

Antoinette Dunbar, Deputy Superintendent
Curriculum and Instruction

SUBJECT: REQUEST AUTHORIZATION FOR THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, TO RECEIVE AND APPROVE THE PAPER REDUCTION TASK FORCE 2006-2007 REPORT

COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT

LINK TO DISTRICT

STRATEGIC PLAN: REFORM BUSINESS PRACTICES TO ENSURE EFFICIENCY, EFFECTIVENESS AND HIGH ETHICAL STANDARDS

The 2005 Legislature passed House Bill 281, Paperwork Reduction, creating a Paper Reduction Task Force at the state level for the purpose of recommending strategies to reduce the paperwork required of school districts and school district personnel, with special emphasis given to the reduction of paperwork required of teachers. The recommendations of the Paper Reduction Task Force which met during 2005-2006 were incorporated in House Bill 7087, the A⁺⁺ plan.

Districts are required to create a local task force to reduce the paper and electronic reporting requirements in their district and to report their actions to the Department of Education. Beginning with the 2006-2007 school year, said report is to be submitted to the School Board for approval.

The District Paper Reduction Task Force which met during the 2006-2007 school year was comprised of teacher representatives, district staff and Information Technology Services personnel. The attached report is a result of the Paper Reduction Task Force initiatives and future recommendations.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive and approve the Paper Reduction Task Force 2006-2007 Report.

AD/LCR:aar

***Paper Reduction Task Force
2006-2007 Report***

Miami-Dade County Public Schools

October 17, 2007

C-23

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Miami-Dade County Public Schools

Paper Reduction Task Force 2006-2007 Report

Miami-Dade County Public Schools' Paper Reduction Task Force was convened during the 2006-2007 school year for the purpose of reviewing paperwork and its impact on instructional personnel in schools. The Task Force focused on reducing the number of forms that teachers are required to complete, using technology to facilitate data collection and information gathering, eliminating redundancy, and creating consistency in the format and nature of forms used throughout the District.

The Paper Reduction Task Force was comprised of teachers, district administrators, and staff from Information Technology Services. The following summarizes those initiatives undertaken during the 2006-2007 school year that reduced the paperwork burden being placed on schools and improve communication among the stakeholders.

- **Edusoft:** M-DCPS has a district-wide license for the Edusoft system, which is used for scoring and analyzing data from the district-mandated Interim Assessments. The Interim Assessments in reading and mathematics occur three times per year. During the 2007-2008 school year, the science interim assessment will also be administered. This web-based application can also be used to score teacher-created assessments, thereby reducing the time teachers spend on grading. During the 2006-2007 school year, the Edusoft system scored 2.5 million assessments. By the second semester of the 2007-2008 school year, Edusoft will be fully integrated with the district's electronic gradebook program, allowing scores from teacher-made assessments to be automatically imported as grades into the electronic gradebook. This too will increase efficiency and reduce paperwork by eliminating the manual entry of test scores into the gradebook.
- **Examview:** This electronic test generator, which is licensed district-wide, enables teachers to create assessments from two sources – item banks provided by textbook publishers and the district's item bank of FCAT style questions. Examview's integration with the Edusoft system enables teachers to create answer sheets electronically, facilitating the automated scoring of the tests.
- **Teacher Access to Electronic Resources:** As this district continues to expand equitable technology access, we are committed and have in place a technology refresh program to provide each teacher with a modern computer, facilitating access to all of our electronic resources.
- **District Provided Online Databases:** M-DCPS provides a comprehensive selection of online, reference databases for student, teacher, and parent access. The online databases provide teachers and students with electronic versions of formerly paper resources that can be accessed from any computer with Internet access. Additionally, many of these resources have online tools such as fillable activity sheets, diagrams, lesson plans, and reproducibles, negating the need for teachers to create or keep track of these paper resources. Teachers may email

search results and articles directly to themselves for review or directly to students to use as instructional tools.

- **Wireless Generation:** The district is using handheld devices and Wireless Generation's mCLASS:DIBELS software to administer early reading assessments. The mCLASS:DIBELS program is a complete handheld-to-Web solution that automates scoring, saves classroom time, and reduces paperwork. The program also provides web-based reporting, analysis, data management, and instructional planning. It reduces the paperwork associated with conventional assessments by allowing teachers to get a student's results instantly on the handheld device, "sync" the handheld to a secure Web site, and use the information to tailor instruction to students' needs.
- **Destiny Library and Textbook Management Systems:** The district has implemented two systems that will facilitate access to library materials and textbooks across the district, as well as reduce the amount of paperwork created by teachers and school library media specialists in the management of textbook and library resources, respectively. The Destiny Library Manager allows both teachers and library media specialists to search across the district for library materials and create bibliographies that can be saved. Additionally, media specialists can create electronic reports reflecting circulation patterns, inventory statistics, and collection age data. The Destiny Textbook Manger eliminates the need for school site personnel to keep a paper trail of textbooks received at the school, forwarded to each department, or checked out to students. Classroom teachers or other school personnel can use the online system to run a textbook inventory, eliminating the conventional paper inventory.
- **Riverdeep Learning Village:** This is an online application which provides all teachers with an Instructional Organizer complete with ready-made lesson plans and web links to resources in a paperless form. All materials are correlated to Sunshine State Standards and can be accessed through the teacher portal. Many of the lesson plans, which were developed by M-DCPS teachers during the 2006-2007 school year for all grade levels in the core academic areas, have web links to worksheets, online textbooks, and adaptive materials for students with special needs.
- **Electronic Textbooks:** The district provides its students and teachers with electronic versions of the adopted instructional materials, when available. The electronic materials permit teachers to post assignments online and students to access these assignments online, as well as take notes electronically. The inclusion of online lesson plans, ready-made reproducible materials, and areas for teachers and students to exchange messages regarding assignments greatly reduces the normal paper load associated with these activities.
- **Teacher Portal:** Each year at the beginning of the school, teachers had to create a list that would provide each student's identification, birth date, ESOL level and

