

Paperwork Reduction Report  
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In soliciting feedback from teachers this year, the following concerns were raised with the following suggested solutions.

#1 - Prior Approval Form – A copy of the completed conference/workshop registration form attached to a completed Leave Form could be submitted instead of putting the same information on the Prior Approval Form. The administrator could sign the Leave Form and return it to the teacher if they were approving that the teacher could attend. If the administrator did not want to approve the training they could simply write on the form that this type of training was not appropriate at this time or simply not sign the Leave Form. A follow up conversation could occur if necessary.

#2 - Follow up documentation for trainings – Many teachers in our district have not complied with the new requirement of completing follow up documentation concerning training they have attended, and thus have not received in-service points. Our district has recently added the incentive that the stipend will not be paid until the follow up documentation has been provided. The reasoning behind this new requirement is understood and appreciated by educators, however the requirement to do more paperwork is cumbersome. Public funds should not be wasted sending teachers to trainings that they don't plan to incorporate in their daily educational practices. However, if the teacher learned something useful in the training, they will most likely use it. Sometimes particular trainings or conferences don't result in documental evidence, yet they add to the background knowledge of the participant and are therefore beneficial. Most teachers cherish their time and would not attend trainings or conferences if they didn't intend to take something away from them to use in their classroom. This requirement could be completely deleted or met with an evaluation form given to participants at the end of training with a requirement that the participant give an example of how they plan to use the new information. The facilitator of the training would then turn this form into the district office for proof that the participant attended and how they plan to implement the new information. This would save time for teachers.

#3 - Instructional Personnel Professional Development Plan (IPPDP) – This form is required to be completed by teachers with the assistance and input from their supervisor on a yearly basis. Ideally the form should be completed in the beginning of the school year. The form our district uses is complicated and could be simplified to include one or more measurable goals for the upcoming year that the supervisor agrees would be appropriate considering the school's data and the individual teacher's assignment. Our form currently asks for the following: Needs Assessment, Goal/Measurable Student Outcome, Student Needs, Tied to School Improvement, Training, Expected Impact on Student Performance/Outcomes/Gains. Most School Improvement plans are not completed this early in the year and matching the goals to the previous year wouldn't make sense, so this area stays blank until those plans are completed. Also the Training

section is to be completed, a training could arise during the school year that a teacher would like to attend, if so, the teacher would then have to go back and match their form to the training by adding additional Goals, Outcomes, etc. to the form which isn't logical. Again, our suggestion would be to eliminate the IPPDP form and rely on the Teacher Performance Appraisal form (sections 1. Planning/Preparation, 3. Assessment/Evaluation, and 6. Staff Development) for this information.