



SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS

*"Where Learning is the Expectation
And Caring is a Commitment"*

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DISTRICT 5 - INVERNESS

M E M O

DATE: September 14, 2007
TO: Jeanine Blomberg
Commissioner
FROM: Mark D. Brunner
Executive Director, Educational Services
RE: Report on Reduction of Paperwork and Data Collection Burden

The following are actions that have been or are in process of being implemented to reduce the paperwork and data collection burden in the Citrus County School District. A classroom teacher has been appointed to serve as the teacher representative for paperwork and data collection reduction. Judith Powell (PowellJ@citrus.k12.fl.us), Crystal River High School Health Academy Teacher and Citrus County's Teacher of the Year will be the representative.

- **CrossPointe Information Management System:** For the 2007-2008 school year the district Information Services Department has implemented CrossPointe as a financial and information management system. This system has a variety of electronic functions that will eliminate duplication and redundancy. Paper reduction occurs through teachers entering attendance and grades directly into CrossPointe.
- **EZ Stub Online Payroll System:** EZ Stub allows employees to view their payroll information online from home or at work. EZ Stub reduces paper use by providing information electronically so it does not have to be printed on check stubs. Direct Deposit saves paper by greatly reducing the number of paychecks that are printed. Additionally, all new hires are required to be paid through direct deposit, eliminating the need for a paper check.
- **The VenBid System:** The VenBid system, used by the Purchasing Department, reduces paper by vendors through entering their information on-line instead of submitting a form.
- **Financial Management and Storage System:** Rather than printing out lengthy reports that the finance office is required to save for five years, these reports are saved to CD's. An example of this would be all of the journal entries that are posted. Some of the reports need to be reviewed by the Finance Director. They are reviewed on the CD, and then a label is signed that has been attached to the CD signifying that the report has been reviewed.

- **Exceptional Student Education Website:** Postings, DOE memos, forms and TAPs are all posted to the ESE Specialists' website as opposed to hard copy mail-outs.
- **Electronic Registrar Online (ERO):** This web-based system was implemented in August. ERO eliminates manual filing of professional development forms such as In-service Logs and evaluations. This system eliminates the need for the Professional Development Department to manually post each in-service that is earned.
- **Progress Monitoring Plan (PMP):** The elementary Progress Monitoring Plan is an on-line Progress Monitoring Plan that allows for access by teachers, is user-friendly and allows for electronic creation and modification of the PMP.
- **School/Department Improvement Plans:** A user-friendly electronic template was developed that enables schools to produce their School Improvement Plan in an efficient yet effective manner. The template captures all of the necessary information required of a School/Department Improvement Plan, but does so in a manner that significantly reduces the quantity of unnecessary information.
- **“School Dude” Work Order Program:** The Maintenance Department adopted a new work order program in October of 2006. That Maintenance Direct program allows work requests to be submitted, reviewed, approved, assigned to multiple workers or trades, and completed in electronic format. Maintenance has completed over 8500 work orders during this period. While some technicians still print copies to reference during their field visits; it is not required. Additionally, we no longer archive a paper copy of those files.
- **Maintenance Blueprint System:** Maintenance now has a dedicated computer server storing a wealth of information and blue prints. We now have the capability to review information at our desktop without resorting to printed copies. We also are able review needed blueprints applicable to various projects without resorting to printed copies. When copies are necessary, we are able to print only the needed sections on a plotter printer located in the department. This allows us to avoid expensive printing of these copies at local vendors.
- **Desktop Student Data Management System:** Performance Matters, a desktop student management system, was implemented in the 2006-2007 school year. This system reduces the amount of time that teachers take to analyze student assessment information. The system also greatly reduces the amount of paper that is needed to file reports such as student test history. This year Performance Matters has been upgraded and appears to be more powerful and more useful than the 2006-2007 version.
- **Reading Progress Monitoring:** Reading progress monitoring has been reduced from four times to three times per year.
- **Curriculum Alignment:** Curriculum pacing charts, maps, alignment resources and curriculum meeting notes are posted on the district's website. This has been very helpful in reducing the amount of mailings and has provided a central location for curriculum related documents.

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