

Bradford County School Board  
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Superintendent Harry Hatcher  
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Assistant Superintendent Lisa Prevatt  
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To: Holly Radcliff, Florida Department of Education  
From: Lisa Prevatt, Assistant Superintendent  
Re: Report on Paperwork Reduction

Based on information gathered from district teachers, four main areas of concern have been identified: 1. the need to improve progress monitoring resources, 2. the need to update/upgrade availability of information on the district website, 3. the need to reduce paperwork for ESE, 4. availability of on-line resources to manage recording keeping and data. The following actions have been or are in the process of being implemented to reduce paperwork and data collection tasks in the Bradford County Schools:

- Anna Curley was appointed to serve as the teacher representative of the Paperwork and Data Reduction during the 2007-2008 school year.
  
- 1. The need to reduce AIP paperwork and improve progress monitoring resources:
  - School wide progress monitoring was implemented in place of individual Academic Improvement Plans at all schools in Bradford County during the 2006-2007 school year.
  - The district has purchased Think Link for the 2007-2008 school year to facilitate the collection and reporting of data for the progress monitoring.
  
- 2. The need to update and increase availability of information on the district & school websites:
  - In-service forms for reporting professional development activities were placed on the district website during the 2006-2007 school year.
  - Hampton Elementary School uploaded the Faculty and Student Handbooks onto the school website. Bradford High School currently working on this.
  
- 3. The need to reduce paperwork for ESE:
  - The Bradford County ESE Department is beginning the transition to the state's online Individual Educational Plan during the 2007-2008 school year.
  - The district ESE Department downsized the ESE Prereferral Forms from six to three pages.
  - ESE student progress will be reported using the state's online goals and objectives.
  
- 4. Availability of on-line resources to manage recording keeping and data:
  - The Bradford County School Board has continued to fund participation in the Global Online Accountability Learning System (**GOALS**), which is a complete web-based educational management system offered by NEFEC. This is used for online viewing of student data and creation of Professional Development Plans based on personal class rolls.
  - The Bradford County School Board has continued to fund participation in NEFEC's my-points.org to manage record keeping and facilitate personal viewing of the professional development activity for teachers in the district.
  - The district is piloting an on-line grade book.