

September 24, 2007

Carrie Fraser

Florida Department of Education

3525 W Gaines Street, Suite 514

Tallahassee, FL 32399-0400

Dear Ms. Fraser:

Gilchrist County has discussed with the representatives from all four schools and district staff relating to ways paperwork can be reduced through meetings, discussions and other feedback. We have instituted ways to reduce paperwork in our District in the following ways:

- More use of electronic communication (email) versus paper memos, etc.
- Teachers are now using electronic lesson plans
- Teachers are posting grades electronically
- The District purchased Smart Boards and other electronic devices for use in classrooms
- The District has spent over \$250K in 2006-2007 purchasing computers and other devices in order to reduce paperwork and improve efficiency in the classroom
- Teachers are receiving more training in technology

In addition, Gilchrist County School Board works with the North East Florida Education Consortium and EMCS to review and revise rules (school board policies) as often as necessary to ensure that our rules are up-to-date and comply with statutory requirements. This procedure usually takes place twice a year. During this update, we try to clarify and simplify, as well as delete unnecessary or redundant rules, thereby reducing the amount of paper used.

An area that we are still trying to find ways to reduce paperwork and especially teacher's time is in the Exceptional Student Education arena. Teachers are constantly frustrated with the amount of paperwork required and the time away from other students in order to complete reports. While we realize that many of the requirements are federally mandated, it is our hope that the new state-wide IEP system (Portal to Exceptional Education Resources or PEER) will serve as a starting point to eliminate paperwork, but more is needed. The issue extends beyond the actual paperwork into the time involved.

Sincerely,

Connie Loy, Chairman, Paperwork Reduction Committee

James A. Surrency, Ed D, Assistant Superintendent