

**Paperwork/Data Reduction Summary for 2007-08**  
**Union County School Board**  
**August 28, 2007**

Area of Concern	Suggestions	District Action
Interims/ESE progress reports	<ul style="list-style-type: none"> <li>• Progress Reports</li> <li>• ESE students' yearly goals often only show progressing progress reporting. Report cards are enough.</li> </ul>	<p>Interim reports have been automated by the computer grading system, lessening paperwork for each teacher at interim time.</p> <p>Florida Statutes require progress reports to parents of ESE students at least as often as reports are sent to parents of non-disabled students.</p>
CIM Tests	<ul style="list-style-type: none"> <li>• Need to be correlated to the curriculum.</li> <li>• Use the cumulative tests in the texts.</li> <li>• Need to be student friendly, with wording that fits the curriculum.</li> </ul>	<p>The CIM tests and assessments are being totally revised to better align with the curriculum. These will be in place for the 2007-2008 school year and will be available for online administration. This method of assessment will greatly reduce teacher paperwork as the tests will be instantly scored and a variety of student reports will be able to be generated, providing valuable information for refinement of instruction.</p>
Area of Concern	Suggestions	District Action
Progress Monitoring Plans	<ul style="list-style-type: none"> <li>• The process and paperwork needs to be clearer.</li> <li>• It was easier to do the old AIPs.</li> <li>• Information is already on the report cards, so we should not need to do it again.</li> </ul>	<p>The state mandated school-wide progress monitoring plans have been developed using a 3-tiered approach. All students' progress is monitored on a regular basis through various strategies outlined in the school's plan. The school-wide plans also address the interventions the school will use to accelerate struggling students in reading, math, writing, and/or science. These interventions are outlined in the school-wide plans. As a result, there are now fewer individual progress monitoring intervention plans and therefore, paperwork has been reduced.</p>
Recycle	<ul style="list-style-type: none"> <li>• All schools and classrooms should have recycle bins and recycle.</li> <li>• Educate students by living the example.</li> </ul>	<p>Sufficient blue bins have been provided to every school.</p>

Papers & Flyers going home	<ul style="list-style-type: none"> <li>• There are too many, i.e., parks &amp; recreation, school, district, etc.; parents are overwhelmed and may not see the important papers.</li> <li>• Get parents' email addresses to send notices, handbooks etc. If they do not have email, then give a hard copy.</li> </ul>	This information can be provided via email or website.
Lesson Plans	<ul style="list-style-type: none"> <li>• Electronic copy as an alternative.</li> <li>• Lesson plans are for the teacher's use, not created so a sub could take over the class. Teachers should have a sub plan which explains all the details of the day with lesson plans to give specifics on lesson material.</li> </ul>	The district is currently exploring using a Web Portal which includes a lesson planning component to enable more efficient instructional planning and review for both teachers and administrators.
Data Analysis Spreadsheets	<ul style="list-style-type: none"> <li>• Develop portal to extract data.</li> </ul>	Standardized, electronic formats of data reports have been developed for use by school teams when conducting Data Analysis Meetings. Data can be extracted in text, csv, or .xls.