

Hamilton County School District

School Board Members

Damon Deas - District 1
Lynn Roberson - District 2
J. T. Simon - District 3

Harry J. Pennington, Superintendent

4280 SW County Road 152
Jasper, Florida 32052
Phone: (386) 792-1228 Fax: (386) 792-3681

School Board Members

Joyce Shaw- District 4
Don Fenneman - District 5
Donald Rudser - Attorney

August 27, 2007

Holly Radcliffe
Florida Department of Education
325 W. Gaines Street
Tallahassee, FL 32399-0400

Dear Ms. Radcliffe:

In September 2006, Superintendent Harry Pennington appointed me as the district designee for Hamilton County to speak on behalf of the district's teachers regarding paperwork and data collection reduction. Pursuant to 1001.42(22) Florida Statutes, the following is a report of my findings and potential solutions regarding paperwork reduction and data collection in Hamilton County.

In an effort to reduce paperwork and data collection in our school district, the following initiatives are in place:

- Progress Monitoring Plans are accessed and completed by teachers online
- Teachers and district staff use GOALS from the Northeast Florida Educational Consortium to review data, which eliminates the need to duplicate it for teachers.
- District-wide use of an online-lesson plan program allows teachers to submit their lesson plans electronically each week.
- Teachers have the ability to create class web pages that allow them to share information with their students' parents/guardians as opposed to continuously sending home notes.
- All Individualized Education Plans are completed on a computer-based program that allows our district ESE department to retrieve any needed information electronically
- Progress reports for ESE students can be completed through the IEP computer-based program
- The use of GradeBook district-wide allows for efficient on-line reporting of grades and attendance

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- Various student assessments are now computerized, which eliminates the duplication of hard copies for student use.
- Meeting and other notices are sent to designated staff via email instead of through interoffice mail.
- A majority of our federal grants are now submitted online thus reducing paperwork.
- Maintenance work orders, transportation requests, and technology assistance requests are all completed electronically.
- One department reports the use of a Filemaker Pro calendar database that serves as a portal for departmental information such as schedules, conference room availability, etc..
- Our school board now receives all of its meeting information on a flash drive, which they plug into laptops and pull up items as they appear on the agenda

Potential solutions to reduce the paperwork and data collection process in our district include:

- Forming a Paperwork Reduction Committee with representatives from each school in the district to whom teachers from each school can submit suggestions and offer potential solutions
- Work with administrators to identify additional areas where paperwork and data collection can be reduced
- Post a survey online that teachers can access to indicate their concerns and suggestions regarding paperwork and data collection reduction

Sincerely,

Cason H. Burnett
Paperwork Reduction Representative
Hamilton School Board