

Utilizing Available Technology for Efficiency

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Outline - Maximize Use of Free or Low Cost Technology Tools

- ▶ Supportive of all modules and features of Nextgen and AASBO Business Partners.
- ▶ Optional free or minimal cost tools.
- ▶ Use of Google Drive and Google features.
- ▶ Use of a free tool - Freshdesk for work orders for R&M and IT.
- ▶ Use of Adobe to develop fill-in forms for staff use.
- ▶ Use of Dropbox for Board agendas.
- ▶ Timeclock Plus

Maximize Use of Nextgen Modules and Features

- ▶ All import features including journal entry import, budget import, Budget Works and Service Report import, etc.
- ▶ Implement remote requisition users and remote payroll users whenever possible.
- ▶ Download reports to excel for easy use, revision and calculation.
- ▶ A little investment in learning/implementing the various features can save significant staff time and resources.

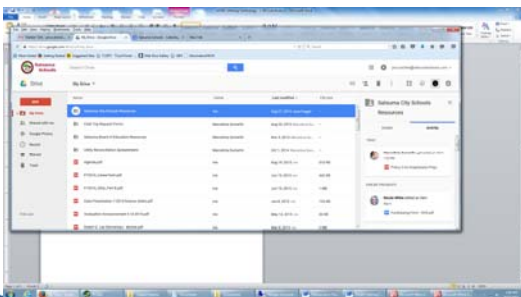
Google Drive Features

- ▶ Satsuma City Schools utilizes the Google Drive to share and house all forms, guidance, handbooks, manuals, etc., with staff and board.
- ▶ Use of Google Drive to share documents that can be edited, reviewed, approved and finalized.
- ▶ Examples– spreadsheets for budgets, assignment of athletic supplements for approval, submission and approval of field trip forms, etc.
- ▶ Use of Google Drive for surveys, taking votes, etc.

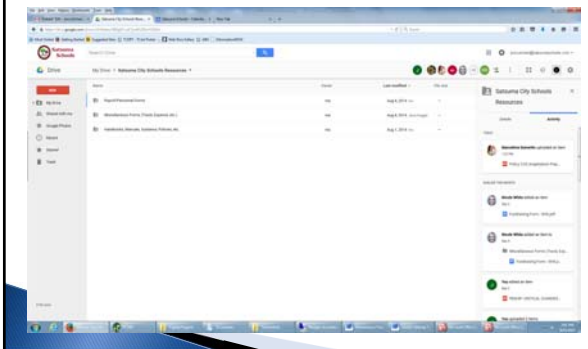
Google Drive Accessed via Gmail or a Google Account.



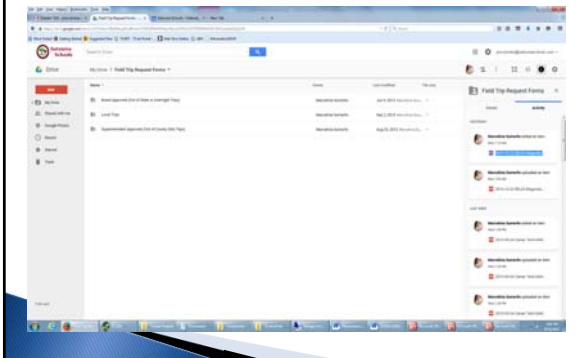
Satsuma uses a primary folder – Satsuma City Schools Resources to house all primary documents for staff.



Satsuma Uses 3 Main Folders for Documents to Share with Staff- Payroll/Personnel, Miscellaneous Forms, Handbooks, Manuals, Guidance, etc.



Example of a System for Monitoring a Process - Field Trip Requests



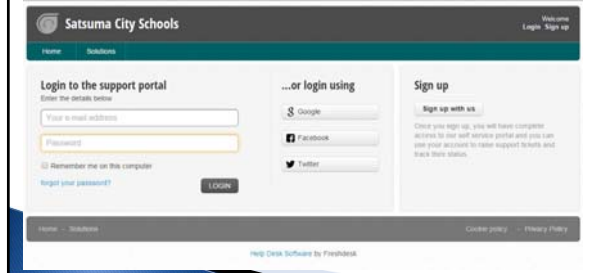
Freshdesk is a free feature of Google.

- ▶ IT Director set this free work order system up for Satsuma. Addresses R & M and IT work orders.
- ▶ Employees can submit a work order.
- ▶ Central Office staff divides into R & M and Technology.
- ▶ Limited to 3 Agents/Managers- can view a Dashboard that gives options to manage tickets, solutions, reports, etc.

