



Utilizing Technology at the Local School

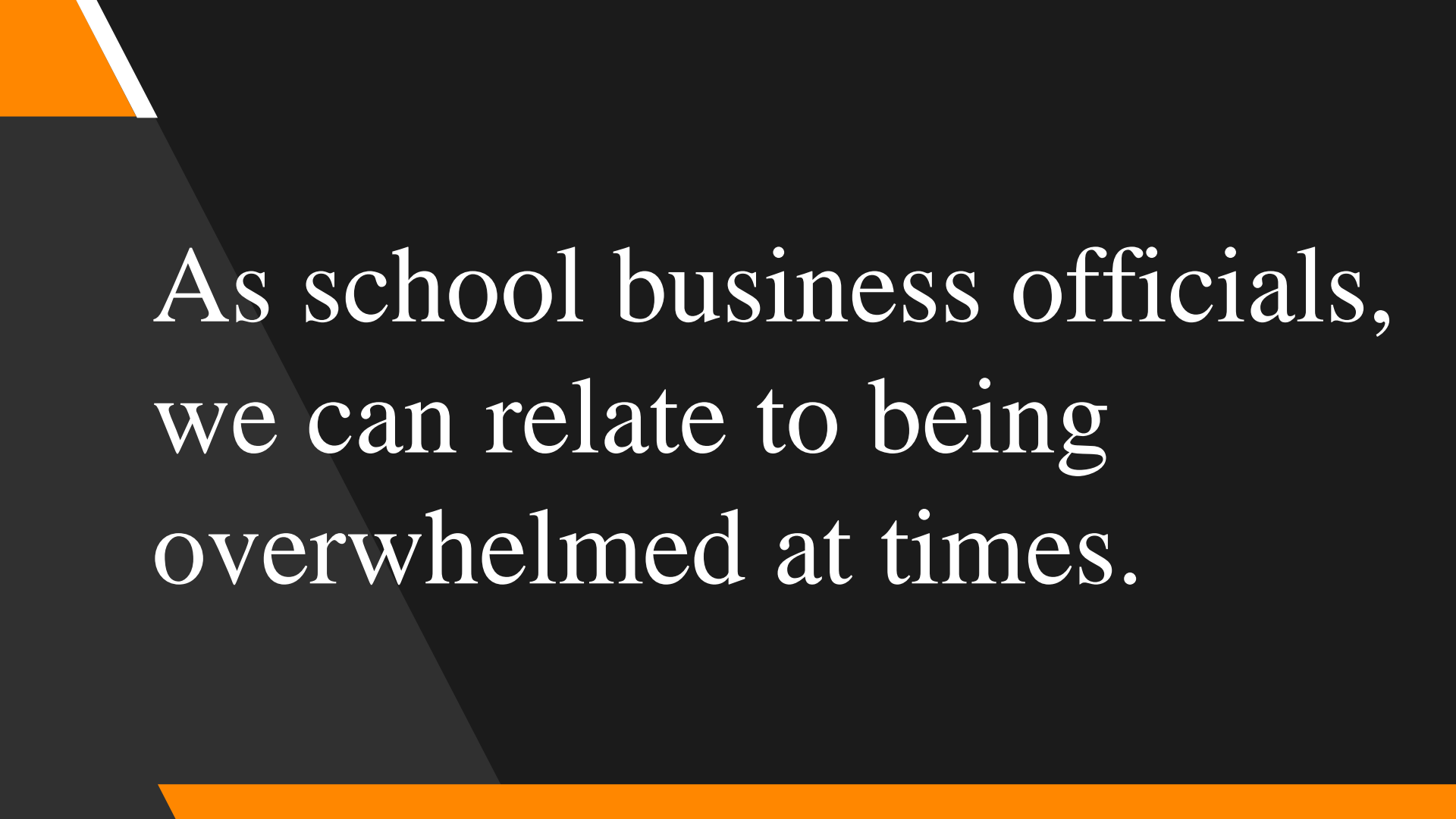
LSFM Annual Conference 2024



Does This Look
Familiar....



**DON'T WORRY, MRS. PUFF.
I HAVE THIS UNDER CONTROL.**



As school business officials,
we can relate to being
overwhelmed at times.



