

MEMORANDUM

TO: Volusia County School Board Members

FROM: Deborah W. Beavers
Teacher Representative

DATE: August 26, 2008

SUBJECT: FINDINGS AND POTENTIAL SOLUTIONS RELATING TO
PAPERWORK REDUCTION

At the August 8, 2006 school board meeting, I was honored to be approved as the teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection reduction. One of my responsibilities is to report to the school board my findings and potential solutions regarding this paperwork and data collection reduction.

During the 2007-2008, I collaborated with district personnel concerning forms used by school personnel and the Superintendent's Select Committee on ESE Paperwork for additional solutions on paperwork reduction. These committees have provided alternatives to reduce the amount of paperwork by use of technology.

The district forms committee made recommendations on both school forms and district forms. All recommendations were approved for the 2007-2008 school year.

1. For the district forms website, teachers have access to school or district forms. Some can be filled out online and some need to be printed.
2. The district assists school/teacher/parent surveys online instead of paper ones.
3. Kindergarten report cards will be done electronically beginning 2008-2009. All other grades have been done electronically (web-based) for a couple of years.
4. Data collection has been implemented on the Data Warehouse on the district website.
5. The district is working on providing teachers the opportunity to "pick reports" from the Data Warehouse. Security issues are being addressed.
6. The district has developed interactive modules for personnel training on various topics.
7. Attendance is done online.

The Superintendent's Select Committee on ESE paperwork has been meeting since 2002-2003 school year. There have been additional responsibilities for this committee concerning Student Success.

1. Redundant data elements and/or rules

ESE/SS Dept. piloted the Problem Solving Model as an alternative to the Student Success Team. This model is data driven and provides a more streamlined process for intervening with at-risk students. This process will go district-wide 08-09.

2. Paperwork requirements from state, federal and/or local that could be completed by personnel other than the classroom teacher

Each middle and high school can choose to utilize a teaching unit for an "IEP Facilitator." Instead of working with students, these teachers handle a majority of the paperwork for other teachers. As a result, the caseloads of other teachers increase.

The ESE/SS Dept. hired 8 Instructional Support Teachers (7 high schools, one middle school) to provide school-based support for general education and exceptional student education teachers.

3. Technology to simplify required ESE procedures

The ESE/SS Dept. has developed a new IEP system "in-house" that will roll-out on July 1, 2008. The new system will minimize typing by teachers, since it is tied with other data systems.

4. Federal mandated paperwork that could be eliminated through IDEA reauthorization

IDEA reauthorization did cause additional paperwork. As one form was removed, ten new forms on accountability and data were added.

5. Additional recommendations by committee:

The ESE/SS Dept. is utilizing the Amendment Process which allows for minor changes to be made to the IEP without pulling the entire IEP group together.

Continue quarterly email requests from ESE teachers regarding burdensome paperwork and possible solutions.

Continue quarterly ESE/SS newsletter to increase consistent communication with district and school staff.

Provide web access to all *ESE Area Update* documents to increase consistent communication with district and school staff.

In the 2008-2009 school year, I will continue collaborating with both committees to explore additional solutions on paperwork reduction. Furthermore, I will be investigating efficient methods for communicating with district teachers to solicit input regarding possible paperwork and data collection burdens and potential solutions.

Cc Dr. Margaret Smith
Dr. Chris Colwell
Dr. Barbara Bush
Mrs. Allene Dupont