

PAPERWORK REDUCTION REPORT

ORANGE COUNTY PUBLIC SCHOOLS

In an effort to streamline and eliminate redundancies in paperwork around the county's school system, the Orange Classroom Teachers Association held a round table discussion. Present were eight teachers representing elementary, middle and high school. They offered these suggestions:

- **Elementary Schools:**
 - ESE Matrix Page #1 should be computer-generated, not handwritten
 - ESY page for ESE students should likewise be computer-generated and not handwritten.
 - Monthly Fire Safety Report

- **Middle and High Schools:**
 - Lesson plans writing and submitting on computer
 - Use of web page and K-12 Planet to communicate with parents
 - Grades and progress reports done on computer
 - FAC communications – suggestions and responses
 - Faculty Handbook, Staff Development online and share point

- **Middle Schools:**
 - Progress book used for grades and parent communication
 - Use of computer-projector

- **Collaborative Bargaining Leadership Team**
 - Contracts done and supplied on website and pin drives at school sites
 - Issues/Submission forms for CBLT for entire county done online
 - Communication from CTA, OESPA and CBLT available online
 - News You Can Use
 - CTA Newsletter
 - Ballots and surveys done on computer

It is the opinion of the members of the round table discussions that education professionals feel that the abundance of paperwork and its inherent redundancies are robbing them of critical planning and teaching time. Teachers indicate the following as potential means for minimizing redundant paperwork:

- No longer require Academic Improvement Plans (AIPs) or Professional Middle School Success Plans (PMSSPs) – round table members felt this was a hot button issue
- Push to use technology over hardcopies as well as eliminating overlapping documents
- Consistent and reliable grading software that links to K-12 Planet
- Eliminating year-to-year changes in lesson plan templates
- Eliminating the need to re-submit inventory forms as opposed to updating online records
- Streamlining Staff Development documents as well as New Teacher portfolios
- Minimizing the amount of paper 'hand-outs' distributed to students, faculty and staff