Austin Independent School District

Best Practice:

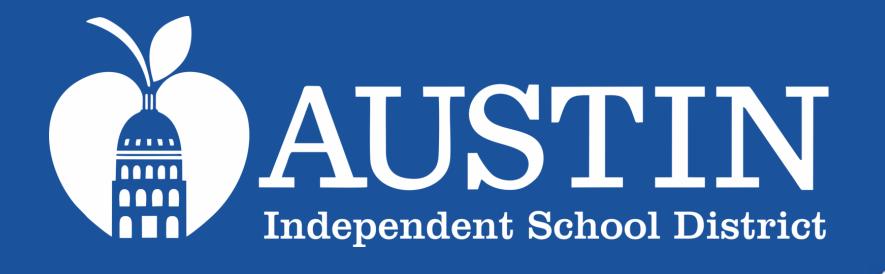
Using Google Shared

Drives/Google Docs to improve

Collaboration and

Communication

2021





Using Google Shared Drives and Google Docs to Improve Collaboration and Communication

EXPLANATION OF IDEA

- Using Google Shared Drive and google docs to store important documents and collaborate.
- Easily accessible by staff and multiple teams.
- Allows for collaboration on documents at all times.
- Particularly useful during Covid-19 emergency when many staff are working remotely.
- Improved communication.



TACTICS / IMPLEMENTATION IMPACT / SUCCESSES

Daily Staffing Sheets

Warehouse Inventory

Menu Planning

 At a glance look at campus staffing. Shows absences, coverage, leave, etc. LIVE DATA

 Perpetual inventory accessible by staff makes menu decisions easier and more accurate.

 Ongoing collaboration between Chef, Dietitian and Procurement.



Using Google Shared Drives/Google Docs to improve Collaboration and Communication

Daily Staffing

| :0 | Staff Wo | 160 | | | | |
|--------|------------------------|--------|----------|--------|---------------------------------|----------|
| | Staff Cove | 11 | | | | |
| | Managers Co | 1 | | | | |
| | | | | | 172 | |
| tion | Employee Name | EID | Language | Status | Home Site | Position |
| | | | | | | BLACKSHE |
| R1 | Mellory Earl | 171136 | | ~ | Blackshear | MGR1 |
| PS | Virginia Reyes | 106823 | | Α 🕶 | Blackshear | SrFPS |
| IT | Laurie Womble | | | * | Baranoff | MIT |
| PS | Ora Ann Hall | | | ~ | Kealing | FPT |
| S | Haider Mohammad © | 144878 | | C ¥ | Kealing | |
| PS | Alejandra Frejil | 105277 | | C ¥ | Travis Heights | FPS |
| | | | | - | | FPT |
| | | | | - | | MGR |
| | | | | - | | |
| R1 | Naomi Sanchez | 170193 | E | | | MGR1 |
| PS | Blanca Sosa | 106751 | S | · · | | SrEPS |
| S | Maribel Benitez Jaimes | 144136 | 5 | | | FPS |
| э т | Monica Roman De Silva | 147344 | S | A ¥ | today and tmrw, personal reason | FPT |
| s s | Irma Altamirano © | 123625 | 5 | A ¥ | From Travis HS | FPS |
| PS PS | Rosvita Gomez | 117117 | S | , | From Crockett | SrFPS |
| P3 | Rosvita Gomez | 11/11/ | 5 | Ť | From Crockett | 51775 |

Warehouse Inventory

| | C | D | E | F ∢ | ▶ H | 1 | J | K | L |
|--|---|--------------------|------------|---|---------------------------------------|---|---|------------------------------------|---------------------------|
| 1E: Texas20 | DISCONTINUED - this item is no longer being | NOT AWAR DED | | Review with RC or DG | Needs to be | | | | |
| | OVER 10 MOH | | | 3-5 MOH | 4 WK R | EVIEW . | 7 TO 3 MOH ORDE | 2 WK REVIE | w |
| | | | | | | | | | |
| - LIST OF SITES | RECIPE MATERIALS REPORT | | | MENU DETAILS | | | SPRING MENU | | |
| PTION | PE STOCK # | UNIT TO CAFE | svg/ cs | WINTER MENU 12/14 TO 3/26 | # OF TIMES ON WINTER MENU | # OF TIMES ABLE TO SERVE WINTER | SPRING MENU 3/29-6/3 (~10 WEEKS) | # OF TIMES ON SPRING MENU | TIM ABLI SER SPR |
| l at a commercial price | | | | | | | | | |
| ONLY | BEEF 01-CATERING | CA | | | | | | N/A | |
| ton/case | CATERING EGGS | CA | | | | | | N/A | |
| ry 12 - 1 lb/case | DELI MEAT 04 | CA | | | | | | N/A | |
| ONS | | | | | | | | | |
| /box | CANDY 02 | вох | | | | | Spring Concessions | TBD | |
| cs/box | CANDY 03 | вох | | | | | Spring Concessions | TBD | |
| X/CASE | CANDY 05 | CA | | | | | Spring Concessions | TBD | |
| <s box<="" td=""><td>CANDY 06</td><td>BOX</td><td></td><td></td><td></td><td></td><td>Spring Concessions</td><td>TBD</td><td></td></s> | CANDY 06 | BOX | | | | | Spring Concessions | TBD | |
| | CANDY 07 | BOX | | | | | Spring Concessions | TBD | |
| | CANDY 08 | BOX | | | | | Spring Concessions | TBD | |
| nic, 80/case; 10 lb case | HOT DOG 02 | CA | | | | | Spring Concessions | 0.0 | |
| LOCAL COOLER | | | | | | | | | |
| ase | BUTTER 02 | CA | | BULK CURB MIC-NOV, W SUPPER THANKSGIVING | | | BULK CURB MIC-NOV, W SUPPER THANKSGIVING | par item | |
| 11 OZ cans/cas | COFFEE 02 | CA | | | | | Julying | | |
| ps, 192 ct/case | COFFEE CREAMER 02 | CA | | | | | | | |
| 32 SVG/CS E2S | DRODUCE LOCAL 015 | CA | 22 | | | | BULK | 0.0 | |

Menu Planning

| | Fall | |
|---------------------------------|---|---------------------------------|
| | Wednesday | Thursday |
| | Week 1 | |
| | Corn Tortilla | Corn Tortilla |
| | Flour Tortilla | Flour Tortilla |
| | Eggs | Eggs |
| ese | Cheddar Cheese | Cheddar Cheese |
| | Sausage | Chorizo |
| | Potato Puffs | Potato Puffs |
| s | Refried Beans | Refried Beans |
| Peppers and Onions | Roasted Bell Peppers and Onions | Roasted Bell Peppers and Onio |
| | ė. | |
| heros | Chicken Biscuit | Bagel with Cream Chz and Veg |
| | Veggie Sausage Biscuit | a a |
| gurt Bar with Chia Seeds, | Self Serve Yogurt Bar with Chia Seeds, | Self Serve Yogurt Bar with Chia |
| eberries, Strawberries, Peaches | Granola, Blueberries, Strawberries, Peaches | Granola, Blueberries, Strawberr |
| | | |
| | Honey O's | Honey O's |
| | Other Cereal | Other Cereal |
| > | Cocoa Flakes | Cocoa Flakes |
| Crunch | Cinna Toast Crunch | Cinna Toast Crunch |
| | Toast | Toast |
| | Orange | Apple |
| | Orange Juice | Orange Juice |



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Questions and Answers: Christine.Steenport@austinisd.org

Thank you!

