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October 3, 2006

Ms. Cheri Pierson Yecke, Ph.D.
Chancellor, K-12 Public Schools
Florida Department of Education
325 West Gaines Street, Suite 514
Tallahassee, FL 32399

RE: Paper Reduction Committee

Dear Dr. Yecke:

During the 2004-05 school year Bay District Schools established a Paper Reduction Committee. The Committee was composed of teachers; teachers who represented the teachers' union, Association of Bay County Educators (A.B.C.E.); district staff and the President of A.B.C.E. At that time, members were surveyed as to what they thought were the activities that were generating the most additional paperwork, unnecessary paperwork and/or duplications of effort. This information was shared with the administrators whose department generated the activities that the teachers believed caused the greatest amount of additional paperwork. Allowable changes were made.

During the 2005-06 school year the committee met again to review the spread-sheet and determine if there were any additional concerns.

The items that were of greatest concern to the teachers were:

- **AIP**
- **Attendance (the need to record in AS400 as well as in teacher grade books)**
- **IEP**
- **Other concerns were related to school level decisions by the principals concerning:**
 - **Curriculum Assessment Guidelines (CAG) requirements**
 - **Reading documentation**
 - **Lesson plan issues**

For the 2006-07 school year Angela Mueller has been appointed to be the teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection.

If you have any questions about the procedures or this committee please feel free to contact the chairman of the committee, Nancy Boyd, Executive Director of ESE and Student Services. She can be reached at (850) 872-4317 or by email at boydng@bay.k12.fl.us.

Sincerely,

James E. McCalister, Sr.
Superintendent