

**Seminole County Public Schools**  
**Paperwork Reduction Committee 2006-2007**  
*[Pending Board Approval]*

**Committee Members**

**DOE Representative**

- Barbara Nauditt – 8<sup>th</sup> grade United States History [Indian Trails Middle School]

**Elementary School Representatives**

- Beth Finelli – Specific Learning Disabilities Teacher [Woodlands]
- Kelly Sack Free – 2<sup>nd</sup> grade Teacher [Evans]
- Michelle Robinson – 3<sup>rd</sup> grade Teacher [Evans]

**Middle School Representative**

- Cheryl Martinez – Varying Exceptionalities Teacher [Teague]

**High School Representatives**

- Lori Schenk – Specific Learning Disabilities Teacher [Lake Howell]

**ESSS Department Representatives**

- Tom McDowell – Executive Director ESSS Seminole County Public Schools
- Tony Oglesby – Staffing Resource Specialist

**ESC Department Representatives**

- Mark Hoffman – Transportation
- Michaelina Gaff – English for Speakers of Other Languages
- Lisa Borows – Information Services

The Paperwork Reduction Committee met 8 times during the 2006-2007 school calendar year: August 15<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, November 13<sup>th</sup>, January 17<sup>th</sup>, March 21<sup>st</sup>, April 16<sup>th</sup>, and May 14<sup>th</sup>.

**Committee Report**

1. The Committee reviewed 760 Seminole County Public School forms (forms summary sheet provided through SCPS Information services).
2. All Cost Centers received copies of the forms summary sheet for input and review, resulting in the initial elimination/removal of 299 forms.
3. The remaining forms were further reviewed for placement into three categories: 1) Federal, 2) State, or 3) SCPS School Board mandate. Of the 461 remaining forms, 408 had Federal, State, or School Board mandate, and 53 forms were returned to departments for additional clarification, justification, or elimination.
4. A total of 327 forms were removed from the Seminole County Public School system.
5. The SCPS Form 100 *Request for Form Authorization* has been updated. All new forms must reflect authorization from one of the following categories: 1) Federal Mandate, 2) State Mandate, or 3) School Board Policy or Procedure. If the new

form is not validated through any of the stated categories, specific documentation must be provided justifying the creation of a new form.

6. All SCPS forms currently in use will be updated to reflect authorization from one of the following categories: 1) Federal Mandate, 2) State Mandate, or 3) School Board Policy or Procedure.

### **Committee Recommendations**

1. Recognizing that individual schools, departments, teams, and teachers generate many forms, this committee recommends that every Seminole County school establish a system of review for in-house forms. Each school will determine the specific committee/group to complete this task and its composition.
2. This committee recommends a simple on-line survey of Seminole County teachers to determine the time demands of required form completion.
3. Continuance of the Seminole County Paperwork Reduction Committee for the 2007-2008 school calendar years is recommended.

**Prepared by:** Barbara Nauditt  
Paperwork Reduction Committee Chairperson

August 20, 2007