Common Challenge

Finding Ways to Control The Chaos



Staying Productive Isn't
Easy

Statistic
#1

Poor Communication

- ▶ Results in ___% of workplace failures

86

Excessive Email

Statistic
#2

- ▶ Average number of business emails received weekly

304

Excessive Email

Statistic
#3

- ▶ Average number of times a person checks email within an hour

36

Excessive Email

Statistic
#4

- ▶ Minutes spent refocusing after handling incoming email

16

Interruptions

Statistic
#5

- ▶ Average number of interruptions a day

56

Interruptions

Statistic
#6

- ▶ ___% of interruptions at work are considered trivial

80

Today's Topics

- ▶ Purchasing Card
- ▶ Digital Workflow
- ▶ Digital Ticketing Solution
- ▶ Digital Wallet Solution
- ▶ Google Workspace
- ▶ Data Protection

PURCHASING CARD

Simplify and streamline your purchasing and accounts payable processes.

Benefits of a Purchasing Card

- ▶ Control Spending
- ▶ Simplify Procurement
- ▶ Reduce Transaction Costs
- ▶ Minimize Paperwork
- ▶ Secure
- ▶ Earn Incentives
- ▶ Improve Employee Morale

Challenges of a Purchasing Card

- ▶ Sales Tax
- ▶ Fraudulent Charges
- ▶ Timely Receipts
- ▶ Security
- ▶ Card Sharing
- ▶ Refunds
- ▶ Inadvertent Purchase

DIGITAL WORKFLOW

Simplify and streamline your approval processes.

Benefits of Digital Workflow

- ▶ Standardize Processes
- ▶ Increase Efficiency
- ▶ Improve Productivity
- ▶ Reduce Paper
- ▶ Transparency
- ▶ Collaboration
- ▶ Communication

Challenges of Digital Workflow

- ▶ Learning Curve
- ▶ Requires Maintenance
- ▶ Cybersecurity Risks
- ▶ Dependency on Technology

Examples of Automated Forms

- ▶ Requisitions
- ▶ Travel Reimbursement
- ▶ Professional Leave Request
- ▶ Vacation Leave Request
- ▶ Field Trip Request



Invoice To:
Conecuh County Board of Education
1455 Ted Bates Road
Evergreen, AL 36401

Requisition

Name: Avery Ford Today's Date: 2/12/2024
 Email: avery.ford@conecuhk12.com School/Dept Finance

Route to District Office for payment

| Vendor Information: | Ship To: |
|---|--|
| Vendor Name: <u>Mega Conference</u> | Name: <u>Avery Ford</u> |
| Address: <u>PO Box 14246, Tallahassee, FL 32317</u> | Address: <u>1455 Ted Bates Road, Evergreen, AL 36401</u> |
| Phone/Fax: _____ | Phone/Fax: <u>251-578-1752</u> |

Requisition Date 2/12/2024 Shipping Option _____
 Purchasing Fund Source General Fund (6001)

| Item No. | Qty | Description | Unit Cost | Amount |
|----------|-----|---|-----------|--------|
| | 1 | 2024 Mega Conference Registration - Early Bird Rate | 180.00 | 180.00 |
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| Total | | | 180.00 | 180.00 |

Special Instructions

Once approved, the registration will be paid by Board credit card online.

Office Use Only

PO Date: 2/14/2024

PO number assigned: CO24-211

Submitter (Type in)

Avery Ford

Date of Submittal: 2/12/2024

Principal/Supervisor

[Signature]

Date of Approval: 2/13/2024

Federal Programs

Date of Approval: _____

Financial Officer

[Signature]

Date of Approval: 2/13/2024

Superintendent

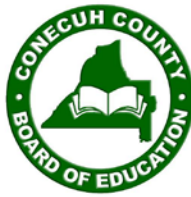
Tonya Bozeman

Date of Approval: 2/13/2024

Finance Department

Jeanie Gaskin

Date of Approval: 2/14/2024



Conecuh County Board of Education

Request for Professional Leave

Request for Professional Development
 Request for Professional Leave
 Today's Date: 2/12/2024

This form is to be completed in full by anyone requesting professional development/professional leave. All personnel must receive written notification that their request has been approved prior to incurring any expenses. Failure to do so may result in that person being accountable for all expenses.

