

September 6, 2007

Jeanine Blomberg, Commissioner
Florida Department of Education
325 West Gaines Street, Suite 1514
Tallahassee, FL 32399-0400

Dear Commissioner Blomberg:

At a Collaborative Action Team (CAT) meeting held September 6, 2007, paperwork reduction issues within our District were discussed. All staff within our district was asked to forward any concerns or suggestions they had regarding paperwork required of educators and administrators. The following were areas we identified.

- ✓ Some ESE forms seem to be redundant in purpose, but still must be completed. Is there a way to streamline the required forms to eliminate the duplication?
- ✓ Individual Professional Development Plans (IPDP) were also discussed. We feel that many of the required forms could be put on the DOE website for our access. Also, if a document is applicable to all staff, such as the School Improvement Plan, could we not keep it in a central location rather than individual copies in everyone's plan.
- ✓ Documentation requirements have increased greatly over the past years. For example, if an ESE facilitator comes to a class the teacher is required to sign a form for every student that is being served. This form must be signed each day the facilitator is in the room. Documentation is taking time away from teaching and requiring educators to devote much of their time to clerical issues
- ✓ We would like to be able to get information from other districts on ways that they have successfully reduced paperwork. Maybe Florida Department of Education could set up a meeting with representatives from each district to allow us to share ideas.

We also discussed some items that seem to be helping with paperwork within our district. The following are a couple of areas we feel will help reduce paperwork.

- ✓ Our district has copiers that have the ability to scan documents. Once scanned these documents can be stored as a PDF file that can be emailed or filed electronically. This could possibly make some transactions paperless.
- ✓ We will also have representatives from each school form a committee specific to that school. These committees would address paperwork issues within their schools and report back to the Collaborative Action Team.

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Should you have any questions or need any further information, please contact me at pharrell@baker.k12.fl.us. You can also reach me at (904) 655-6256.

Sincerely,

Paula T. Barton
Superintendent of Schools

Pam Harrell
Teacher Liaison for
Paperwork and Data Collection Reduction

DRAFT