted on time

Potential Challenges:

1. Massive volume of paperwork to be processed manually
2. Vacancies and staff turnover

Goals for 2022/23:

1. Improve fiscal manual used by sites/depts
2. Review and improve desk manuals for all positions

Food and Nutrition

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Accomplishments:

1. Served 3.9 million meals
2. Increased local procurement (grass fed beef, uncured hot dogs, produce from farms)

Potential Challenges:

1. Labor shortages across the board
2. Supply chain issues

Goals for 2022/23:

1. Healthy vending machines for staff
2. Farm to school procurement
3. Chef training programs

Maintenance & Operations

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Accomplishments:

1. Departmentwide assessments and standards
2. Increased communication with sites

Goals for 2022/23:

1. Implement 3 division model
2. Updated procedure manuals and processes

Potential Challenges:

1. Ongoing staffing shortages
2. Supply chain delays

Purchasing & Warehouse

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Accomplishments:

1. Speed of Stores order fulfillment from weeks to days
2. Tech support including e-waste disposal

Goals for 2022/23:

1. Rollout of Amazon
2. Create series of training videos to support district staff

Potential Challenges:

1. Supply chain shortages and skyrocketing prices
2. Staffing shortages impact delivery times

Technology

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Accomplishments:

1. Rolled out District-wide one-to-one program for all
2. Established educational tools and applications to comprehensively support modern learning

Potential Challenges:

1. Providing equitable support for increased tech use
2. Staffing for key positions

Goals for 2022/23:

1. Establish modern technology standards and network design
2. Solidifying robust security and disaster recovery strategies

Transportation

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Accomplishments:

1. Grant approved to purchase 3 new electric buses
2. New Transportation Safety Plan for 22-23

Potential Challenges:

1. Skyrocketing fuel prices
2. Time from hiring to driving

Goals for 2022/23:

1. Transparent stakeholder communication across multiple platforms
2. Submit 10 more older buses for electric replacement

CBO Office

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Accomplishments:

1. 1st & 2nd Interim Reports had Positive Certifications after 6 consecutive Qualified Certifications
2. Established an Equity Initiative
3. Notable accomplishments in response to FCMAT Fiscal Health & Risk Analysis
4. Completed a Deferred Maintenance and Facility Master Plan
5. Produced 21 Ask the CBO YouTube videos to explain fiscal and other topics

Goals for 2022/23:

1. Continue equity work with Business Services team leadership
2. Establish a districtwide Student Advisory to access student voice on department related services
3. Create and offer a districtwide leadership training program
4. Host an October professional development day

Our Equity Journey

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A year of focused learning and training with Jorge Melgoza (Asst Director of Equity & Disproportionality)

A deeper understanding of who we are as individuals and how the organization needs us to lead

Identify the next steps of the work around equity, connections, and belonging

Equity in Hiring

The Mt Diablo Unified School District Business Services Team seeks staff members to join its team who want to provide outstanding customer service through an equity lens as we:



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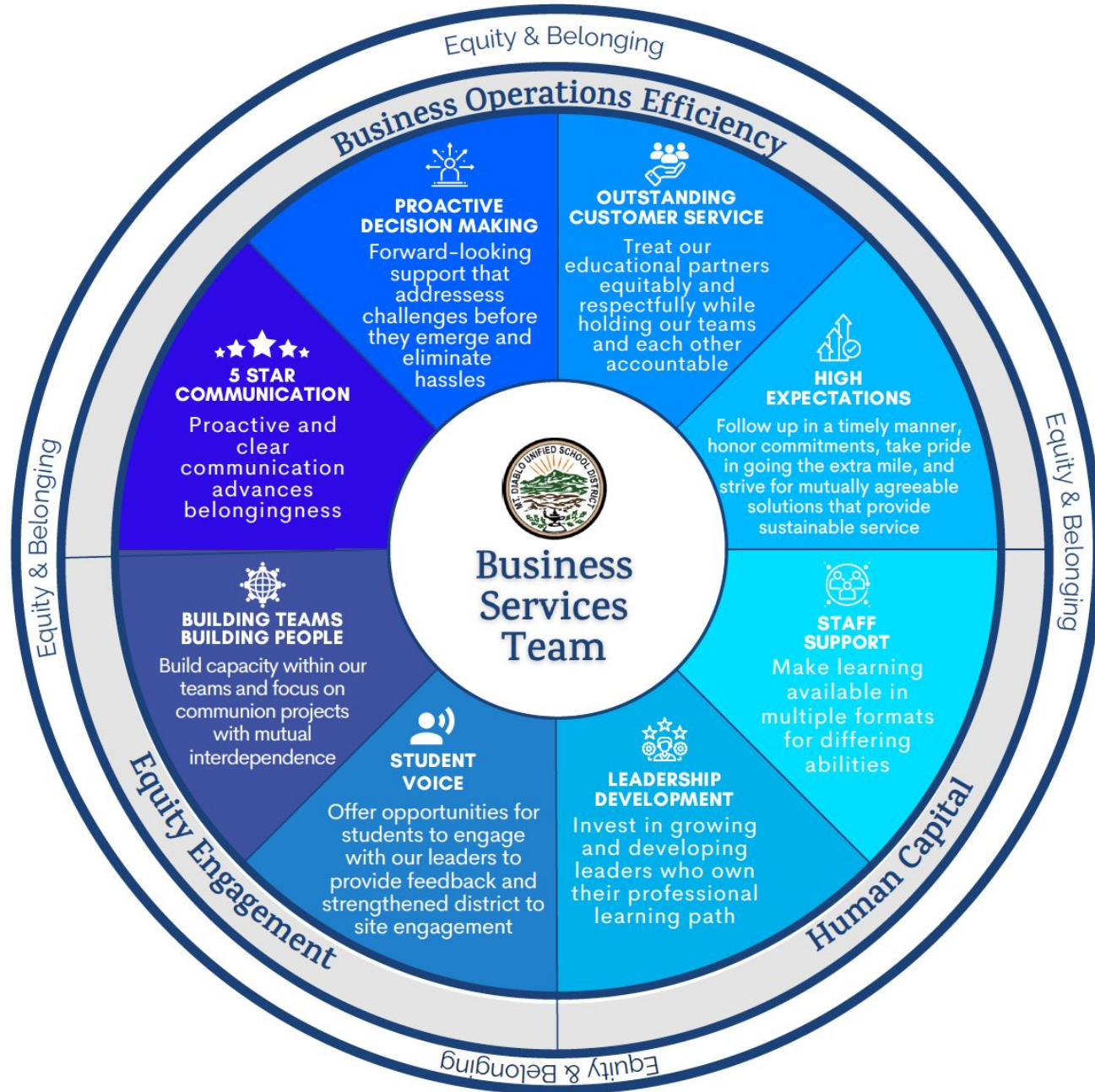
We treat our stakeholders equitably and with respect while holding each other accountable.



We believe in creating magic through belonging and mutual interdependence, and realize when one team is successful, we are all successful.

If you have similar beliefs, we are looking for you!





Moving Forward with Equity Work

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- Created equity position statements - on EdJoin postings
- Interview questions that focus on our belief statements about equity and our BHAG's
- July Business Services Leadership Retreat
- Student Advisory - to gain student voice
- October Professional Development Day for Classified Staff
- Leadership Development Program for classified and certificated staff