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FROM: Dawn Walker
Chair, Paperwork Reduction Committee
School Board of Manatee County

DATE: August 28, 2008

SUBJECT: Paperwork Reduction Report

1. Federal and state mandates continue to place a burden on the time and resources of staff across the district. For example, teachers report that it takes approximately 1 ½ hours to complete a single Individual Educational Plan (IEP) on the district's computerized, A3 system. If a teacher even has the luxury of having planning time during the student day it isn't unusual for the system to be down, for computers to freeze and lose any information entered into the system up to that point or for A3 to be operating so slowly that there is not even adequate time to complete one IEP. Consequently, teachers and other staff spend countless hours on their own time completing the IEPs and reviewing them for compliance. This time could be better spent planning effective lessons, calling parents or working with teachers who need support.
2. The Paperwork Reduction Committee continues to review all forms department by department. Seven district departments went through this process in the 2007-2008 school year. Those departments include Human Resources, Exceptional Student Education, Student Services, Risk Management, Technology and Information Services, Payroll and Gifted Education. The process will continue in the 2008-2009 school year.
3. The committee reviewed appeals of school-based forms. Four forms were appealed from two different schools. Three of the forms were rejected and could not continue to be used at the school sites.
4. The District has expanded the use of Pinnacle, an electronic grade book system that eliminates some paperwork for teachers having to bubble grades, attendance, citizenship and comments onto scan sheets.
5. The chair of Paperwork Reduction Committee also serves on the district's "Planned Abandonment" committee to address the elimination of unnecessary practices, paperwork and data collection.