

PAPERWORK REDUCTION FINDINGS AND POTENTIAL SOLUTIONS
SCHOOL DISTRICT OF ESCAMBIA COUNTY, FLORIDA
presented by
Ursula LaMontagne, Paperwork and Data Collection Teacher Representative

In compliance with House Bill 7087 (A++) and legislative changes designed to reduce the paperwork and data collection burdens placed on teachers, principals, and district staff, information was gathered from teachers, ESE officials, and district staff in Escambia County. The following feedback and possible solutions regarding paperwork burdens were gathered by Ursula LaMontagne, the district's Paperwork and Data Collection Teacher Representative. Data has been summarized into two categories:

ESCAMBIA COUNTY PAPERWORK REDUCTION ACTIONS ALREADY TAKEN AND IN PROGRESS

An upgraded proxy server was installed to filter or block undesirable websites and quarantine email items identified as unsolicited bulk email (SPAM) thereby greatly reducing bandwidth requirements. This filtering process has been outsourced to a third party service which has increased SPAM filtering capacity and regularly updated web content filtering capability.

The school district website was redesigned to provide easier access to information.

Gap analysis is being conducted to compare the Finance and Human Resource systems to discover improved ways for linking intradepartmental data and find a more intuitive common interface.

A new grading program to eliminate bubble sheets is being piloted at selected schools in Escambia County.

New district employee data has been integrated into the revised Safe Schools System. Returning employees will only be required to complete brief refresher courses and a few new courses as part of the Safe School On-Line Training.

Teachers can now access all pertinent ESE forms online (i.e., Program Area Overview and Specific Program Area Designated Forms). There are currently over 40 online forms that can be accessed.

The district has worked to create all preliminary formats to implement the web based IEP program when it becomes available from the state.

More forms are being converted to electronic copy.

Data Support went through various departments' forms to update, revise, and input them into their system to create a more unified system.

Connect Ed, a computer software program, was added at each school to save time in communicating information from schools to parents.

Each school's "School Improvement Plan" was put online to allow easier access to the information by all school personnel.

The Professional Educator Growth System (PEGS) was revised and includes two-classroom, one-sheet observations.

District staff (administrators, teachers, support personnel) met to consider ways to further improve and reduce paperwork.

The district continues to follow federal/state guidelines for paperwork reduction.

POTENTIAL SOLUTIONS FOR PAPERWORK REDUCTION

Tighten SPAM filtering standards and allow email recipients to retrieve mail items that had erroneously been marked as SPAM (for a preset period time after the item has been quarantined).
Tweak SPAM filters to ensure minimum erroneous filtering.

Allow modification of web content filters for staff versus students.

Deploy revised Finance and Human Resource systems with new interface to allow easier access to data.

Implement "web-enabled" form submission whenever practical.

Implement electronic grading program countywide.

Continue to meet with the Forms Committee to eliminate redundant paperwork and review and consolidate district forms when possible.

Work with schools and Data Support to find commonalities among forms each school creates and put them in the system to be accessed by all schools.

Continue to convert forms to electronic format.

Continue to look for ways to reduce the quantity of forms used in the district.

Continue development and use of web-based applications that can be used to distribute and/or exchange data with teachers.

Implement the web based IEP program when it becomes available from the state.