



# The School District of Palm Beach County ANNUAL PAPERWORK REDUCTION REPORT

August 29, 2008

## Committee Members:

Sheri Predmore, ESE Teacher, Christa McAuliffe Middle School  
Nadeen Walton, Records Specialist, IT Customer Support  
Kara Rubinson, Director, IT Customer Support

## **FORMS**

### *Issue Description*

The District uses two software products for forms. OmniForm Filler, in use since 1998, allows forms to be completed via computer. However, forms still must be printed and form data is not managed centrally. LiquidOffice eForms, web-based forms software, was recently implemented. It allows staff, parents, vendors, and the public to complete and submit District forms via the Intra- or Internet. LiquidOffice also allows for electronic signatures, routing/workflow, approval, and centralized storage/management of form data. There are currently over 900 OmniForm forms that must be designed in LiquidOffice for use as web forms.

### *Action Already Taking Place to Address Issue*

The District is prioritizing on designing web forms that affect teachers, students, academics, and ESE.

*Mandated By: Federal, State, District, School*

## **DISTRICT COMMITTEE**

### *Issue Description*

A District Forms Review Committee, which is made up of a majority of teachers, exists to ensure that the District is in compliance with Florida Statute 1008.385 (2) (b) 1. The Committee is required to recommend procedures to the School Board for eliminating, reducing, revising, and consolidating forms, paperwork, and data collection requirements. The Committee is also required to submit an annual report of its findings to the School Board. The Committee holds tri-annual meetings and forms are approved via e-mail between meetings.

### *Suggestions*

The Forms Review Committee only has recommendatory authority and should be given full authority to effectively implement form-related recommendations.

*Mandated By: State*

## **TEACHER SURVEY**

### *Issue Description*

District and school administrative staff have the ability to survey teachers via surveys created on Edline, an online school web site service.

### *Suggestions*

The annual School Climate Survey and the School Effectiveness Questionnaire should be considered for conversion to electronic format.

*Mandated By: State, District*

## **PROCESS TO RECOMMEND CHANGES TO SCHOOL DISTRICT**

### *Issue Description*

The District Forms Review Committee submits paperwork reduction recommendations.

### *Action Already Taking Place to Address Issue*

In compliance with Florida Statute 1008.385 (2)(b)1, the Forms Review Committee submits its recommendations for eliminating, reducing, revising, and consolidating forms, paperwork, and data collection requirements to the School Board via an annual report.

*Mandated By: State*

## **LEADERSHIP**

### ***Superintendent's Technology Committee***

#### *Issue Description*

The Superintendent's Technology Committee, a group of high-level technology staff along with the Superintendent, Chief Academic Officer and Chief Operating Officer, exists to strategize on ways to effectively deploy technology, some of which automates operations and reduces paperwork throughout the District.

#### *Suggestions*

Communication should go out to schools and departments that new paperwork reduction ideas/initiatives is to be brought to the Superintendent's Technology Committee for discussion, consideration, and approval.

*Topic Mandated By: District*

### ***District Bulletins***

#### *Issue Description*

District leadership communicates changes in policies and procedures via bulletins currently posted in public folders in Microsoft Outlook.

### *Action Already Taking Place to Address Issue*

Bulletins are no longer printed and distributed District-wide. Plans are in place to move bulletins to a more accessible location for parents and the general public via a hyperlink on the District's main web page.

*Mandated By: District*

## **ESE PAPERWORK**

### *Issue Description*

The Individual Education Plan (IEP) form and five additional ESE forms are being converted to web-based forms. A pilot project is scheduled to begin in three schools in December 2008. District-wide implementation is scheduled for August 2009.

### *Suggestions*

The District is awaiting implementation of the State's web-based IEP form through Sunshine Connections. The District's web-based IEP will be used in the interim.

*Topic Mandated By: Federal, State*

## **ESOL PAPERWORK**

### *Issue Description*

Essential ESOL/ELL student information can be obtained from the student information system and the Educational Data Warehouse.

### *Suggestions*

Convert ESOL/ELL forms from paper and OmniForm to web-based forms.

*Topic Mandated By: Federal, State*

## **ATTENDANCE PAPERWORK**

### *Issue Description*

Student attendance information can be obtained from the student information system. The potential exists to automate daily attendance collection through GradeQuick. Student tardiness and absences are communicated to parents' homes through ParentLink, a mass communication system.

