



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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Curriculum & Instruction/Student Support
Earlean C. Smiley, Ed.D., Deputy Superintendent
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September 20, 2007

Cheri Pierson Yecke, Ph.D.
Chancellor, K-12 Public Schools
Florida Department of Education
325 West Gaines Street, Suite 514
Tallahassee, Florida 32399

Dear Dr. Yecke:

Enclosed please find Broward's Paperwork Reduction Report and approved Agenda Request Form. This report was Board approved at the September 18, 2007 School Board meeting. If you need additional information regarding efforts to reduce the paperwork and data collection for the Broward County Public Schools, please feel free to contact me at 754-321-2110.

Sincerely,

Earlean C. Smiley, Ed. D., Deputy Superintendent
Curriculum & Instruction/Student Support

ECS:jcc
Enclosure
R-07-1105

cc: James F. Notter, Superintendent of Schools

BROWARD COUNTY SCHOOLS
PAPERWORK REDUCTION
RECOMMENDATIONS

ANNUAL GUIDANCE PLAN (AGP)

Issue from Principals: guidance personnel spend too much time completing and revising the annual guidance plan.

Charge: develop a district annual guidance plan that requires little or no input by guidance personnel, that principals can “sign off” on to ensure and confirm implementation.

RECOMMENDATION OF PAPERWORK REDUCTION WORK GROUP	PROGRESS ON RECOMMENDATION
<p>Items from final workgroup report:</p> <p>a. Specifically define what the State requires.</p> <p>b. Reduce specificity of Guidance Plan activities.</p> <p>c. Convene a Guidance Committee made up of district, area, and school based [guidance] staff to bring forth a recommended streamlined plan prior to 2006/07.</p> <p>d. Provide a drop box type of template and a simplified data input format as part of the solution to meet State requirements.</p> <p>e. Design a one page PGP for guidance counselors.</p>	<p>The following activities occurred to address the charge:</p> <ul style="list-style-type: none"> • State requires a district guidance report, which specifies school activities and calendar for implementation. • District Guidance developed content for a district plan, reducing the specificity of activities and convened a group of K-12 counselors to review the streamlined plan concept and provide feedback/input. • ETS developed a web-based template plan that only requires that the counselor name(s) be entered for activities and months selected for implementation— this will meet the state requirements as indicated above and will be available for the start of the school year. • The plan provides drop boxes where data input is required. School personnel will have the option to personalize the plan by determining their own activity topic(s), rather than accepting the district plan. • Principals will review their school plan in September and provide online verification that the plan will be implemented at their school and verify in May that it was implemented; this meets the state requirements. • It was determined that a one page PGP is currently available for guidance counselors.

Outcome: For the 2006-07 school year, Guidance Counselors will no longer have to enter their own baseline data, will no longer have to enter their own activities, and will no longer have to update the plan during the year. If a school adopts the district plan, the only data entry will be to assign counselors to the district activities and indicate which month in the quarter the activity is planned for implementation. After reviewing the plan, the principal “signs off” at the beginning of the year by checking a box ensuring implementation and again at the end of the year confirming implementation.

