

**Paperwork/Data Reduction Summary for 2006-2007**  
**Levy County Public Schools**  
**September 26, 2007**

<b>Area of Concerns</b>	<b>Suggestions</b>	<b>District Action</b>
Attendance and Grades	Record the attendance and grades into the computer system so the information can be accessed and distributed as needed.	The district has priced web based grading and attendance programs; however, the cost is prohibitive for a small district. It is our understanding that when our management system switches from TERMS to MAZIK this capability will be available.
Information requested	<p>More people need to be sure that the data/information requested is really necessary</p> <p>Data/information needs to be on-line and accessible to those who need it, especially when some people are in the same department. This would eliminate duplication.</p>	The district holds bi-weekly meetings of both district administrators and instructional administrators. One purpose of these meetings is to discuss items that we are working on so that the district and instructional staff are aware of each other's efforts in order to defray duplication of work.
TERMS (Old Mainframe System)	If NEFEC and Tylerworks (formerly known as MAZIK) were up and running, data collection would be much easier. Grades and attendance, etc. could be maintained and accessible on-line by everyone.	The district has priced web based grading and attendance programs however the cost is prohibitive for a small district. It is our understanding that when our management system switches from TERMS to MAZIK this capability will be available.
Planning Time	Allow ample planning time to review data that is collected and plan accordingly.	By contract, we must provide at least 45 minutes of uninterrupted planning time per day for each instructional employee. The Board has also authorized at least 10 early release days per year. The purpose of early release days is for data analysis and planning. The district has also purchased ThinkLink which is a web based progress monitoring tool. It will greatly reduce the amount of time and paperwork needed to gather and sort data.
Textbooks	Publishers need to ensure that textbooks correctly match the state standards or indicate them specifically in each lesson.	The district has mapped our science and math textbooks to the Sunshine State Standards. Benchmarks that were not adequately addressed were identified.
Extra Sample Reports	DOE try to implement requests for reports that will be used on-going and not just a sample trial.	N/A

**Paperwork/Data Reduction Summary for 2006-2007**  
**Levy County Public Schools**  
**September 26, 2007**

Time Constraints	Extra time needed for paperwork and data collection.	The district has purchased ThinkLink, which is a web based progress monitoring tool. It will greatly reduce the amount of time and paperwork required to gather and sort data.
ESE Paper Work	<p>Don't change forms in the middle of the year. Forms need to be more user friendly and less time consuming to complete. Allow time for writing IEPs during the "regular" teacher's schedule.</p> <p>Since the IEP forms require so much detailed information and limited on space, the form needs to be computerized with drop down choices. This would eliminate the need for numerous re-writing of name, student numbers, etc. On-line IEPs would streamline the process and eliminate the need for 3-part NCR forms.</p>	<p>We have meetings during pre-planning each year to orient teachers to new ESE paperwork. The district also attempts to hold IEP meetings during the summer, paying teachers to attend, to minimize the IEP time burden during the school year.</p> <p>The district has also computerized IEP forms in the past. However, IEPs continually change and the software was not able to meet the needs of our students. We are currently waiting for DOE approval to pilot a web based IEP for this purpose.</p>
SUMS Math Tests	Data collection needs to be easier to retrieve.	The SUMS data collections related to SUMS was a part of the research for the SUMS program to determine effectiveness. This will not be an on-going process.
Personnel Reports	Reports need to be more streamlined so it would not be such a lengthy time-consuming task.	This issue relates to the DOE Staff Survey. In a small rural district people have several job codes. The DOE Staff Survey pulls only the first job code. This results in many edits.