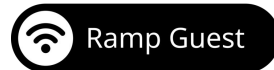


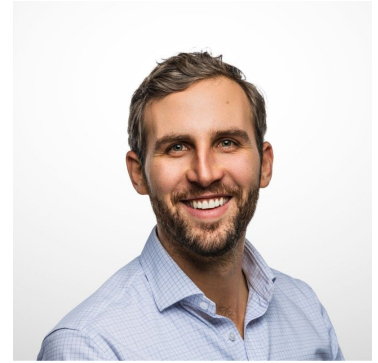
Summer Ready: A Charter Ops & Finance Breakfast

Hosted by Ramp, BuyQ, CSBM,
and PS Wrx



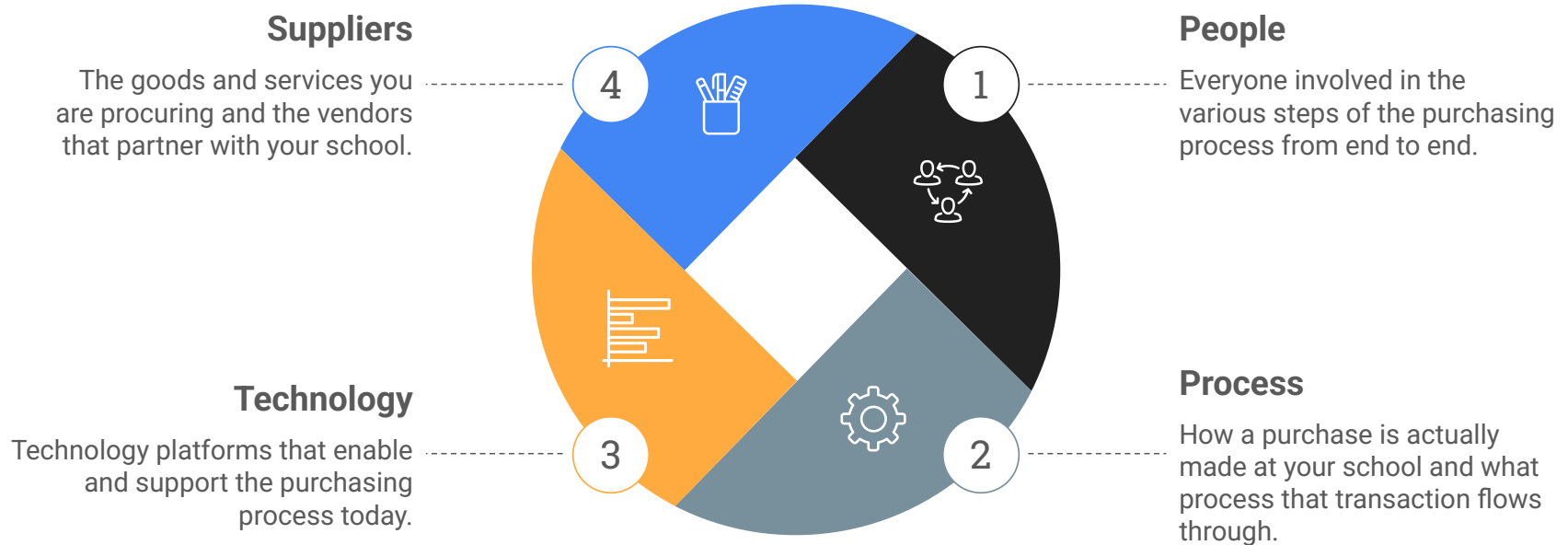


4 Fixes for Fall *Day to Day* *Procurement*



Daniel Casselli
President - BuyQ

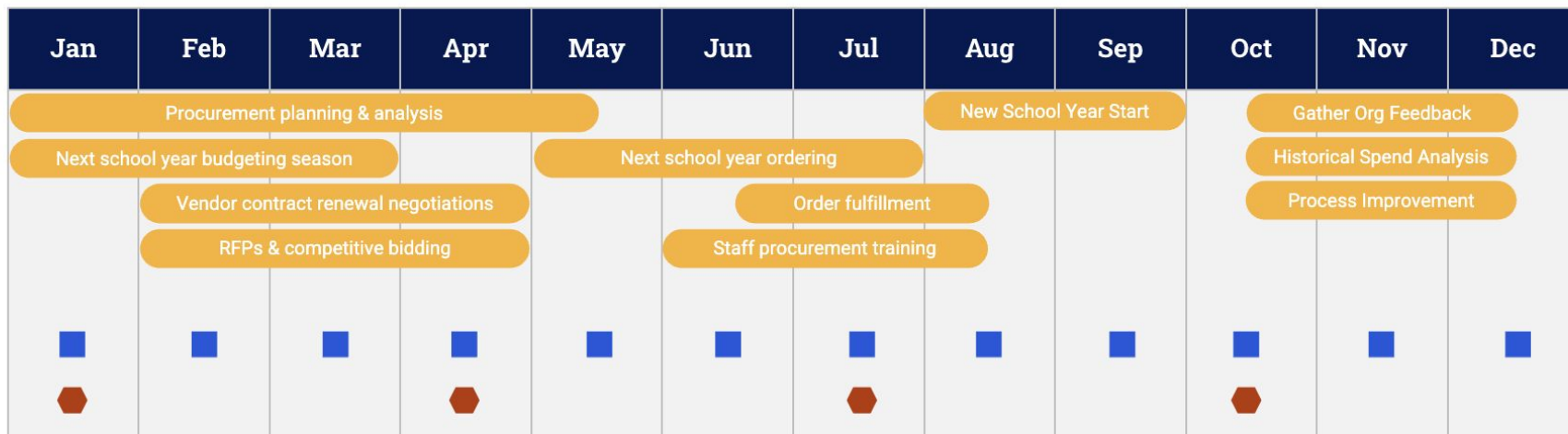
Pillars of Procurement Success



	Quick Wins (0-90 days)	Near-Term (3-9 months)
People	❑ Design trainings now in preparation for July PDs ❑ User list audit / cleanup	➤ Clarify procurement roles & responsibilities ➤ Alignment to strategic goals & priorities
Process	❑ Spend thresholds – check p-card limits & eliminate bottlenecks going into BTS ❑ Design (or redesign) delivery receipt process	➤ Evaluate your end to end procurement workflow (approvals, policy adherence) ➤ Inventory management process (create one if it doesn't exist!)
Technology	❑ Vendor systems (master account & child account structures) ❑ Billing/invoicing automation matches what accounting needs	➤ Ongoing budgeting & financial tracking ➤ Assess/evaluate utilization of financial management systems & processes
Suppliers	❑ Vendor Ts & Cs (net-30/45, auto-renewal review, price caps) ❑ Know your rep & connect with them for an account review ahead of BTS	➤ Assess 80/20 vendor partnerships ➤ Ongoing data monitoring for needs/alignment to strategic goals

Arc of the School Year: Procurement Edition

Procurement is a year-around effort that begins in January to ensure a strong start to the new school year.



Procurement SWOT Discovery Template (Team Diagnostic)

	People	Process	Technology	Suppliers
S	In what ways do your team's expertise and skills drive procurement success, and how do they add value to the process?	What specific aspects of your procurement processes contribute most to its overall effectiveness and success?	In what ways does technology enhance the visibility, accuracy, enablement or efficiency of your procurement process?	In what ways do your suppliers enhance your organization's ability to achieve its mission and goals?
W	What factors contribute to any gaps in your team's ability to execute procurement initiatives successfully?	What specific challenges or bottlenecks have the greatest impact on your procurement process, and why?	In what ways does the current procurement technology fall short in meeting your organization's needs?	What challenges have you experienced with supplier performance, and what have been the consequences?
O	What investments could benefit your team's ability to drive procurement innovation?	What process improvements would have the greatest impact on procurement efficiency and effectiveness?	How might new technologies, automation tools, or systems integrations enhance procurement?	What opportunities exist to create more value from your supplier relationships?
T	What workforce-related risks do you foresee impacting procurement success (short & long term)?	What external trends or market shifts could disrupt your procurement operations, and how prepared are you to respond?	What risks might arise if your organization continues to rely on outdated procurement technology?	What potential risks do you foresee in your current supplier base, and how might they affect your procurement process?

PSwrx[™]