Name: Avery Ford Title: CSFO
 Email: avery.ford@conecuhk12.com School/Dept: Finance

School Assigned: Central Office Professional Leave Date(s): July 7-12

Title of Professional Development 2024 Mega Conference

Substitute Required: Yes No If yes, number of days: _____

To be paid from: Title I Title II OSR IDEA ARI Career Tech Local School

Other(specify): General Fund (6001)

Registration Fee (amount): 180.00

Travel: Employees are strongly encouraged to use system vehicles, when available

System Vehicle Personal Vehicle Carpooling

If you check Personal Vehicle: Estimated Mileage Cost (.67 per mile): 120.60

Overnight Stay Necessary: Yes No If yes, number of nights: 5 Lodging Cost: 945.50

Anticipated Total Amount of Per Diem for Meals: 300.00

Guidelines: Duration of Trip from 4 to 12 hours - maximum \$20.00 – receipt required
 Duration of Trip that exceeds 12 hours (no overnight) - \$35.00 – no receipt required
 Trip of overnight for full or portion of day - \$50.00 – no receipt required

Other Anticipated Expenses (describe & include cost):**Parking - \$100 (\$20 per night)**

Required Brief Narrative: Description of Activity /Professional Development Goal Addressed, How Does It Benefit System/School, and How Are You Going to Turn It Around

MEGA Conference is important because it allows teachers and leaders to collaborate and learn with others in non-traditional group settings. Also, important information is shared by ALSDE staff. My attendance to this conference helps me as a CSFO gain insight as to how finance makes an impact the district's mission and teaching environment.

Office Use Only

System Vehicle available ? Yes No

| | | | |
|------------------------------|------------------------------|--------------------|------------------|
| Employee Signature: | <u><i>Avery Ford</i></u> | Date of Submittal: | <u>2/12/2024</u> |
| Principal/Supervisor | <u><i>[Signature]</i></u> | Date of Approval: | <u>2/13/2024</u> |
| Transportation Director | <u><i>Felicia Parham</i></u> | Date of Approval: | <u>2/14/2024</u> |
| Federal Programs Coordinator | <u><i>Leann Smith</i></u> | Date of Approval: | <u>2/14/2024</u> |
| Superintendent | <u><i>Tonya Bozeman</i></u> | Date of Approval: | <u>2/14/2024</u> |

DIGITAL TICKETING SOLUTIONS

Simplify and streamline your event management.

Benefits of Digital Ticketing

- ▶ Create Events
- ▶ Manage Capacity
- ▶ Pre-Sales
- ▶ Contactless Entry
- ▶ Season Passes
- ▶ Real-time Reports

DIGITAL WALLET SOLUTIONS

Simplify and streamline your purchasing and reimbursement process.

Benefits of Digital Wallet

- ▶ Eliminate Paperwork
- ▶ Control Spending
- ▶ Simplify Procurement
- ▶ Improve Efficiency
- ▶ Transparency
- ▶ Real-time Reports
- ▶ Improve Employee Morale

GOOGLE WORKSPACE

Collection of productivity and collaborative tools.

