



Suwannee District Paperwork Reduction Committee
(A summary of the 2007-2008 meetings)

Submitted by *James Wilson*, teacher representative

Attachments:

1. A list of the Suwannee District Schools “Paperwork Reduction” Committee and meeting dates
2. Paperwork Reduction Committee requirements from the state
3. Minutes from the meetings
4. Paperwork Reduction Issues Report with contact information

Paperwork Reduction Issues – Suwannee District
Members for 2007-2008

Branford High School

Ted Roush, Denise Stewart, James Wilson (Chairperson)

Branford Elementary School

Carol Risk, Dee Dee McManaway

Suwannee High School

Dawn Lamb, Violet Noyes

Suwannee Middle School

Norri Steele, Jeannie H. Harry

Suwannee Intermediate School

Betty A. Sumner, Edith Sceals, Linda Ledyard

Suwannee Elementary School

Donna Long, Steve Bass, Windy Gamble, Jenise Freeland,
Lawanna Zimmermann

Suwannee Primary School

Melissa Mosely, Vickie Pagliai

Suwannee Hamilton Technical Center

Dianne Westcott, Joe Ragan

District Office

Mel McMullen, Tina Kennon-McIntyre, Nancy Roberts,
David Dees, Cheryl Brinson

**Dates for Meetings: January 31, February 28, March 6,
April 10, May 15**

Paperwork Reduction Requirements – 2007-2008

Florida Statutes Section 1001.42 (22)

(22) REDUCE PAPERWORK AND DATA COLLECTION AND REPORTING REQUIREMENTS.--Beginning with the 2006-2007 school year:

- (a) Each district school board shall designate a classroom teacher to serve as the teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection reduction.
- (b) Each district school board must provide the school community with an efficient method for the school community to communicate with the classroom teacher designee regarding possible paperwork and data collection burdens and potential solutions.
- (c) The teacher designee shall annually report his or her findings and potential solutions to the school board.
- (d) Each district school board must submit its findings and potential solutions to the State Board of Education by September 1 of each year.
- (e) The State Board of Education shall prepare a report of the statewide paperwork and data collection findings and potential solutions and submit the report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by October 1 of each year.

“Paperwork Reduction” Committee Meeting March 6, 2008

AGENDA:

- Take Roll
- Minutes from February 7th, 2008
- Discussion
- Next Meeting

Meeting: February 7th, 2008, (3:30 – 4:30 P.M.) at Branford High School, Room 017

1. Members present: Mel McMullen, Mabel Peters, Jeannie Harry, Linda Ledyard, Dee Dee McManaway, Denise Stewart, James Wilson
2. Meeting dates and times for the committee were discussed:
February 7, March 6, April 10, May 15
3. A handout for Instructional Paperwork Factors was given out to each member.
4. Discussion took place for the remainder of the meeting. Three talking points are listed below.
 - Provide parent information on school websites rather than handouts. This information is typically handed out at the end of the school day.
Some related issues:
 - Who updates the website weekly?
 - Could student aides along with a teacher work to keep the website updated?
 - PMP’s were discussed.
Some related issues:
 - Could parents get access on-line?
 - Is there a way to reduce copies to all involved?Tabled discussion until David Dees would be present.
 - Surveys
Some related issues:
 - Put all teacher surveys on-line
 - Parent surveys should also be on-line
 - Question for David: Does parent computer recognize previous input?
5. Meeting adjourned at 4:30 P.M.

“Paperwork Reduction” Committee Meeting April 10, 2008

AGENDA:

- Take Roll
- Minutes from March 6, 2008
- Lesson Plans
- Discussion
- Next Meeting, May 15, 2008

Meeting: March 6th, 2008, (3:30 – 4:30 P.M.) at Branford High School, Room 017

6. Members present: David Dees, Mabel Peters, Jeannie Harry, Vickie Pagliai, Dee Dee McManaway, Denise Stewart, James Wilson
7. David Dees responded to questions from the February meeting. He noted that “Dreamweaver” software was available for websites. He could create a template for schools to use for their websites. He wanted to be accessible to all schools for questions pertaining to websites. Need a minimum of three people per school to keep websites current for parents, faculty and community. The sites should not promote businesses. David will arrange training in May or June for school representatives. David suggested we send the school representatives names to him by April so that he can communicate through email. The goal should be that we get websites up and running by Fall 2008!
8. David also addressed other websites
 - moodle.suwannee.k12.fl.us is an open source version of “Blackboard”. Teachers can access by using their First Class username, then password.
 - parentstar.suwannee.k12.fl.us is an access for parents to see child’s FCAT data
 - <http://fcatarstar.suwannee.k12.fl.us> is the teacher access to student FCAT data
9. All surveys (parent,teacher,staff) will be on-line by April.
5. David Dees also stated that in the future:
 - pinnacle will be able to show only 1 student’s data at a time
 - there will be one site where parent’s can access all data such as FCAT, IEP’s, AIP’s, SAT 10, etc.
6. Tabled discussion about lesson plans. Vickie and James made suggestions that we revisit the way the district writes their lesson plans in the future.
7. Next meeting, April 10.

