

The School Board of Gadsden County



“Building A Brighter Future”

**REGINALD C. JAMES
SUPERINTENDENT OF SCHOOLS**

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TO: Florida Department of Education

FROM: Sherrie Taylor, District Consultant

RE: Report on Reduction of Paperwork and improvement on paperless communication

Concerns in regard to reducing the paperwork and data collection burden in the Gadsden County Public Schools and the district's actions that have been or are in the process of being implemented to address the paperless communication are as follows:

Concern

- 1) Retrieving student achievement data is tedious and time-consuming requiring teachers and staff to access individual student cumulative folders.

District Actions:

- The district's in-house Snapshot program reduces paperwork by providing data on student performance via the internet. This database contains all FCAT, Stanford-9 and Peabody Picture Vocabulary Test (PPVT) scores for each enrolled student. Teachers and other school staff can access real-time data online through the Snapshot online database. Teachers also have access to the FCAT TestMaker component which allows teachers opportunities to tailor practice and assessment to the needs of their individual students and classes.
- Data analysis and needs assessment information for the school improvement planning process is auto-generated through the district data bank (AS-400/Terms). This data bank maintains data on attendance, discipline referrals, immunization and grades.

Concern

- 2) Professional development opportunities are missed due to not having required forms submitted prior to the activities and/or points are unaccounted for due to lack of follow-up paperwork.

District Actions:

- Staff members are no longer required to submit staff development registration forms or call the Staff Development office to register for training. All registrations, confirmations of registration and maintenance of points earned are done via an online system, ePDC.
- InfoSource provides online professional development opportunities in the use of technology, integration of technology into the curriculum, ethics, etc. allow your administrators, teachers, managers, and trainers the ability to complete and offer needed training and courses with the comfort of their own customization and time schedule.

Concern:

- 3) ESE departments are inundated with a constant flow of referrals, progress monitoring systems and required forms.

District Action:

- IEPs and other ESE forms are web-based, providing a more efficient way for ESE staff to complete required paperwork. Laptop computers have been provided to speech therapists and other ESE personnel to reduce the burden of entering data. ESE referral and Student Study Team meetings are held using the web-based program TIENET.

Concern:

- 4) Maintaining and reporting student grades is tedious and time-consuming and many teachers feel overwhelmed at times due to managing a large amount of papers or records.

District Actions:

- An electronic gradebook program, *Excelsior*, has been implemented district-wide. Teachers using it report increased ease in grade management and reporting and the district is making progress in expanding its use.
- The in-house AS400/TERMS system allows teachers to enter student grades for report cards directly to the district from their computers. The district is currently progressing toward making this available for progress reports as well.

Concern:

- 5) Progress monitoring is too frequent and teachers have difficulty managing so many scores to use in lesson planning and intervention.

District Actions:

- Reading progress monitoring Diagnostic Indicator of Basic Early Listening Skills (DIBELS) frequency has been reduced from four times to three times per year. Scores are entered and retrieved through the in-house PCRM system which is maintained by district personnel.
- Lesson plans have been developed and provided for specific reading interventions (i.e., Kaleidoscope)

Concern:

- 6) Lesson planning is inconsistent as each school has its own policies and procedures concerning format.

District Actions:

- Curriculum maps and guides as well as focus calendars and additional teacher resources have been streamlined and put onto CDs or web-pages for instructional staff to use in monthly and weekly lesson planning.
- The district is currently developing lesson plan templates by which all teachers district-wide will produce and report lessons to their administrators regularly via the district's enhanced email system.

Concern:

- 7) Notes from schools often do not get to parents when sent by students.

District Action:

- The ParentLink phone system and updated district and school web-pages have been streamlined to improve home-to-school-to-district communication. The school district can now contact all stakeholders at once with automated phone messaging and parents can get up-to-date information concerning school events, etc.

If you need additional information regarding efforts to reduce the paperwork and data collection burden in the Gadsden County Public Schools, please feel free to contact me @ taylor_r05@firm.edu .

CC: Reginald C. James, Superintendent of Schools

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