

Paperwork Reduction - Information Request
Information Provided by R. Scott Cooper, Assistant Superintendent
Hendry County School Board

Tim Davis a teacher at Central Elementary School in Clewiston serves as the teacher representative for classroom teachers on "Paperwork Reduction". The selection of Mr. Davis was accomplished in collaboration with HCEA, Hendry County Education Association, the collective bargaining agent for Hendry County's teachers. Mr. Davis's appointment and his mission were announced at every school, and on the District's web site.

Over the past two school years Mr. Davis has received minimal feedback from teachers. The District continues to move forward with the following initiatives:

- ✓ More surveys and questionnaires are done by e-mail or web based.
- ✓ School Board Policy, Addendums, Plans and Internal Management Memorandums are distributed through e-mail and are posted on the District's web site.
- ✓ District forms are reviewed, monitored and modified to provide the most accurate, and the most time effective collection of essential data. More forms are provided through e-mail distribution and web posting. These forms are provided in doc. and pdf. formats. The District is reducing the use of NCR multi-copy forms, and is encouraging the electronic filing of multiple copies.
- ✓ The School Board agenda, minutes and attachments are provided as electronic files, and are posted to the District's web site.
- ✓ The District plans to continue all of these initiatives in the 2008-2009 school year.

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