Google Workspace Tools

- ▶ Gmail
- ▶ Tasks
- ▶ Calendar
- ▶ Drive
- ▶ Docs
- ▶ Slides
- ▶ Forms

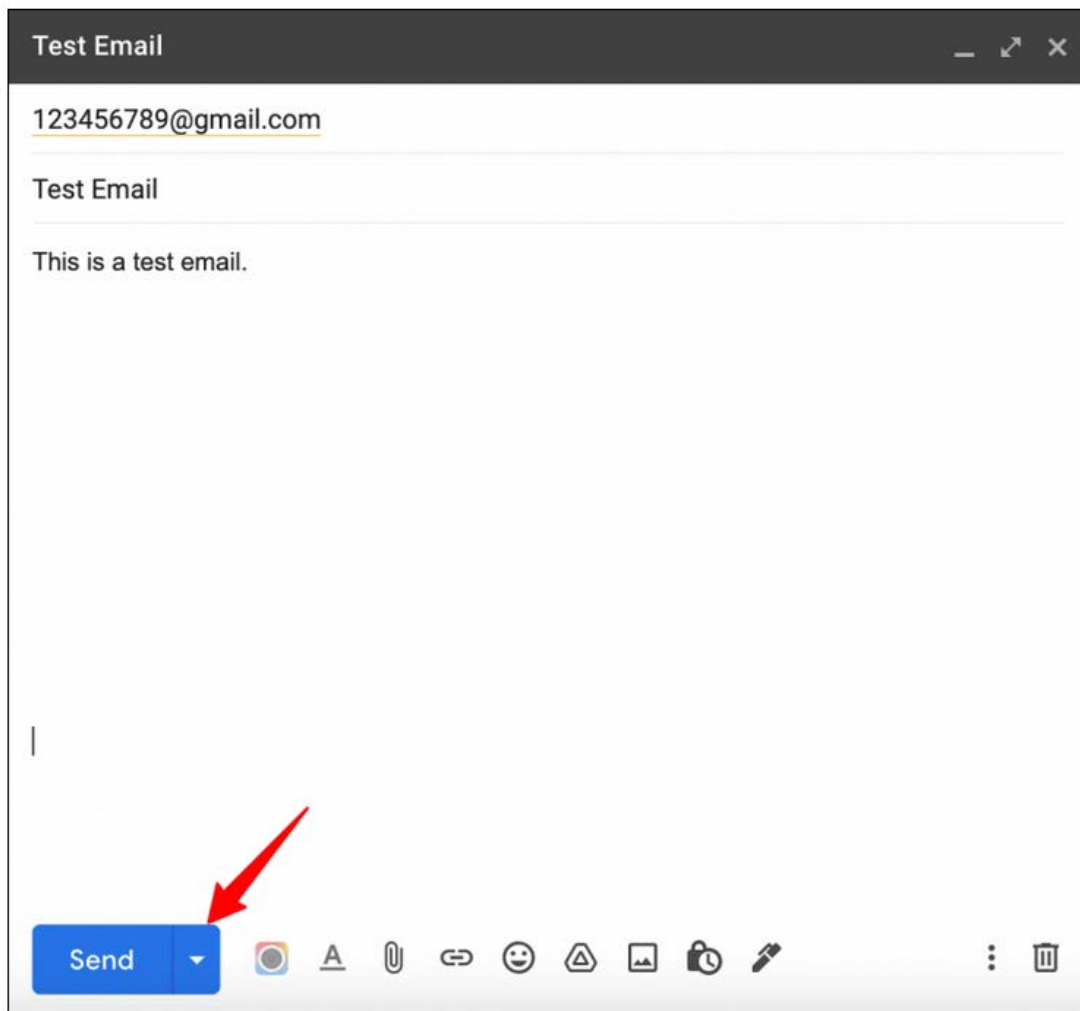
Gmail

