

2007 REPORT OF THE PUTNAM COUNTY SCHOOL DISTRICT PAPERWORK REDUCTION TASK FORCE

This year, in order to get a better representation of the teachers in our district for the Putnam County School District Paperwork Reduction Task Force, we did an online survey of all of the teachers in the district at the beginning of this school year. For the purpose of this report, we have reviewed the suggestions that we have received so far to make our plans for paperwork reduction. We also reviewed the current status of what the Putnam County School District is doing to reduce the time spent on paperwork and data collection. The following report includes the current status of district efforts, along with the suggestions from the teachers in the district that we will try to implement during the course of the school year. This report from the Paperwork Reduction Committee will be presented to the Putnam County School Board for consideration on September 18, 2007.

STATUS OF CURRENT DISTRICT EFFORTS

Academic Improvement Plans

The Putnam County School District is currently using a school-wide progress monitoring system to meet the specific needs of struggling students instead of requiring an individual plan for each student.

Individual Education Plans

Individual Educational Plans are entered on the district's electronic database. The program used is called IEP Star. This program saves both time and paper.

Limited English Proficient Plans

The LEP plans are available on line at www.putnamschools.org.

Data Star

While the Putnam County School District is not currently one of the school districts piloting the Sunshine Connections, the district uses its own DATA Star to provide access to longitudinal student performance data. Teachers can view and analyze their students' FCAT and SAT 10 scores to help them easily identify each student's academic strengths and weaknesses. The district plans to also use Sunshine Connections as soon as it is available.

PMRN

Both Reading First and non-Reading First schools throughout the district use the Florida Center for Reading Research's Progress Monitoring and Reporting Network to collect data and organize reports for the DIBELS and FORF tests, which are used to monitor student progress in reading.

mClass

Reading First reading coaches and their assessment teams use the mClass software on their Palm Pilots to administer the DIBELS test for all 3 DIBELS assessments. The mClass program greatly reduces the time it takes to test a student, gives more accurate test results, and eliminates the need to hand enter the data collected by using the Hot Syncing process to PMRN's database.

FCAT Test Maker

FCAT Test Maker is a computer-based program that generates tests containing items from "unpacked" benchmarks from the Sunshine State Standards. This saves teachers' time as they create weekly tests to monitor their students' progress.

FOCUS

The district is currently providing training to schools for using the Department of Education's FOCUS website. FOCUS provides a means of generating custom-made benchmark specific tests to use with students for progress monitoring.

Discovery Education's Think Link Assessment

Think Link provides online predictive, comprehensive assessments on all of the benchmarks that are tested on FCAT. These are given 3 times a year before the Spring FCAT assessment. Think Link also provides online weekly benchmark assessments. Teachers are not required to prepare or score these tests. A variety of informative reports are instantly available online. This program is a tremendous time saver for district staff, principals, teachers, reading and math coaches, and paraprofessionals. It provides valuable, detailed information for progress monitoring, which is essential for our schools that are currently using the CIM model for instruction.

Online Workshop Registration

Teachers are no longer required to submit staff development registration forms or call the Staff Development office to register for training. This not only is a means of paperwork reduction, but it provides a convenient, time-saving method of registering for workshops. The website tells teachers how many spaces are available in the workshop and gives a list of those who are registered.

The Blackboard from NEFEC

As a member of the NEFEC Consortium, Putnam County School District has access to NEFEC's interactive online program, The Blackboard, which delivers professional development electronically.

Electronic Follow-up to Professional Development

The Putnam County School District uses Typepad Blogs as an electronic means to provide the state required follow-up for professional development workshops. The blogs provide a means for the participants to communicate with the consultant for support. Participants may also blog with each other to share ideas and success stories.

www.putnamschools.org

The Putnam County School District website www.putnamschools.org provides an education portal to deliver information to students, parents, teachers, and the community. The website provides information from the Health Department, School Board policies, emergency shelter information, special notices, lunch menus, the school year calendar, the phone directory, an electronic library and dictionary, school supply lists, the student progression plan, along with district policies, procedures, and guidelines. This service saves both paper and the time it takes to disseminate it.

District-wide Email

A district-wide email system provides a fast and easy way for employees in the district to communicate with each other. It has reduced paperwork and the traffic through the school mail system.

SUGGESTIONS FROM THE SURVEY

The following suggestions from the online survey of all of the teachers of the Putnam County School District will be considered, readdressed, and/or implemented during the 2007-2008 school year.

More Training on Technology –The How To Master program provides online technology workshops for all of the employees in the district.

Improve Computer Maintenance –Additional staff has been added to the district team to assist the schools with computer maintenance and networking problems.

Shorten Lesson Plan Requirements – Principals from many of our schools who are using curriculum mapping and/or the CIM model are encouraged to allow teachers to simplify their lesson plans or use their detailed curriculum maps in place of their lesson plans.

More Planning Time – Eight early release days have been added to the calendar, in addition to the regularly scheduled planning days.

Wireless Internet at the Schools – The district office now has a secure wireless internet. It is hoped that as schools move to laptop computers, that a secure wireless internet could eventually be provided.

