

Liberty County School District has taken many steps to reduce paper use within schools since the 2005 legislation. These steps have proven beneficial for students, parents, school personnel, administrators, and district staff. We have made significant progress towards paper reduction and give praise to the Paper Reduction Task Force.

Principals convene face-to-face meetings with instructional and grade-level leaders to discuss important issues affecting the school. Minutes from these meetings are e-mailed to school personnel. Bi-weekly the Superintendent holds face-to-face meetings with school principal and conducts weekly face-to-face meetings with district level administrators. These face-to-face meetings reduce the reports required by the district and by the school site administrators and teachers.

Pinnacle is an online attendance and grading reporting system which is operated in all schools. Online attendance reporting removes the paper forms required by teachers and administrators. Furthermore, it reduces the amount of time to collect and report attendance because the collection is target-specific and distributed automatically. Pinnacle encompasses an added benefit for parents. Parents, who have access to the internet, are able to view student progress and attendance with real time postings.

A district-wide Google Mail/Calendar is employed to bestow collaboration and communication services. These services will connect employees, information, processes, and systems within the school district and outside the school district. School calendars can be shared and aid in keeping school personnel informed. Staff at the district level can merge all calendars to stay abreast of the activity in all schools. Each school and work site has group email capability to facilitate communication to certain populations; ie school principals can send an email to all school personnel and the superintendent can send email to all principals.

ThinkLink is used for online progress monitoring of reading, math, and science skills. This research-based tool is a predictive assessment that matches the diagnostics of FCAT. Students are assessed three times a year and each test is individually created to match the standards. ThinkLink allows teachers and administrators to view possible FCAT outcomes before actually administering FCAT and modify curriculum according to the results.

Learning Express is used for progress monitoring of writing skills. This essay grading tool is administered every quarter. It offers instant diagnostic scoring and provides an individualized analysis that identifies the student's strengths and weaknesses in writing. Learning Express removes the burden of hand-scoring essays and presents an objective look on the student's writing. Additionally, it supplies the school administrators with the opportunity to supervise the development of the entire class and alert him/her if a teacher may need professional development training in writing.

ePDC is the online professional development system at Panhandle Area Educational Consortium (PAEC) which permits all instructional and administrative staff to register for professional development courses. Through this system, school staff can complete the course follow-up via the internet. Individual professional development plans are completed by using ePDC. Teachers and administrators are able to easily access in-service transcripts and can view how many points are outstanding before certification renewal.

Connect Ed is functioning as our district's message delivery system. This system affords our parents and school staff emergency messaging and time-sensitive messaging delivery via land telephone lines, cell phones, text-based pagers, e-mail, SMS text messaging, and PDA. Connect Ed can offer parental notification of their tardy or absent student, effectively and efficiently. Additionally, administrators are able to send administrative information to school staff, other administrators, and associates with promptness. Another feature we plan to utilize is interactive polling which will allow us to send surveys and interactive polls to foster two-way communication with our constituents. This is a perfect application when we want parents and staff to "RSVP" for select school events.

Project DashBoard has been purchased through the Panhandle Area Educational Consortium to allow teachers and administrators direct access to student data. Usually it takes teachers at least one grading period to become familiar with the varied ability levels of their students through observation and review of student cumulative files. Now through Dash-Board, teachers can access valuable information that will allow them to understand the educational background of their students. Teachers can use this data to adjust lesson plans that meet the individual needs of the students, as well as the needs of an entire class.

With the help of Panhandle Area Educational Consortium, our district has implemented an online job application process. The online application process grants district staff and administrators access to view of applications for review, rating, and hiring purposes completely online. This online portal vastly reduces the paper shuffle between personnel, administrators, and district staff.

Our substitute teacher training operates entirely online with the use of SubHub. Individuals who wish to become a substitute teacher register online for training at their convenience. Our district is certain individuals who pass the completion test and meet district requirements will be prepared for the classroom.

A³ is used for the Individual Educational Plans of all our ESE identified students.

TeacherTeacher.Com is utilized to advertise all instructional vacancies.

All schools within the district use an online portal to request maintenance and repairs. This portal permits the district Director of Maintenance trouble-free access to supervise every school's requests and the completion timeline.

An online portal is also utilized for computer repair requests in all schools. This portal allows for computer repairs to be tracked and completed in a timely manner.

We are in the process of re-writing all LCSB Policies and Procedures and plan to create a link to enable their electronic access from the district website. This will assist school board members and all district staff real time access to policies and procedures.

Further areas for district improvement include:

- producing all faculty forms electronically to the district website
- acquiring laptops and projectors for each teacher
- acquiring SmartBoard type technology to enable teachers to capture classroom notes and written examples for electronic review by students
- acquire scanners for teachers to scan and send important documents via e-mail to parents, administrators, colleagues, and district staff
- acquire a substitute teacher placement system that teachers can access from home to locate a substitute in the event of unplanned leave
- acquire electronic textbook and inventory lists which allow bar-coding and scanning of all school property to eliminate the paper tracking
- implement a system where school personnel and administrative staff can execute and submit purchase orders online

Further areas for task force improvement include:

- to reduce the amount of documentation needed in the pre-referral process to determine ESE qualification. The classroom teacher must supply anecdotal documentation for each referral. The process is time consuming and the information/number of forms required is excessive.
- to reduce the required amount of documentation of remedial services provided to students who score at all the levels on state and district mandated assessments. Teachers feel pressured to have a paper-train to use as proof that their students have mastered or not mastered standards that are being assessed.
- to reduce the required manuals/publications that must be prepared and sent home for each school year; ie the district publishes for each parent a paper copy of the District's Code of Student Conduct explaining the rules and the consequences for violation of these rules resulting in an enormous amount of paper required. Other manuals and documents that must go home at the beginning of the school term to document parental rights or school policies require numerous amounts of paper even if the district has the documents on its web server. Another example is the Parent Guide which is very cost intensive in printing and labor.