BROWARD COUNTY SCHOOLS
PAPERWORK REDUCTION
RECOMMENDATIONS

EASYIEP	
<p>Issue from Principals: some school staff indicated difficulty in accessing the EasyIEP system through their local server, too many items in the pull-down menus, professional development needs, issues related to transportation paperwork, and a need to increase the efficiency in correcting errors identified when the IEP is completed and goes through the system's error check.</p> <p>Charge: examine the portal capacity of district's servers to ensure access to the EasyIEP system, reduce pull-down menu items where possible, ensure appropriate professional development for identified staff, address transportation form issues, and provide a more efficient way for error correction.</p>	
RECOMMENDATION OF PAPERWORK REDUCTION WORK GROUP	PROGRESS ON RECOMMENDATION
<p>Items from final workgroup report: Program Design</p> <p>a. Portal Capacity needs to be examined- the program is slow at peak times and software freezes and throws people off, sometimes during staffings.</p> <p>b. Investigate and correct the disparities in efficiency depending on where servers are located.</p> <p>c. Correct error page so that it tells user what the error is.</p> <p>d. Reduce the layers of drop-down selections.</p>	<p>The following activities occurred to address the charge:</p> <ul style="list-style-type: none"> • The vendor-provided system has logged up to 139,225 hits a day, with a return from page to page of 1.5 seconds; Bethune and The Quest were identified as the schools having connectivity issues. ETS is addressing The Quest problems and will have cleared by the end of June; Bethune is scheduled for upgrade on July 11, 2006. • EasyIEP identifies errors and the user can toggle from the error page to the page for correction; the vendor has estimated an initial cost of over \$100,000 and on-going costs to allow for continuous changes to the hyperlinks. The development of this link will be further evaluated with the end-users to determine the priority for implementation. • Drop-down selections on the Goals and Objectives tab have been reduced by 33%.
<p>Training</p> <p>a. Design 6 hours of stand-alone training for ESE Specialists and Backup frequently, during the day and after school.</p> <p>b. Assist schools in developing a back-up plan for system malfunctions.</p> <p>c. Design customized training to meet the specific needs of Principals and Area Directors. (IEP requirements, staff time to complete, parent advocacy groups, time management, writing goals and strategies, etc.)</p> <p>d. Design "first users" training for new ESE Specialists.</p> <p>e. Offer an open BECON broadcast weekly for ESE Specs., District and Area ESE support staffs. (Forum for problem solving and updates)</p>	<ul style="list-style-type: none"> • Trainings for Case Managers (ESE Specialists) and 1 Alternate Case Manager per school are set for August 29-31 and September 19-21; other sessions will be added as needed. • Blank documents have been developed and are available for downloading in case of a malfunction. This is covered in training. • Trainings are planned for Principals by Area. Trainings also planned in coordination with HRD for assistant principals and interns. Area Directors will be invited to attend. • Training is being provided to new ESE Specialists through a Summer Institute as well as additional full day training in August. • CAB Conference available for all users for problem-solving and updates. The system also allows for immediate posting of messages for viewing when the user first accesses the system.

BROWARD COUNTY SCHOOLS
PAPERWORK REDUCTION
RECOMMENDATIONS

EASYIEP (CONTINUED)

Issue from Principals: some school staff indicated difficulty in accessing the EasyIEP system through their local server, too many items in the pull-down menus, professional development needs, a need to address issues related to transportation paperwork, and a need to increase the efficiency in correcting errors identified when the IEP is completed and goes through the system's error check.

Charge: examine the portal capacity of district's servers to ensure access to the EasyIEP system, reduce pull-down menu items where possible, ensure appropriate professional development for identified staff, address transportation form issues, and provide a more efficient way for error correction.

Items from final workgroup report (continued):

- f. Design one day of training after FCAT for Speech Therapists.

Implementation

- a. Conduct a test run during typical staffing at a center and also at a traditional school. Determine if staffings require 2-3 hours.
- b. Only withdraw students from TERMS on a quarterly basis [creates a problem].
- c. Determine why "continue" is not an option for goals and objective.
- d. Involve Area Office and Principals in new initiatives.
- e. Eliminate the additional requirement of hand-written triplicate transportation forms when info is on the IEP.
- f. Link IEP to the A-23 panel.

The following activities occurred to address the charge (continued):

- Training to be provided via scheduled in-service, Illuminate trainings from the ESE web page, Meeting Place calls on specific topics where staff can call in and participate from their own schools.
- Observations of staffings at a Center school as well as a typical school have been completed. Center school staffing took no longer than it would have with the previous system. Typical school IEP was the same. Staffing from Eligibility to IEP in Spanish took less than an hour.
- Working with ETS to implement a daily upload of withdrawn students from TERMS to EasyIEP; ETS completion date 9/06.
- Continuing IEP goals/objectives is not appropriate as per IDEA and DOE monitoring findings; if students do not meet a goal/objective, they are to be revised.
- The area staff has been involved and were members of the initial review team as were school-based personnel; principals will be involved in training on EasyIEP and reports available to them and will be involved in future new initiatives.
- Handwritten triplicate form eliminated. Transportation Request form is on Easy IEP for completion and will move to electronic transmission to Transportation in November so that beginning of the year issues are appropriately addressed.
- Download of special education information from Easy IEP to appropriate TERMS' panels currently in the pilot stage; ready for 2006 school year full implementation, eliminating duplicate entry of those data elements in to TERMS.

Outcome: ETS is addressing the server load in all areas to ensure that the EasyIEP system can be accessed in a timely manner, drop down menu for Goals and Objectives has been reduced by 33%-users will continue to provide feedback in areas for additional reduction, professional development-as outlined above-will be provided to address concerns, the transportation form has been eliminated and electronic transmission of the transportation request will be initiated, and error correction allows for "togglng" between the error page and the page on which the error can be found (funding in the excess of \$100,000 is needed to revamp the system to link each error statement directly to the error page—funding will be pursued based on end-user response).

BROWARD COUNTY SCHOOLS
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CORE HEALTH MONITORING REPORTING

Issue from Principals: Excessive amount of time in completing different forms; question as to requirements from the state.

Charge: Identify the core services required for reporting by Florida Statutes and reduce reporting format to fewer pages, including the criteria for each component on the form for easy review by the principals.

