

# **PAPERWORK REDUCTION MEASURES CHARLOTTE COUNTY PUBLIC SCHOOLS 2007-2008**

The Charlotte County Public Schools has been in the process of reducing paperwork for teachers for the past five years. The specific ways in which we have reduced paper work are:

- Computerized AIP's were introduced in the 2003-2004 school year and fully implemented in the 2004-2005 school year
- Computerized IEP's were introduced in the 2002-2003 school year and fully implemented in the 2005-2006 school year
- All applications for employment in the Charlotte County Public Schools are completed on-line via Winocular
- All reviews of employee applications by administrators are done from the worksite through Winocular
- All high school and middle school grades and attendance are computerized using IG Pro software
- All School Board Policies are posted on the district web-site
- All documents critical for parent access and understanding (Student Progression Plan, Student Discipline Plan, enrollment requirements calendars, etc) are posted on the district web-site
- Progress monitoring in reading and math (AGS and Kaplan) assessments are scored and reported electronically. Data disaggregation is generated and reported using Performance Matters data mining software
- Parent Connect web-based software allows parents to view the records related to their child's attendance, discipline and grades
- Work orders are generated electronically through Bi-Tech software
- All district vehicles use a wireless fuel system which records mileage and fuel consumption by vehicle so drivers don't have to keep written logs
- MapNet software allows parents to access bus information on-line
- Every school has its own web page and about 50% of the teachers have their own web page
- All employee records have been scanned and stored electronically
- Avatar web-based software has been purchased and is being implemented to manage all aspects of the districts professional development program: scheduling, record keeping, notification, etc.
- 

Paperwork reduction plans that are in process are:

- The implementation of a substitute calling system (AESOP) for the 2007-2008 school year. The product has been purchased and is being synchronized with our SASI data base. Training will begin the end of September 2007.

Paperwork reduction suggestions that are being reviewed for the future consideration are:

- Do more student assessment on-line
- Reduce the 4 cards families fill out at registration and consolidate them into one form
- Put as many forms (e.g. discipline and leave) on computer and allow access from home (as appropriate) as well as school
- Put more information/items on each piece of paperwork to lower the amount of actual paper. For example, we had about 6 different small pieces of paper for parents/students to fill out and sign at the start of school. Why not use one or two big sheets of paper with all of that information on them? Allow parents to fill you information on-line if they so choose. It could then be “retrieved” electronically by the appropriate data base.
- Develop a 504 Accommodation form that is completed and stored on-line.
- Discontinue the interim grade reports at all levels now that Parent Connect is up and running each year students are required to return a signed, Student Internet Usage Agreement form BEFORE they are permitted to use school computers. It seems an unnecessary exercise to complete the form every year. It would greatly reduce the return-to-school paperwork to merely have freshmen and all new students complete and return the form. Schools could file the forms (as we do now) and keep them for the four years that the student is a member of the school’s community. The video could be shown each year--as a refresher--and students could be reminded that they are still bound by the pledge they made as a freshmen. You can't imagine the mountain of paperwork and coordination required to get these forms returned and filed. The present form has four pages...listing rules and expectations...a copy of the form and a student copy of the form. A lot of paper.
- Electronic grading that is compatible with PDA's so we can input scores and transfer them digitally instead of printing up hard copies and having to transfer the information twice.
- Problem with having two programs so we can do attendance on one, but cannot print adequately from the ClassXP, and then grading done on a separate program IGPro, which doesn't transfer the attendance information, therefore we have to go between two programs ALL the time for different information, even though it looks like IGPro has it all.
- Confidential lists of students in ESE with data from their IEP's in a manageable format so we can see their psych testing results, and ways to assist their learning instead of the endless pages of files we must shuffle through to find the current and past information.
- A workable data mining program that allows us to save the information in a workable format, with lines, altering font size, etc. so that we can use the data efficiently with our students. Also, to see a running record of the data from student FCAT scores for all years, the students were in the Florida School System. Performance Matters does not allow us to make the data manageable for our needs and instead we have to work it around the program perimeters. Lesson plan program teachers could use on the computer instead of hand writing them out, and having the selection of the standards or other information the county/schools ask their teachers to document in a drop down menu format.

- Parent contact forms that are universal so we can record the information into a secure folder..
- Present Level forms for ESE students-can this be done electronically and confidentially? Why can't we type the info in A3 that the ESE contact teacher can access when writing the IEP's?
- Tech classes to access student folders and add new students. There is a limited number of network administrators on campus, and the tech teachers, who are VERY capable, cannot take care of this process on their own and must fill out a form for students to be able to start a network folder. Very time consuming when you could just take care of it with the student providing the information in class, so the student can begin immediately with the curriculum.
- At the end of the quarter/year, we have to print a hard copy of grades, besides sending them electronically.
- Student Code of Conduct Books and all the opening of school paperwork, can that be consolidated or sent electronically to parents so they can download and fill out, and send with students the first day of school or mail or drop off preschool?
- Kaplan testing and test booklets, not double sided-waste of paper and directions were not clearly stated with the booklets.
- Parent teacher conferences need to be efficient and timely with a predetermined agenda, which will eliminate paper gathering and wasted time by teachers.
- Anecdotal records kept on students; can we not have a secure document to be able to record the information via computer?
- PDF files, we need the upgraded programs so we can add information and treat the PDF like a Word document, and if we already have it, let the teachers know it is available.
- At the elementary level, we need to address the issue of electronic report cards and progress reports. The current district provided program (IGPro) could use some improvements to make it more user friendly at the elementary level. As of last year, we were still HANDWRITING a five-ply report card. In addition, integration was not possible between the grading system(IGPro) and generating a report card or progress report. In addition to this paperwork, we have to complete a "final grade" for the records on a bubble sheet. We need a one shot deal!
- Again at the elementary level (not sure of middle and high), I have a concern regarding academic improvement plans, iii paperwork, and parent conference forms. We need to consolidate these methods to reduce the amount of paperwork that is completed. For example, a student is performing below level so I conference with a parent (fill out a three ply form) and an electronic AIP (print a copy for parents to sign that says the same thing as the parent conference form). Then I have to document iii strategies (on an iii hard copy form). Two weeks later I have to repeat the above process for a cycle until the student is successful or proceed with the 2,2,2 process for interventions and assistance. It just seems we should be able to consolidate some of these efforts to minimize the amount of paperwork and tress that are being cut down to support our need for documentation.

This document is submitted by Mellissa Russell, Paperwork Reduction Act District Contact, for Charlotte County School Board approval on Tuesday, October 9, 2007.