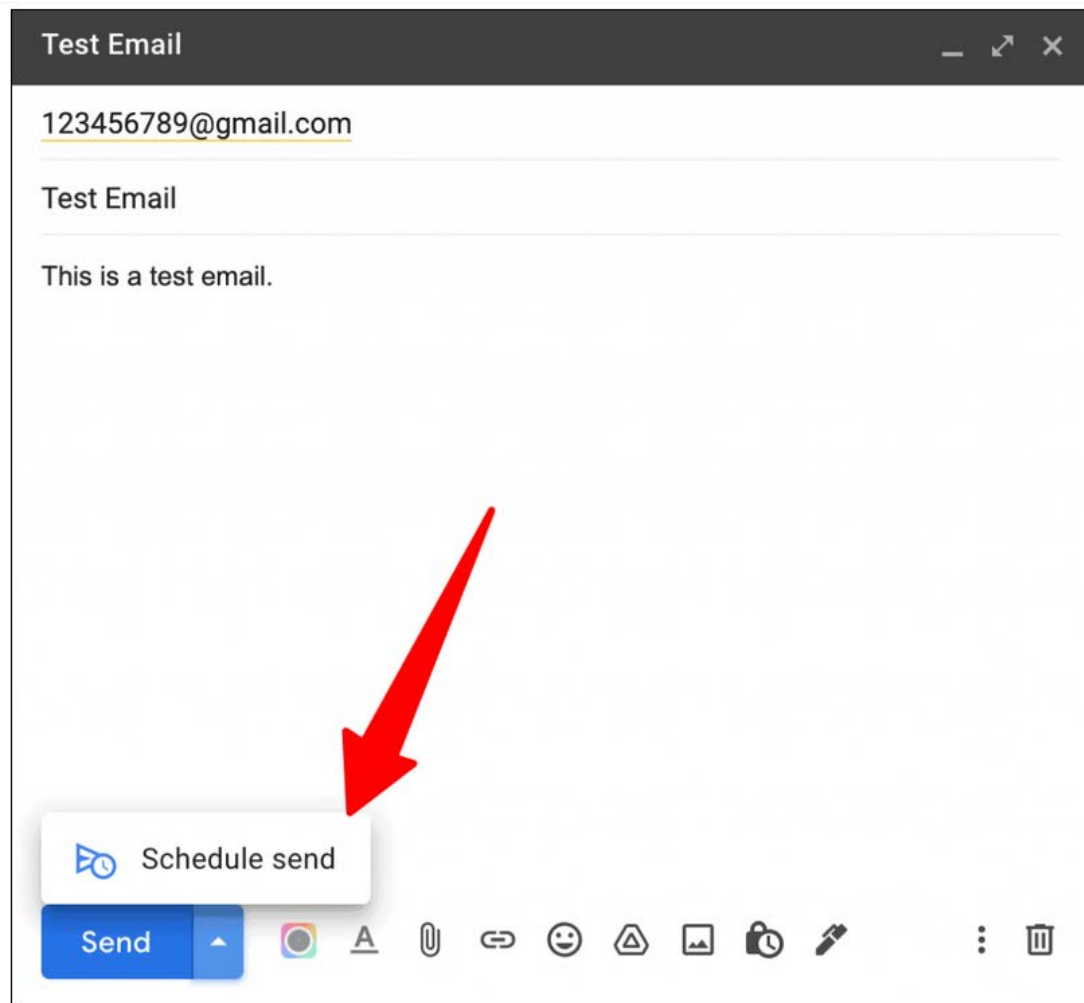
- ▶ Schedule Messages to Send Later
- ▶ Predictive Text
- ▶ Snooze
- ▶ Calendar Invites
- ▶ Canned Email Responses
- ▶ Meet