RECOMMENDATION OF PAPERWORK REDUCTION WORK GROUP	PROGRESS ON RECOMMENDATION
<p>Items from final workgroup report:</p> <p>a. Modify Reports into a one page “Yes/No” Checklist.</p> <p>b. Principals will retain updated documentation of the following:</p> <ul style="list-style-type: none"> i. Two trained employees in CPR, First Aid, and AED. ii. Current Authorizations Medication Forms signed and Medication Logs accurately dated and initialed. iii. Health Room Checklist completed noting all Basic First Aid Supplies. iv. Health Screenings: Vision, Hearing, BMI, and Scoliosis completed by deadline. v. Universal Precautions signed documentation of staff reviewing required School Employee video entitled, <i>Blood borne Pathogens</i>. <p>c. Send out mass mailings of reminder letters to parents when additional immunizations are due.</p>	<p>The following activities occurred to address the charge:</p> <ul style="list-style-type: none"> • Core service documentation required by the State was identified. • District staff developed a one page form for principal specifying all areas that documentation must be retained, due December 15, 2006. • Developed criteria for each CORE health services component with Fla. Statute as a point of reference when completing checklist. • All related materials with details of requirements provided on the department’s web page. • At Zone Reform Council, there was agreement that no further follow up was needed. • ETS will send letters to parents reminding them of immunizations due.

Outcome: A one-page reporting format is now available for principals to verify that the required documentation is retained and available at their school for random sampling by district staff of the retained documentation.

BROWARD COUNTY SCHOOLS
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SPECIAL EDUCATION PLAN

Issue from Principals: A variety of issues were raised related to ESE, including items e-g (below) that are EasyIEP related, consistent form and procedures from area to area, need for administrative training for Disciplinary Center referrals, and Community Based Instruction (CBI) procedures.
Charge: to address the EasyIEP issues, provide a timeline for the universal child study form for district-wide use, ensure that forms and procedures for the Disciplinary Centers are consistent across areas, schedule professional development for principals on Disciplinary Referrals, and establish a CBI committee to review procedures and make recommendations.

RECOMMENDATION OF PAPERWORK REDUCTION WORK GROUP	PROGRESS ON RECOMMENDATION
<p>Items from final workgroup report:</p> <ul style="list-style-type: none"> a. Adjust instrument or process so that transportation receives information from IEP. b. Eliminate the use of NCR [transportation] paperwork by schools. c. Setup program and a standard for “view only” during the summer. Universal view privileges will be considered on a case-by-case basis. d. Permit universal view privileges during the matriculation period. e. Eliminate “drop down” menu under Present Level of Performance (PLP). f. Eliminate 50% of the forms associated with the [ESY] Student Folder Checklist. g. Run a District ESY Enrollment Report for schools. h. Design a universal child study form for district-wide use. i. Design a universal Disciplinary Center Referral [form] for district-wide use. j. Design administrative training for Disciplinary Center Referral process. k. Establish a Community Based Instruction Transportation Committee to study and bring back recommendations. 	<p>The following activities occurred to address the charge:</p> <ul style="list-style-type: none"> • The triplicate paper Transportation form has been eliminated; electronic submission by November 2006. • “View only” options for ESY is being provided. • The addition of matriculating school option on the contacts tab of Easy IEP allows for this to happen already. • PLP statement is not a drop down; drop down menu cannot be used as per IDEA-must be individualized. • The ESY student folder checklist will be the same for all four area ESE offices and no additional items will be required, it has been reduced by 50%. • Report has been created using Advanced Reporting in Easy IEP. Hard copy and electronic versions sent to each ESE Area Coordinator. • Currently working on all Pre-referral paperwork for 06-07 school year. • The form and process is now the same for each area; confirmed by area student services coordinators. • The training is handled through the Area Superintendent Administrative Assistants; they will include. • Schools will no longer be required to submit the IEP form with the CBI request. The area offices will use Easy IEP for the information. The CBI request form will be available on Easy IEP in September 2006.

BROWARD COUNTY SCHOOLS
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SPECIAL EDUCATION PLAN (CONTINUED)

Outcome: As per the EasyIEP workgroup outcome, the transportation form is now available on EasyIEP, eliminating the need for the NCR form and will be available for electronic submission in November 2006, view only access for EasyIEP was available for ESY, universal review privileges are available during matriculation, the ESY folder checklist has been standardized across all areas and extra items reduced by 50%, district ESY reports were generated and provided to area coordinators, the pre-referral intervention process is being added to EasyIEP and will include a universal form for child study/collaborative problem solving teams, administrative professional development on the Disciplinary Center Referral process is being provided by the area administrative assistants, and the CBI committee recommendations to be implemented for 2006-07 include use of EasyIEP for CBI requests, eliminating the need for a form to be sent to the area offices by the schools.

