

Pasco's 2006-2007 Paperwork Reduction Committee's Recommendations to the Superintendent

- The completion of the elementary report cards has proven to be time consuming to teachers. Currently, most, if not all, administrators require a student's Elementary report card to have anecdotal, personalized comments that can require teachers to write and rewrite comments. There is a lot of repetition and duplication within the Progress Reports and Report Cards that could be reduced by "auto-fill" features. The committee has made this recommendation for the past three years and still feels strongly that this needs to be seriously considered in the current FileMaker Pro system and any future reporting systems (e.g., eSembler). The committee will be willing to assist in any way necessary.
- The committee recommends the district look at the inconsistent lesson planning requirements that are currently happening following the Learning-Focused Strategies trainings. In many cases it is reported that the lesson plans required are redundant, time consuming, and/or excessive. The committee recommends a clearly communicated, manageable rollout of expectations for administrators. There needs to be consistency and understanding of the time involved in levels of use and expertise.
- The committee commends the district for the implementations of its recommendations last year regarding Elementary Portfolio requirements. Many teachers surveyed responded positively to the changes. The committee asks the District to once again reiterate the changes to all administrators to ensure consistent application of last year's recommendations. Also, the committee recommends the continual re-evaluation of the use and necessity of the portfolios, especially in the transition from elementary to middle school.
- The committee recommends that the district pursue a document management system to better automate and archive standard documents used throughout the district. This type of system will assist in imaging documents and allow workflow procedures (e.g., Student Referrals) to be done electronically.