

## **2008 Report of the Putnam County School District Paperwork Reduction Task Force**

This year we completed another online survey of all teachers in the district at the beginning of the school year for the Putnam County School District Paperwork Reduction Force. We reviewed the suggestions as well as responses to the survey questions to determine what issues teachers feel need to be addressed. We also reviewed the current status of what Putnam County School District is doing to reduce the amount of time spent on paperwork and data collection. This report includes the current status of district efforts and suggestions from teachers in the district that we will implement during this school year. It also includes the solutions to the issues that were identified last year. The report for consideration will be presented to the Putnam County School District for consideration on August 19, 2008.

### **Status of Current District Efforts**

#### Academic Improvement Plans

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

#### Individual Education Plans

The Putnam County School District continues to use the IEP Star to save time and paperwork. The student's individual plan is entered on the district's electronic data base.

#### Data Star

Putnam County School District teachers have access to the DATA Star which gives them access to longitudinal student performance data. Teachers can view and analyze their student's FCAT and SAT10 scores without having to calculate it by hand. It provides a wide variety of ways to look at data with pie charts to provide visual representation of the data. It is very user friendly and continually being updated.

#### PMRN

All of the district's Reading First and Non-Reading First schools use the Florida Center for Reading Research's Progress Monitoring and Reporting Network to collect data and organize reports for the DIBELS (Dynamic Indicators of Basic Early Literacy Skills test) and FORF (Florida Oral Reading Fluency test), which are used to monitor students' progress in reading. It also provides teachers with a report that shows the areas that need extra instruction or students that need more interventions. It makes it quick and easy for teachers to target their instruction for individuals, small groups and the whole class.

### Grade Quick

Teachers have access to the Grade Quick software to input students' grades. It automatically provides teachers with student and class averages. It also has a lesson planning and seating chart component. It allows for easy midterm reports for parents that teachers can print out instead of having to write them out for each student every nine week period.

### mClass

Reading First coaches and their assessment teams will continue to utilize the mClass software on their Palm Pilots to administer the DIBELS test for all 3 DIBELS assessments. This greatly reduces the time that it takes to test students, gives more accurate data and eliminates the need to hand score the tests and hand enter data into the PMRN. The Palm Pilots hot sync the data into the data base.

### FCAT Test Maker

The FCAT test maker is a computer-based program that generates tests containing items from "unpacked benchmarks" from the Sunshine State Standards. This saves a lot of time for teachers when they create weekly tests to monitor students' progress of mastery of the benchmarks.

### FOCUS

The Florida Department of Education provides the FOCUS website that schools can utilize for progress monitoring. It provides an additional means of generating custom made benchmark specific tests.

### Discovery Education's Think Link Assessment

The district will continue to use the Think Link Assessment as long as the budget allows for it. It provides teachers with predictive and comprehensive assessments on all of the benchmarks that are assessed on the FCAT test. These are given three times a year before the Spring FCAT is given. It gives teachers a report that shows if students are proficient in each benchmark. It allows teachers to target their instruction. It also provides a variety of reports that are instantly available online after the student takes the test on the computer. District staff, principals, teachers, reading coaches, math coaches and counselors use this information to monitor schools, classes and students. This is good information to share with parents as well, in a parent friendly format. It provides valuable detailed information to help teachers monitor student progress, monitor effectiveness of their instruction and monitor which students are proficient. Think Link also provides teachers with access to weekly benchmark assessments that can be taken and by students needing additional monitoring. The assessments are taken and scored on the computer saving time and paperwork for teachers. This is another great time saver for schools when making the required weekly CIM tests that are required with the Continuous Improvement Model.

### Scholastic Reading Inventory

The district will continue to utilize the Scholastic Reading Inventory (SRI) test to monitor students' progress in reading comprehension. The students take the test on the computer and get a score instantly after completing the test. The teacher gets a class list that shows all students' scores, so she can easily tell who is reading on grade level based on the required scores for each grade level. This test is taken four times throughout the year.

### Online Workshop Registration

Teachers are no longer required to submit professional development registration forms or call the professional development office to register for training. They can register online. This provides a convenient method of registering for workshops, but also reduces the paperwork that was previously required. The website tells the teacher how many seats are left in the workshop and who has registered.

### Electronic Follow-Up for Professional Development

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

### My-Points.Org

The Florida Learning Alliance provides the My-Points.Org computer based program that enables teachers to view their certification information as well as their staff development history and how many points that they have acquired. This is a very quick and user friendly program that is a valuable tool for teachers to use when teachers are keeping up their certification. They no longer have to go or call the professional development office to get this information.

### The Blackboard from NEFEC

Putnam County School District is a member of the North East Florida Educational Consortium providing teachers with access to NEFEC's interactive program, The Blackboard, which delivers professional development electronically.

### [www.putnamschools.org](http://www.putnamschools.org)

Putnam County School District's website, [www.putnamschools.org](http://www.putnamschools.org), provides an educational portal to deliver information to students, parents, teachers and the community. The website provides information from the Health Department, about School Board Policies, about emergency shelter, special notices, lunch menus, the school year calendar, school supply lists, pay calendars, board meeting calendar, the Student Progression Plan, as well as a phone directory, an electronic library and dictionary and numerous other time saving and educational sites for teachers, students, parents and the community. Our department of instructional media has worked very hard to make this site the wonderful resource that it is. Many hours of looking up good websites has been reduced for teachers.

### District Wide Email

The Putnam County School District has a new email system that has a lot more applications for teachers to utilize. The email system is called First Class and is through the Hayes A+ Email System. It provides teachers with a wide variety of resources, not just email, but the ability to have instant messaging within the school district and/ or school or grade levels. It also has a Webpage, Blogging, Web Calendar, and many more technological and timesaving resources available for instructional assistants, teachers, administrators and district level administrators to utilize.

## **Status of the Suggestions from the Teacher Survey from 2007-2008**

### More Technology Training

It was suggested that more training should be provided on the use of technology. Training was provided through the How To Master Program and continues to be offered. Other trainings were offered through the district and NEFEC on the new mail system and more. Media Specialist attend their monthly PALMS meetings where they frequently have trainings, so that they can assist staff members with technology needs and troubleshoot and fix minor problems at the school level. Administrators have access to NOEL trainings at NEFEC that provide lots of different kinds of technology trainings, such as Palm Pilots, IPODS and other things to make their jobs more efficient and save time.

### Improved Computer Maintenance

It was also suggested that schools need more assistance with technology problems. More staff was added and will remain in place during this school year. NEFEC also provides technology assistance when requested by the district. Media Specialist will continue to be trained to assist with technology problems at the school level.

### Shorten Lesson Plan Requirements

Principals were encouraged to allow teachers to use the CIM plans that were developed as a team in place of lesson plans and many of our principals are doing this. We will continue to encourage this. In addition, time is given for CIM team planning and teachers share the responsibility, which saves time as well as helps improve instruction.

### More Planning Time

The school board approved to continue to provide the eight early release days for teacher planning with only one being designated for staff development.

### Wireless Internet at the Schools

The schools and district is continuing to work on this suggestion. Our Instructional Media Department will have one point in each office at each school that wireless internet will be available.

## **Suggestions and Solutions from the Teacher Survey for 2008-2009**

Putnam County School District will continue to find ways to reduce paperwork and improve methods of collecting data by getting input from teachers about issues that need to be addressed in our district and work on solutions, so that our teachers can have more time to use the data and their time to improve student achievement. After 2008-2009 survey results are received and reviewed any necessary additions will be made.