“Paperwork Reduction” Committee Meeting May 15, 2008

AGENDA:

- Take Roll
- Minutes from April 10, 2008
- Summary Report for Board Presentation
- Discussion of additional items

Meeting: April 10, 2008, (3:30 – 4:30 P.M.) at Branford High School, Room 017

1. Members present: Jeannie Harry, Vickie Pagliai, Dee Dee McManaway, Denise Stewart, James Wilson
2. Opened up discussion about lesson plans. The committee discussed strategies for downsizing lesson plans, curriculum maps, course expectations and focus calendars into one document. James Wilson showed the committee the BHS math departments approach to lesson plans. The document included essential questions, activities, new state benchmarks, FRI strategies, technology and a calendar for when the benchmarks were taught.
3. The committee discussed possible templates for elementary, middle and high schools. The committee also felt that plans would be better served for teachers if the expectations were already developed and teachers signed off and dated completion of each strategy and benchmark. Uniformity of the document was discussed in relation to district needs from all schools. The committee also stressed that each school should not be limited to how they approach a new approach to lesson planning.
4. The committee began to summarize their talking points for presentation at the board meeting.
5. The meeting adjourned at 4:30 P.M.

Suwannee District Schools

“Paperwork Reduction” Committee Minutes May 15, 2008

1. Members Present: Dee Dee McManaway, Denise Stewart, James Wilson
2. The committee discussed taking district forms from paper to online. Kelly Curl from BHS was in attendance and suggested certain forms below would be good candidates for online submission.
 - Leave forms (fin #8)
 - Maintenance Work Order forms
 - Air Conditioning Request forms
 - Bus Requests for Transportation
 - School Site Accident Reports
 - Fund Raiser Requests
 - Travel Reimbursement Forms
3. The committee discussed having teachers fill out an online form for conference travel so that bookkeepers had documentation of which fund would cover the trip.
4. The committee closed the meeting by suggesting a meeting time in June before the board meeting to finalize and write the report to the board.
5. The meeting adjourned at 4:15 P.M.

Paperwork Issues Committee Report (Suwannee District)
June 24, 2008

In the 2007-2008 school year, the Paperwork Issues Committee (PIC) met five times throughout the year to discuss any paperwork reduction issues. Jim Wilson chaired the group inviting one member from each school site as well as a district representative. Those in regular attendance along with Jim Wilson were Jeannie Harry, Vickie Pagliai, Denise Stewart, Mabel Peters, and Dee Dee McManaway. From the district office, representatives included Mel McMullen, Nancy Roberts, and David Dees.

This committee was charged with discussing solutions for reducing the use of paper in addition to making jobs more efficient. With that, the first meeting entailed an overview of items discussed from the previous year's committee. The goal of the first meeting was to streamline efforts for the next four meetings. Handouts were provided regarding paperwork factors as well as requirements of the group from The Florida Department of Education (see attachments).

At the February meeting, three points of interest were discussed. In the spirit of informing parents, the PIC discussed and recommended solutions to provide parent information online rather than sending flyers or mailouts. This recommendation would reduce not only paper use, but also multiple flyers to the same household. Some concerns in order to implement this goal were website management personnel within each school as opposed to one district person maintaining all websites. Mr. McMullen suggested David Dees attend the meeting to follow. In addition to informing parents, a call for parents to view the Progress Monitoring Plan(s), FCAT information, and other student specific information online was addressed. Again, this was tabled until David Dees could provide input at the next meeting. Finally, the PIC discussed surveys. These surveys are completed by instructional and non-instructional staff, students, and parents. Typically, the student and parent surveys are completed on paper. PIC recommended they be produced online.

During the meeting in March, David Dees was available to respond to questions from the February meeting. In order to help keep websites current, David Dees offered training in June for each school to send three or four stakeholders to learn website maintenance. As the PIC discussed the second question concerning student information online for parents, David Dees was already in the process of completing parent-friendly access online to such items as the Progress Monitoring Plan, FCAT information, and other student specific data. In order to resolve the question concerning surveys, David Dees stated that all parent, teacher, and staff surveys would be online by April, 2008. However, some schools still sent home parent and health surveys on paper. PIC would like to see

ALL surveys online by 2009 if possible. While David Dees was present at the March meeting, other positive points were shared. Dreamweaver software would be available for website construction and maintenance. An open source version of "Blackboard" (an online classroom connection) would be available in the form of "Moodle" accessed through moodle.suwannee.k12.fl.us.

As the final meetings were upon the PIC, discussion concerning lesson planning came to the forefront in April. The committee felt that the district needed to re-examine how teachers documented information for curriculum maps, focus calendars, lesson plans, course expectations, activities, essential question, and other necessary documentation without repetition and overlap. PIC wanted to investigate possible templates for grade-level or departments at each school that combines the information above into one document. PIC encourages and recommends each school to investigate solutions for an online document meeting the needs for documentation of plans, mapping, etc. Some samples toward this goal have already been developed or are in development at some schools. The PIC hopes to share some examples of templates at the June board meeting.

Finally, in May, the PIC summarized the last four meetings and streamlined points for recommendations at the June board meeting. Our four recommendations are:

- Parent information and surveys from paper to online at all schools by 2009.
- Website training provided by David Dees in June for up to four individuals from each school to attend. This ensures each school's website is updated and maintained **every two weeks**.
- Lesson plan process per school site should be investigated to streamline multiple documents into one.
- District forms such as leave, fund raiser, travel, accident report, bus request, air conditioning requests and maintenance work requests should be converted from paper to online.

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