### *Action Already Taking Place to Address Issue*

Automated attendance taking in the classroom via GradeQuick or other similar means/system is being researched and planned.

*Topic Mandated by: State, District*

## **WEB-BASED REPORTING**

### ***Educational Data Warehouse***

#### *Issue Description*

The Educational Data Warehouse provides users with access to reports such as assessment, attendance, discipline, data trends, and historical data. These reports help measure the progress of each student and school against various Federal, State, District, and School criteria. They also compare our District and schools with other Florida Districts and schools. School performance trends can be compared and opportunities for improvement identified and implemented.

#### *Action Already Taking Place to Address Issue*

The Educational Data Warehouse was deployed to teachers to allow them to electronically access data analysis on their students.

*Topic Mandated by: District*

### ***ParentLink Mass Notification System***

#### *Issue Description*

ParentLink is a Mass Notification System that daily notifies parents via phone of student absences and tardiness.

### *Suggestions*

Explore the possibility of deploying ParentLink's advanced features to schools where most parents don't have home computers and Internet access (Digital Divide). Parents could call a phone # to hear an up-to-date summary of their child's current grade in each class and all absences/tardies.

*Topic Mandated by: District*

## **REPORT CARDS**

### *Issue Description*

Teachers can post and parents can access up-to-date assignments and grades via Edline.

### *Action Already Taking Place to Address Issue*

Principals are encouraged to enforce that teachers must update Edline at least once per week.

*Topic Mandated by: District*

## **PROFESSIONAL DEVELOPMENT (IPDP)**

### *Issue Description*

An IPDP provides needs assessment data, building to provide appropriate staff development opportunities to achieve individual goals and increase professional knowledge and skills in areas identified by student performance data. Teachers use Course Wizard, an online registration tool to register for professional development training.

### *Suggestions*

Convert the IPDP form from paper to an online web form to effectively collect data relating to the professional development needs of teachers.

### *Action Already Taking Place to Address Issue*

District staff is researching the feasibility of migrating from Course Wizard, which has significant problems, to another web-based, more effective and user-friendly course registration software application.

*Mandated by: State*

## **PROGRESS MONITORING**

### *Issue Description*

The District's avenue for connecting parents to their child's performance in school is through an Internet web service called Edline. Edline allows parents to view student grades and homework assignments. Other functions provided by Edline include calendars, news, and the ability to broadcast emails to families. Schools have several options of uploading reports on Edline.

### *Suggestions*

To reduce the Digital Divide, parents must have access to computers. This requires facilitating and extending computer access hours at more school sites.

*Action Already Taking Place to Address Issue*

A computer refresh program exists, which has high school students in the Information Technology career academies refurbishing old computers and giving them to community organizations where students and parents can use these computers.

*Mandated by: District*

**OTHER**

***Curriculum – Learning Village***

*Issue Description*

Learning Village is a one-stop, online instructional organizer available to District teachers, students and administrators. Learning Village offers opportunities such as a single access point to media-rich teaching resources for teachers and administrators. These teaching resources are aligned to state standards and can be used for paperless pre-lesson planning, lesson content delivery and enhancement, and post-lesson documentation.

*Action Already Taking Place to Address Issue*

An upgrade to the latest version of Learning Village is being planned.

*Mandated by: District*

***School Products and Services - Online Credit Card Program***

*Issue Description*

The implementation of an online Credit Card Program called Cashless Schools will lessen the handling of cash at schools and make the payment process of school products and services easier for parents, students and employees. Cashless Schools will allow parents to learn about and pay for school activities and fees, without any paper flowing between the home and school.

*Action Already Taking Place to Address Issue*

Eight schools will pilot the program starting in January 2009. The District plans to have it running in all schools by the end of the 2008/2009 school year.

*Mandated by: District*

***Virtual Education***

*Issue Description*

As required by recent state legislation, our District will expand virtual education offerings to our students.

*Action Already Taking Place to Address Issue*

A District Virtual Education Committee has been established and has begun researching and planning the expansion of virtual education offerings. A principal was recently named to lead our Virtual School.

*Mandated by: State, District*