

Paperwork Reduction Task Force of Orange County
As reported by Diana Moore

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This report is based upon interviews and discussions with various members of CTA and other employees of Orange County Schools. It includes concerns and recommendations for change.

Concern	Recommendation	Implemented
There are over 30 forms required to place a child into the ESOL program.	Consolidate these forms. When translated there are often double the forms	No
Many of the tests for certification are still on paper. Alternative Certification exams.	Create a computer based test.	Yes
Professional Development still requires a piece of paper and a pencil to be submitted with bubbled circles.	Create a way to swipe our employee ID's when attending professional development.	No
DIBELS testing.	Input data into a computer and have reports available online.	Yes
We receive so many memos with dates for upcoming events.	Use calendar of Outlook, and create a year wide calendar with district and state testing dates, events, and deadlines.	Some schools that have the available technology do encourage the use of a school wide calendar. The next step is the merge the state, district, and local school calendars in to one useful electronic document.
Scope of Requirements often on paper.	Get CD's from the vendors that have the requirements needed for lesson plans.	Some curriculum materials do come with CD's that are current and up to date. They are also offered on the district website.
Edusoft testing at each school requires lots of paper copies. They often cannot be reused as students write on the copies.	Create online testing and reporting of results into a database similar to DIBELS.	No
Bilingual teachers are required to have two sets of materials and paperwork.	Create documents using front and back of paper, with both language on each side.	Some materials are created in this format.
ESOL classes offered during the year and during the summer require many copies. Instructors are often required to pay and make their own copies.	Create online classes with chat rooms similar to college programs being offered today. This would also reduce the problem with getting enough instructors to teach each module.	No
Adoptions of new curriculum (Reading programs) each five years.	Adopt new curriculum each 6 years.	Some areas.
Many of the textbook companies require the purchase of many additional workbooks, etc. to get a discount.	Negotiate with these companies a reduced cost without the requirement of getting the 7 workbooks that go with the textbook. Many of these workbooks go unused and are discarded at the end of the year because the contracts require ordering new workbooks each year. Example: Voyager Curriculum.	No.
Teachers in special education are not getting the time needed to complete IEP's required by the Federal government due to scheduling problems. 4 days (per contract) are not enough to complete the paperwork and hold meetings with the parents.	Encourage staffing specialist to communicate with teachers and schedule parent meetings on days when teachers have the availability. When this is not done, teachers are required to fill out input forms for the IEP meetings.	Some schools have followed this practice.
Narrow our focus. More does not mean better when ordering materials from the textbook vendors. Good teaching strategies can be done without having 25 "pieces and parts" that go with each adoption of each subject, specifically in elementary school. Examples include the	This can only be done if we change the culture and belief system in our schools. Research has found that the one thing that has the most influence on a child's success is a good teacher not the textbook.	Voluntary but the change begins at the top. I have found many teachers to believe that we are expected to do so much than before with the variety of students and therefore, the textbook companies have complied with books for ESE, ELL, Gifted etc students. It is too

Science, Social Studies, Writing, Math, Reading, Language Arts materials.		much and we have lost the focus.
Costs of copies made at each school can really impact a school budget.	Provide projectors in each classroom that allow paper to be projected on the screen so each student does not require a copy.	This requires shifting the cost from one area to another. Some schools restrict copies to 800 per month per teacher or one box, or ream of paper per teacher for the year.
Principals require elaborate lesson plans.	Decide on a standard format and provide an electronic option. Many teachers are still handwriting lessons plans in books instead of using a cut and paste method. This has finally been done for report cards, so hopefully lessons plans are next.	Some schools have done this but it is not a countywide practice.
Some schools are still using AIP's.	Follow up by district.	Specific locations.
Letters at schools are copied for every student to send home.	Encourage one for the oldest sibling in that school.	Specific locations.
Forms for employees often still require paper.	Encourage use of PDF format for many forms used in the district.	Progress has been made.
Paperwork for attendance has increased.	Use electronic reporting means.	Some locations use student ID badges.
Duplication of newsletters for faculty.	Place documents/newsletters on the school server. Example, FAC meeting minutes can be kept in a folder at each school on the server.	Savvy technology representatives have done this but it is on a school by school basis and should be encouraged.
RTI has created additional paperwork after AIP's were made optional.	Use the computer for required input.	No
Additional required paperwork needed to be sent to the state servers or from the state require additional IT personnel who are often paid at a much higher rate than teachers.		Not familiar with this concern.
Make accountability relevant to the students. Many positions, reading coaches were specifically mentioned often require additional paperwork for the classroom teachers in order to justify the job. Paraprofessionals are often cut first instead of office staff.	Principals should review where money is spent. Often a school if office staff heavy doing copying etc., when guidance staff may be needed or additional support staff to help the classroom teachers.	Some principals prioritize lower class sizes and hire accordingly.
Paperwork for EPT's has increased due to mandates. Avoid duplication.	Streamline the forms.	No
Average time spent on paperwork each evening after school is 1-3 hours.	Encourage principals to follow the contract and not tie up planning times with unnecessary meetings.	This is still big concern.