



# DigitalSchoolsSuite

*Control Your Positions. Control Your Finances. Control Your Future.*

## Case Study:

**Kings Canyon  
Unified School District**

### Challenges

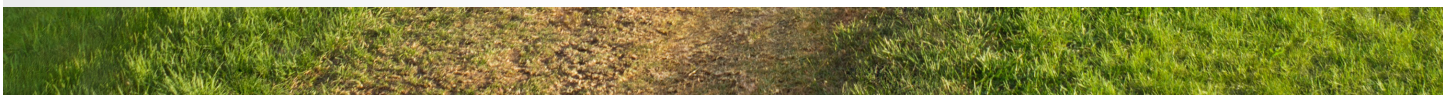
Kings Canyon Unified School District did not have access to proven management tools of position control, human resources, time management, gross payroll or integrated budgeting software. As a result, there were inadequate controls over substitute funding; inability to track and monitor time transactions and to ensure authorization work flow processes. For a District the size of King's Canyon (9,954 ADA), this created significant resource issues as well as the inability to monitor and manage the highest cost portion of the budget, personnel.

Without such software, redundant, duplicative processes occurred; excessive manual processes existed; there was no visibility to real time, date driven data. There was also no core repository for information, complicating the ability to make informed and accurate decisions for District management.

### Objectives/Critical Factors

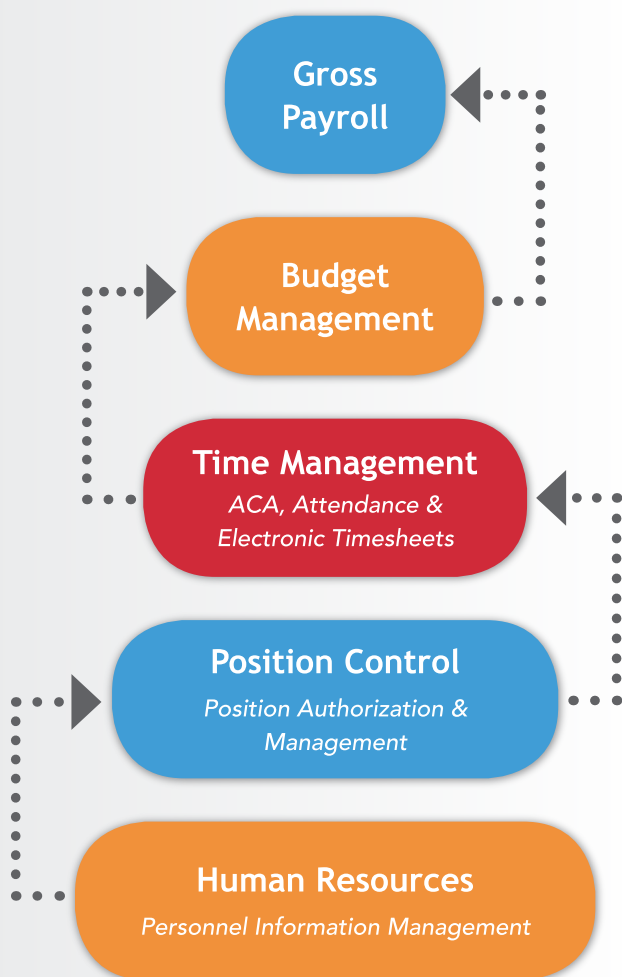
Critical needs included the following:

- Provide an automated mechanism for work flow
- Ensure that personnel are submitting timesheets that are
  - ...Accurate
  - ...Fully authorized in advance of the work being performed including extra duty assignments
  - ...Charged to the right account
- Ability to link substitutes and funding to absent employees
- Focus on activities and dates in order to control and monitor costs of positions



## Solution

After researching available products and completing due diligence, the administration at Kings Canyon determined that the Digital Schools Suite would provide the needed software to manage, control and monitor personnel costs providing the data needed for accurate budgeting.



## Process

Once the contract was signed, a staged implementation process began. While the implementation necessarily extended over a span of months, the District began using the software within weeks of kickoff. The district office and site employees were trained on the Digital Schools Suite platform. District data is taken by Digital Schools in whatever format the District can provide. Special scripts were written to enable the transfer of the data into Digital Schools Suite after the District reviewed and validated it for accuracy. At the conclusion of the conversion, the District is trained and ready to operate independently.

## Results

In the first year of the contract, Kings Canyon saved more than \$300,000.00. The savings derived from appropriately linking substitutes and funding to the absent employee as well as employees' extra duty assignments being credited to the proper funding source. Employees are unable to take on extra work assignments without going through an authorization process first. Kings Canyon has continued to save money through the utilization of Digital Schools Suite since their implementation.

With more than 15 years of Digital Schools Suite application use, the District has seen significant internal workflow and productivity efficiencies due to automation and the ability to benefit from a core data repository.

"With data driven data, we can easily meet current regulatory requirements and provide timely and accurate dashboards and key performance indicator reports to our Board and the community. I cannot imagine running a District without Digital Schools." Adele Nikkel, Director of Fiscal Services.



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