STAR SURVEY

Issue from Principals: the time demands of the STaR Survey, the language demands of the survey, and the lack of end-user input in to the survey development.

Charge: send a letter to the DOE that reflects the workgroups concerns.

RECOMMENDATION OF PAPERWORK REDUCTION WORK GROUP	PROGRESS ON RECOMMENDATION
<p>Items from final workgroup report:</p> <ul style="list-style-type: none"> a. Draft a letter to DOE recommending the following modifications: <ul style="list-style-type: none"> i. Pre-populate as much data as possible from previous year into the current year's report. ii. Revise questions with the user in mind, using "end user" terminology. iii. Suggest that Jenny Black, DOE, meet with 	<p>The following activities occurred to address the charge:</p> <ul style="list-style-type: none"> • The Director of Instructional Technology met with the Bureau Chief, DOE Education Technology Department on June 22, 2006 and addressed the specific recommendations of the principals regarding the STaR Survey, In addition, the timing of the survey was addressed and discussion arose around completing it in the May timeframe. Bureau Chief was open to all suggestions and will get back to the district with changes to the STaR process.

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<p>“end users” at the FTCE Conference this year to collect feedback and suggestions for improvements of the STaR Report.</p>	<ul style="list-style-type: none"> • These recommendations were reiterated in a follow-up letter to the DOE dated June 27, 2006.
<p>Outcome: Letter was drafted to include the three items above and sent to DOE reflecting identified concerns. Updates to be provided to principals by the Director of Instructional Technology.</p>	
<p>TITLE I</p>	
<p>Issue from Principals: Title I Annual Plan too cumbersome as far as fiscal process and approval of expenditures. Charge: Review Title I Plan and related fiscal processes in order to streamline procedures and save time.</p>	
<p>RECOMMENDATION OF PAPERWORK REDUCTION WORK GROUP</p>	<p>PROGRESS ON RECOMMENDATION</p>

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<p>Items from final workgroup report:</p> <p>The Title I Plan is a Federal Mandate, which must continue. The scope of the plan is predefined. There were no further issues with this option other than to combine with State Plan if one is required. That determination will reside with the DOE.</p> <p>Examine Title I fiscal approval process to streamline approval process.</p> <p>a. Eliminate Additional Position Form/Summary</p> <ol style="list-style-type: none"> i. Create one PRF requiring one approval by Title I for overstaffed positions. ii. School enters time on SAP and does not complete the form each payroll <p>b. Eliminate Workshop Notification/One-Time Payment Summary</p> <ol style="list-style-type: none"> i. Complete one time payment for workshops electronically ii. If person is not in org. unit, continue current process iii. Use P-card for registration and travel (at the principal's discretion) <p>c. Move Controls for Title I purchasing to principal</p> <ol style="list-style-type: none"> i. Create a separate account for money requisitioned ii. Handle spending like general fund dollars for orders, PAF's, conferences, etc. iii. No second approval on Title I expenditures (already approved on SIP budget form). Any changes in the plan for expenditures will require an update to the Title I Office. <p>d. Title I Principals will meet twice per year with Title I staff for feedback and questions.</p> <p>e. Title I will continue training for principals, budget keepers and liaisons.</p>	<p>The following activities occurred to address the charge:</p> <p>Title I schools will complete a plan as in the past with an option (if provided) by the DOE for those schools completing the State Plan.</p> <p>Title I schools will complete a specific budget form with a narrative identifying all planned expenditures in the appropriate fund, which will be sent to the Title I Office</p> <ul style="list-style-type: none"> • The Title I Office will continue to create all additional positions as in the past. • No further approval will be required by the Title I Office to move funds, pay invoices or code staff • All subsequent expenditures will only need principal approval to move forward. • Schools assume all financial responsibilities including documentation for all audits involving their location. • Any purchase or personnel misappropriation identified will be turned over to the Area Business Analyst for reconciliation through the school's general fund budget. • All Title I expenditures and auditing issues are now the responsibility of the school. • No second approval on Title I expenditures needed • Changes to plan will require an update to the Title I office. • Title I Director and staff will meet with Title I Principals 2x per year to provide important information and address questions. • Training will continue as needed.
<p>Outcome: The Standard Practice Bulletin has been revised to support the new fiscal process. This will reduce the time and duplication of paperwork previously required to get requisitions, PAF's, travel and other fiscal items approved. As a result of the streamlining process and attrition, twelve Title I positions were eliminated with associated funds returned to schools.</p>	