

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

**FROM: Janet Keskinen
Paperwork Reduction Liaison
Clay County School District
900 Walnut Street
Green Cove Springs, FL 32043**

RE: Paperwork Reduction Report

August 28, 2007

The following is a summary of the work of the Clay County School District's paperwork reduction committee during the school year 2006-2007:

1. Support Employee Evaluation Forms have been revised county wide from a 5 page 4 part form for each job description to a 2 page printed form that will be completed and copied for those that desire a copy. This has significantly reduced the cost of preparing the forms, distributing the forms and filing the forms.
2. Teacher Evaluation forms have been revised county wide from a 4 page 4 part form preprinted in the print shop to a 2 page form that is printed on demand from a laser printer. Forms are encoded with a bar code of the employee ID number for future automated scanning and filing in the employee file. Costs savings are realized since the new forms are printed when needed and at significantly less costs. Since the bar codes can be processed future savings may be realized by processing the forms directly into an imaging database. Reports may be produced to identify missing evaluations. Under the present system the reconciliation is completely manual.
3. Revisions have been complete on forms used to capture scheduling information resulting from ESE activity. The form has been created in a PDF format with pull down codes that match Florida DOE exceptionality codes. Class assignments are made in identical increments as the class schedules. The form has greatly increased the efficiency of the interface between ESE personnel and Record Secretaries.
4. Public Records Process Review will be conducted in September by a consultant. The consultant is an expert under contract with Florida State University. It is

hoped that the consultant can aid SDCC in identifying a viable imaging process. The present process of scanning Accounts Payable and Student Records files is not sustainable. For the past year SDCC has been using extra labor to scan AP vouchers only and is falling further behind required production. State regulations that increased the retention periods of many records has greatly increased the cost of storing and processing.