How to Schedule a Message in Gmail







Schedule send



Eastern Daylight Time

Tomorrow morning

Oct 12, 8:00 AM

Tomorrow afternoon

Oct 12, 1:00 PM

Monday morning

Oct 18, 8:00 AM



Pick date & time

Pick date & time

October 2021



Oct 11, 2021

S M T W T F S

26 27 28 29 30 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

2:53 PM

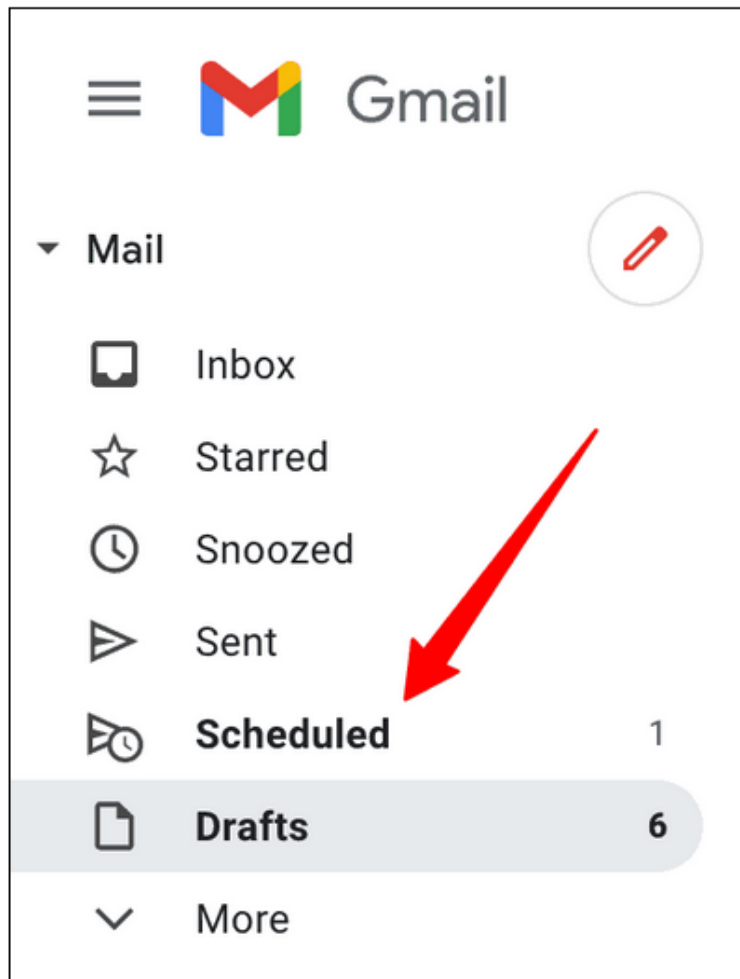
Cancel

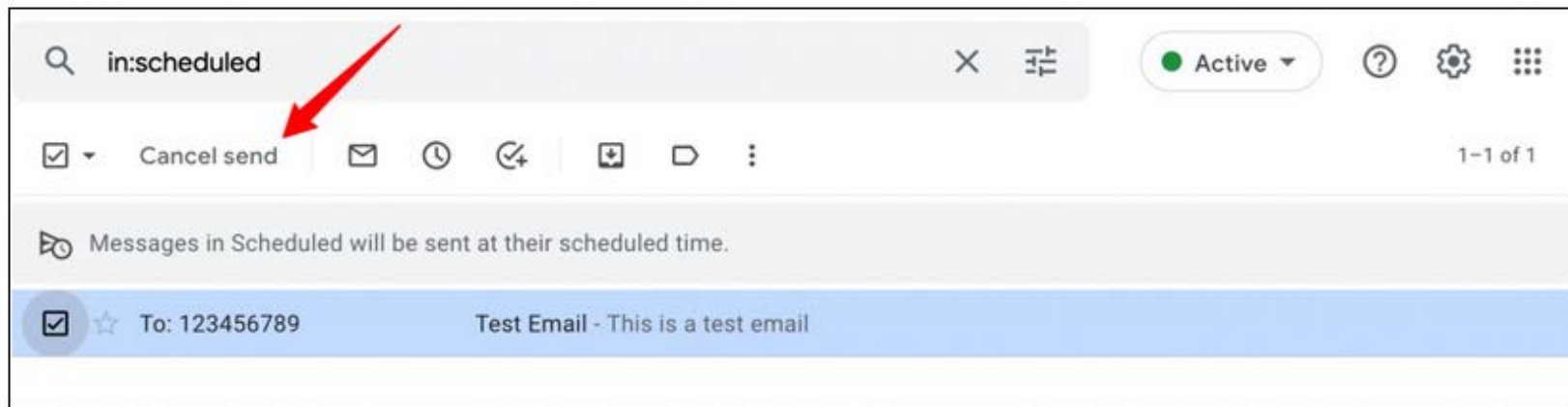
Schedule send



How to Cancel a Scheduled Message in Gmail







The screenshot displays an email client interface for a folder named "in:scheduled". At the top, there is a search bar containing "in:scheduled" and a filter icon. To the right, there is a status indicator "Active" with a green dot and a dropdown arrow, along with help, settings, and app icons. Below the search bar, a toolbar includes a checked checkbox, a "Cancel send" button (highlighted by a red arrow), and icons for email, clock, reply, share, and delete. The text "1-1 of 1" is visible on the right. A message banner states: "Messages in Scheduled will be sent at their scheduled time." Below this, a single email is listed with a checked checkbox, a star icon, the recipient "To: 123456789", and the subject "Test Email - This is a test email".

Tasks

- ▶ Create To-Do Lists
- ▶ Add Due Dates & Times
- ▶ Mark Tasks Complete
- ▶ Integrates with Gmail Calendar

Calendar

- ▶ Create a Calendar of Events
- ▶ Multiple Calendars
- ▶ Able to Share Calendars
- ▶ Create Appointments
- ▶ Find Available Time Slots

Drive

- ▶ Files
- ▶ Folders
- ▶ Shared Drives

Google has Apps!

- ▶ Docs
- ▶ Sheets
- ▶ Slides



- ▶ Word
- ▶ Excel
- ▶ PowerPoint



Use Google Apps to Your Advantage

<https://bit.ly/2023ccsbud1>



DATA PROTECTION

Data Protection

- ▶ Passwords
- ▶ Emails
- ▶ Office Security

THANKS YOU

Avery Ford

Conecuh County Board of Education

Office: (251) 578-1752

Email: avery.ford@conecuhk12.com