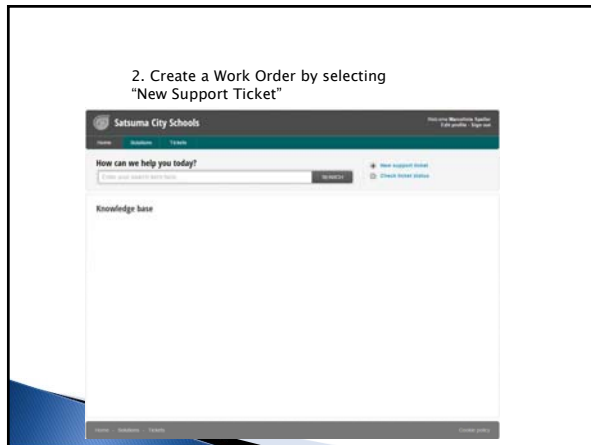
Work Order Instructions to Staff

Instructions for submitting a work order:

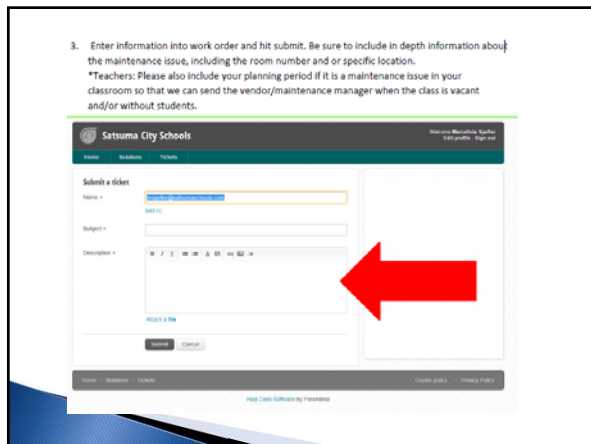
1. Go to the Work Order System Website:
<http://satsumacity.freshdesk.com/support/login>
If you have not already created an account, do so by clicking on the link "Sign up with us"



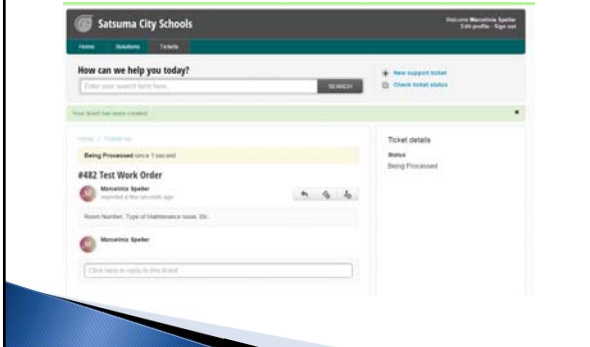
2. Create a Work Order by selecting "New Support Ticket"



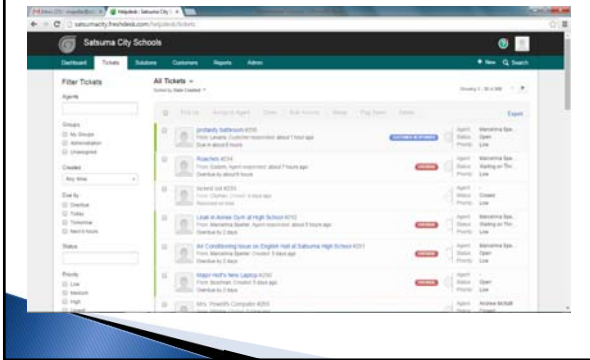
3. Enter information into work order and hit submit. Be sure to include in depth information about the maintenance issue, including the room number and/or specific location.
*Teachers: Please also include your planning period if it is a maintenance issue in your classroom so that we can send the vendor/maintenance manager when the class is vacant and/or without students.



4. After you submit the work order, you will see the screen below which means your submission was received.



Sample of Dashboard Appearance/Options



Use of Adobe Fill In Forms

- ▶ Purchase of Adobe Pro
- ▶ A staff person responsible for developing and maintaining forms
- ▶ Develop forms with formulas for easy fill for travel expense statements, etc.
- ▶ Allow electronic signatures and submission when ever feasible.
- ▶ Can email or share in Google Docs.

Use of DropBox and Google Drive For Board Members

Board Members have Chromebook
All agendas and supporting documents are uploaded.
Miscellaneous items for review and for workshops can be uploaded.
Superintendent uses Drop Box for staff meetings.

Timeclock Plus

- ▶ Low cost timekeeping system
- ▶ 1 clock-in machine at each school & bus driver room
- ▶ Certified employees clock-in and are auto clocked out
- ▶ Classified employees clock-in and clock-out each day
- ▶ Subs also clock-in each day and select the teacher for which they are subbing

Timeclock Plus

- ▶ School secretary matches each sub to the employee before submitting payroll to the CO
- ▶ Export leave out of timeclock and import into Nextgen
- ▶ Payroll assistant/CSFO will match all employee leave to correct sub for payroll
- ▶ Low cost alternative for a district with small number of employees
- ▶ Many reports available including audit trails for unique situations
