

August 29, 2007

TO: Carrie Fraser, Florida Department of Educational Technology

FROM: Delores Oliver Calloway, Executive Director for Instructional Services

RE: Report on Reduction of Paperwork

Listed below are actions that have been taken or are in the process of being investigated to reduce paperwork in the Martin County School District.

- A classroom teacher was appointed to serve as the teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection. The teacher representative for '06/'07 was Scott Trethaway who retired at the end of the school year. Dawn Caruso will replace Scott for the '07/'08 school year.
- The District Advisory Council and individual School Advisory Councils were identified as a venue to provide an opportunity for the community to communicate with the classroom teacher designee regarding possible paperwork reduction recommendations.
- All district level administrators and school site administrators were asked to work with their staffs to identify additional areas where paperwork can be reduced.

Attached is a chart which breakdowns the Areas of Concern, Suggestions, and District Action.

Should you require additional information regarding efforts to reduce the paperwork and data collection burden in the Martin County School District, please feel free to contact Mrs. Dawn Caruso or me.

cc: Dr. Sara A. Wilcox, Superintendent  
Dawn Caruso, Paperwork Reduction Teacher Representative

Area of Concern	Suggestions	District Action
Grade Book	Electronic copy as an alternative	The district is currently using an electronic grade book district wide. Our electronic grade book is accessible to parents which enables them to monitor their students' progress on a regular basis.
Pay Check Stub	Explore the purchase of an electronic pay stub website.	The district purchased and is presently using this website which allows employees to access and print their biweekly pay stubs.
Staff Development Sign-in and Evaluation	Purchase software that will electronically register staff development participants, complete evaluation forms and log inservice points.	The district has identified a committee that is exploring the purchase of software that can be incorporated into the existing photo badge. This will allow staff members to swipe their ID Badge as they enter the Staff Development site. We are also exploring software that will log inservice points by employee and tabulate evaluation forms.
School Improvement Plans	After School Board approval save all plans on CD's.	For the past 3 years the School Improvement Office has stored past year SIP's on CD.
Teacher Handbooks	Place Teacher Handbook on the Common File rather than copying annually.	After the initial distribution of handbooks, only annual updates are printing rather than reprinting the entire handbook. Some schools in the district are placing their handbooks on the Common File.
Maintenance Work Orders	Electronic copy as an alternative to the traditional 3 part NCR Form	The district is currently using an electronic form that is disseminated to the necessary departments depending upon the request. (i.e. AC, Safety, etc.) The originator of the form is contacted as to the status of the work order request.