Using the Summer to Get Ahead

3 Key Action Steps To Take To
Preserve Instructional Time





Ahkilah Johnson

Chief Real Estate Officer

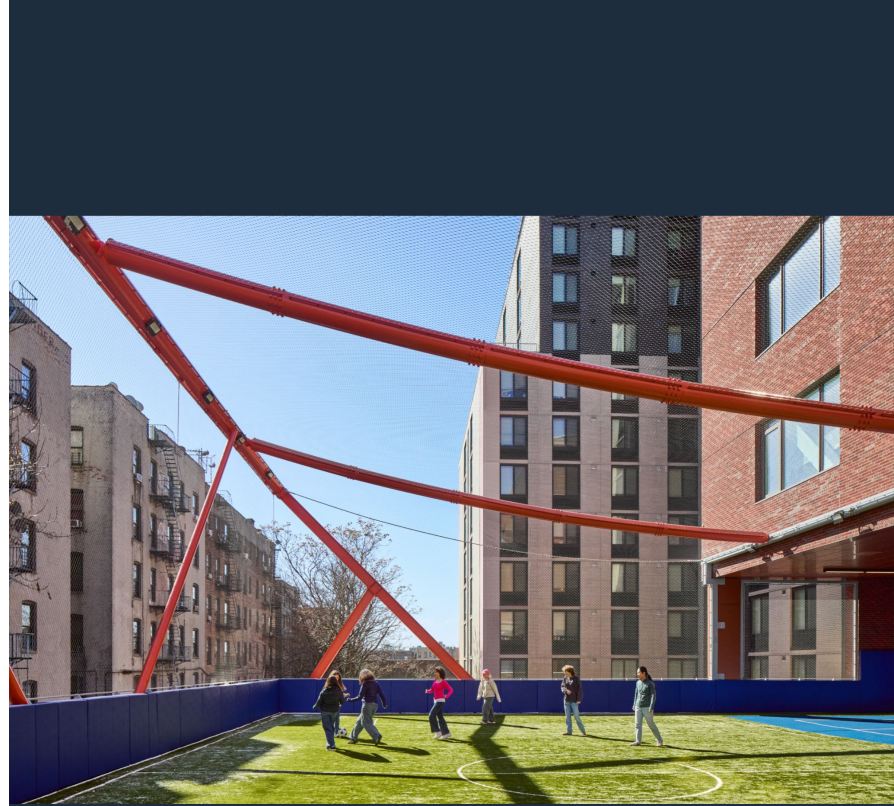
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Share Out

How many people have a
365 Day Maintenance
Plan in place at their
buildings?



**Preventative
maintenance is
how you protect
instructional time.**



#1: Clarify the Division of Labor Before Summer Starts

			Facilities Team		Building Cleaning	Tech Team	Operations Team	
#	Category	Description	Facility Manager	General Maintenance Worker (GMW)	Cleaning Company Crew (Out-sourced)	IT	Director of Operations	Custodian
1	AV Maintenance	Stage, Gym, Cafetorium, Performing Arts Room projectors, controls, audio equipment, displays, and screens						
2	Building Compliance - Operations	MSDS Safety Sheets for science labs (adequate eye and body protection), emergency evacuation egress procedures posted, schools' supplies and materials neatly stored with clearance of 24 inches of a ceiling (if in the case of sprinklered building the clearance is 18 inches)						
3	Building Compliance - Systems	Certificate of uniform fire code, boiler operator certificates, Safe Water Drinking Act compliance, MSDS safety Sheets for cleaning supplies, panic hardware, smoke/CO detectors, etc.; all interior exits and corridors readily accessible and free of obstructions or excessive materials; schools' supplies and materials neatly stored with clearance of 24 inches of a ceiling (if in the case of sprinklered building the clearance is 18 inches)						
4	Building Supply Procurement	Purchasing building supplies for building inventory: Paint, maintaining attic stock, lighting, repair items, standard tools, water fountain filters						
5	Building Systems	Systems Operation, Maintenance, and Inspections: HVAC, Boiler, Generator, Fire Suppression systems, etc.						
6	Building Violations	Maintaining the following locations to prevent and/or address violations/citations: Sidewalks, Elevators, Boilers, HVAC, Fire suppression system, etc.						
7	Budgeting	Creating and managing to annual facilities budget, including authorizing expenses from approved facilities budget						
8	Cleaning Mgt. - Daily	Manage nightly cleaning company, review cleaning checklists daily, input any work order and escalate issue with cleaning company as needed, keep record of supply inventory); Schedule semi-annual deep cleans						
9	Cleaning Mgt. - Other	Manage requests for additional cleanings, scheduling cleaning for special events, kitchen equipment cleaning)						
10	Cleaning Mgt. - Spot Cleaning	Management of misc. during the day cleaning, emptying trash after each lunch period, toilet paper and paper towel refills during the day						
11	Cleaning - Execution	Evening and additional cleaning requests outlined above (9-10)						
12	Daily Support	Classroom set-up, relocating furniture, food service set-up, furniture repairs, vomit and student accidents						
13	Deliveries	Accepting and storing deliveries. Ops/DOO/Kitchen Staff to coordinate with security guard for delivery receiving						
14	Electrical - Building	Replace ballasts, wiring issues, connectivity issues, blackouts, full relamping (annually)						
15	Electrical - Spot Replacement	Replacing individual bulbs						
16	Equipment Maintenance - Building Infrastructure	Stage & Gym permanent gym equipment (goals, scoreboard, pads, divider curtain, bleachers, etc.); Foldable/mobile partitions						

If everyone owns it, no one owns it!

#2: Pull every service contract and ask, “What is owed to us?”

If you can't name it, you can't price it — and you definitely can't manage it.

#3: Schedule all preventative maintenance now



You cannot see
into the future,
but you can
plan for it.