

District's Efforts to Improve Efficiencies

Stafford Public School District's Efforts to Improve Efficiencies

Old Practice	New Practice	Savings Realized	Benefit to Others
Staff submission of request for personal leave on NCR three-part forms	Staff submit requests / receives approvals electronically through IVEE portal (provided through the district's updated financial software)	<ul style="list-style-type: none"> ✓ Reduction in costs for printing of forms ✓ Reduction in time for processing/dissemination to building/filing of hard copies/data entry into computer system by HR ✓ Eliminates the need for dissemination of forms by building secretaries to staff 	<ul style="list-style-type: none"> ✓ Employees receive quicker responses to requests in a secure manner ✓ Building administrators have ability to review leave requests for school staff in an electronic calendar format ✓ Employees have access to their accumulated leave balances at all times
Provision of hard-copy direct deposit statements to all employees each pay date (every two weeks)	Employees access payroll earnings statements through IVEE portal (provided through the district's updated financial software)	<ul style="list-style-type: none"> ✓ Reduction in printing, paper, 700 envelopes / sheets of paper per month ✓ Reduction of 2-3 hours per payroll cycle for staff members (placing in envelopes, sorting, disseminating to buildings) 	<ul style="list-style-type: none"> ✓ Information provided to employees earlier and in a more secure manner ✓ Employees have access to / can print their financial information at any time / from any computer with internet access ✓ Staff member has more time to absorb some of the tasks of previously eliminated staff from that department
Maintenance worker spent 2 hours / day delivering mail and packages throughout the district	District mail courier / custodian (15 hours per week) to provide cleaning for Superintendent's Office and district delivery services	<ul style="list-style-type: none"> ✓ Custodian at Pinney Building was eliminated and replaced with this position to avoid cost to taxpayers 	<ul style="list-style-type: none"> ✓ Mail and packages delivered on a set schedule and arrive in a timely manner

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		<ul style="list-style-type: none"> ✓ Allows district maintenance worker to spend entire forty hour work week on maintenance duties ✓ Avoids costly outsourcing of some jobs 	
Receptionist answered phones for central office staff	Use of voicemail system to answer incoming calls	✓ Salary savings from eliminated position	✓ Callers have the option to leave a secure voice mail message for staff members in the business office and superintendent's office
Connecticut Association of Boards of Education (CABE) hosted the district's on-line policy service	District hosts on-line policies in-house	✓ Savings of \$1,300	✓ District was able to design a more user-friendly format, which should benefit those accessing the on-line policy manual
Use of AlertNow Emergency Notification System	Use of Everbridge Emergency Notification System (in collaboration with the Town)	✓ Ability to use State contract price for Everbridge	<ul style="list-style-type: none"> ✓ Everbridge system allows for unlimited notifications vs. paying per notification with AlertNow ✓ Allows community / staff members to register for types of messages they'd like to receive, as well as how they'd like to be notified (phone, text, etc.)

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Utilize Administrator Plus as the district's student information system	Utilize PowerSchool as the district's student information system	<ul style="list-style-type: none"> ✓ Eliminates the need for multiple copies of student emergency information (nurse able to share information available in PowerSchool) ✓ Licensing fees based on student enrollment vs. flat fee 	<ul style="list-style-type: none"> ✓ Parents / students are able to access assignments and grades on-line 24-7 ✓ Can be accessed from any source with internet access (home computer, smart phone, etc.) ✓ Provides another home-school communication vehicle ✓ District staff has access to user groups for networking
School to parent communication consisted of hard-copies sent home via US mail and/or with students	As much as possible, communication with parents is done electronically via e-mail and/or PowerSchool	<ul style="list-style-type: none"> ✓ Reduction in printing/paper/envelope/postage costs ✓ Reduction in amount of time staff members spend processing this information 	<ul style="list-style-type: none"> ✓ Information is delivered in a more timely and secure manner ✓ Information can be accessed for future reference ✓ Allows more convenience when communicating with parents and other staff members

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Hard-copies of informational flyers for community events were sent home to parents with students	Informational flyers are emailed to most parents / guardians	<ul style="list-style-type: none"> ✓ Reduction in printing / paper costs for community organizations ✓ School secretaries and teachers no longer have to distribute flyers to students, saving time 	<ul style="list-style-type: none"> ✓ Information is delivered in a more timely and secure manner ✓ Information can be accessed for future reference
College recommendation letters were sent to colleges via US postal service	Through Naviance software, college recommendations are now submitted digitally	<ul style="list-style-type: none"> ✓ Reduction in printing/ paper/envelope/postage costs ✓ Reduction in amount of time staff members spend processing this information 	<ul style="list-style-type: none"> ✓ Information is delivered in a more timely and secure manner ✓ Online submission provides proof of immediate delivery
Handouts utilized in classrooms	Information is provided to students via Google Classroom, Google Drive, Mimeo, etc.	<ul style="list-style-type: none"> ✓ Reduction in paper and printing costs 	<ul style="list-style-type: none"> ✓ Information can be accessed for future reference 24-7
Individual printers utilized by staff members	Centralized printing utilizing district copiers (documents remain in "key" until accessed via user ID / password to ensure security)	<ul style="list-style-type: none"> ✓ Substantial reduction in the cost of printing ✓ Less time spent ordering supplies ✓ Technology department staff no longer had to support individual printers 	<ul style="list-style-type: none"> ✓ Faster printing speed

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Maintenance and technology support requests were phoned in to the respective department	Staff members submit electronic work orders through School Dude	<ul style="list-style-type: none"> ✓ Reduction in cost of forms / filing of work orders ✓ Reduction in amount of time staff members spend processing work orders ✓ More efficient process allows staff to address more work orders 	<ul style="list-style-type: none"> ✓ School custodial / maintenance / technology staff and town electrician are able to access work orders electronically from any computer ✓ Capacity to print reports and sort requests by staff, location, etc. and collect data for maintenance schedules
Face to face meetings, conferences and professional development	When possible, meetings are held via conference call, webinar or Skype	<ul style="list-style-type: none"> ✓ Reduce staff time out of district ✓ Reduce mileage reimbursement costs 	✓

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New Initiatives Planned for Future Implementation / Being Researched for Possible Implementation

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Potential employees complete hard copy application packets	Utilize AppliTrack software to allow on-line completion of application materials	<ul style="list-style-type: none"> ✓ Free job postings on k12jobspot.com ✓ Reduction in the amount of time the HR department spends following up with potential employees to complete application packets ✓ Reduction in the amount of time the HR department spends sorting / scanning / forwarding applications to administrators 	<ul style="list-style-type: none"> ✓ All administrators will have access to all district applications at any time ✓ Streamlined and secure application process for potential employees
Hours worked by district staff members are tracked on three-part NCR forms	Researching electronic time-keeping systems	<ul style="list-style-type: none"> ✓ Eliminate mathematical errors on time sheets ✓ Eliminate the need to deliver time sheets from the schools to the Paymaster ✓ Eliminate the cost of the two-part time sheets 	✓
Substitutes for teachers are employed by the district and called in by district-employed substitute caller	Researching the possibility of outsourcing the employment of substitutes	<ul style="list-style-type: none"> ✓ Eliminate the need for a substitute caller ✓ HR staff would no longer process substitute application packets ✓ Paymaster would no longer 	✓

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		process substitute payments ✓ Possible elimination of the district's obligation to provide health insurance	
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