other pertinent information. This is now provided on the Teacher Portal by class. Rosters replace the traditional class list. Through the Portal teachers can view their personal information; e-mail messages and calendar; stored files; class lists; a roster of students in each class; detailed data from the Student Information System; and a graphical "student scorecard" that shows each child's current performance and whether that performance is improving, holding steady, or decreasing over time. Instructional content and lesson plans are on the portal, tailored to grade levels. The Portal provides a consolidated access to information.

- **Web Interface for Special Educators (WISE):** This online system was developed to facilitate completion of required Individualized Education Plans (IEP), Education Plans (EP), Matrix, and 504 Plans by staffing specialists and ESE teachers. Demographic information about the student (name, grade, etc.) is pre-filled for the teacher and elements of the forms are completed via a simple select/click process in drop-down boxes. In addition, automation includes business rules that result in more consistent and complete plans.
- **Instructional Planning System (IPS):** This Intranet accessed system was developed during the 2005-2006 school year to provide teachers with immediate access to any of their students' individual instructional plans in order to better tailor and target instruction. During the 2006-2007 school year, the system was enhanced to include additional plans and greater accessibility. In addition, many of these plans that teachers and/or colleagues were required to complete were automated within this system. Automation meant that basic demographic information about the student (name, grade, etc.) could be pre-filled for the teacher and elements of the form could be completed via a simple select/click process in drop-down boxes. The automated forms are: School Support Team Intervention Plan (SST), Academic Improvement Plan (AIP), and Limited English Proficiency Plan (LEP Plan). IEPs, EPs, Matrices, and 504 Plans can be viewed in this system along side the other plans. (Note that school administrators, region, and district staff have access here to students within their "domain" as well.)
- **Electronic Gradebook:** Historically the multi-part form for Interim Progress Reports have taken away full days of instruction every quarter as teachers manually completed them for every student in class. These reports are automated thru the Electronic Gradebook now requiring minimal teacher time to perhaps note a comment code here and there for selective students. Additionally, with the implementation of the Electronic Gradebook's Attendance Manager feature and the Attendance Upload component for all schools, it is no longer necessary for the teacher to mark a separate transmittal (whether list, calendar card, or Scantron card) to be sent to the office. The teacher notes the attendance in their Electronic Gradebook and for the official attendance periods this information is immediately available to the main office thru the Attendance Manager component. After review the Attendance Clerk can then upload

absences and tardies to the Student Information System (ISIS). Additionally, the Paper Reduction Task Force revised the kindergarten report card to be compatible with the Electronic Gradebook.

The 2007-2008 Paper Reduction Task Force will continue to look for ways to minimize the paperwork burden being required of schools and teachers. Focus will be placed on automating forms required for disciplinary incidents, reviewing forms required of teachers who work with students with disabilities, and automating accident reports with drop down menus. Information Technology Services will also continue to work on the expansion of the Teacher Portal.

Miami-Dade County Public Schools
Paper Reduction Task Force 2006-2007 Members

Name	Title	School/Office
Ms. Patrenia Dozier-Washington, Co-Chair	Teacher	Ojus Elementary
Dr. Lourdes C. Rovira, Co-Chair	Associate Superintendent	Curriculum and Instructional Support
Ms. Dora Barrios	Reading Coach	Coral Way Elementary
Ms. Stacey Bobo	Assistant Superintendent	Elementary Education
Ms. Judith Cardona	Instructional Supervisor	School Operations
Ms. Norma Consuegra	Teacher	Bent Tree Elementary
Dr. Sylvia Diaz	Administrative Director	Instructional Technology, Library Media and Textbooks
Ms. Milagros Fornell	Assistant Superintendent	Secondary Education
Mr. Oscar Fragas	Executive Director	Bilingual Education and World Languages
Mr. Will Gordillo	Administrative Director	Special Education and Psychological Services
Ms. Cynthia Gracia	Administrative Director	School Operations
Ms. Debbie Graper	District Director	Information Technology Services
Ms. Cassandra Green	Instructional Supervisor	School Operations
Ms. Debbie Karcher	Executive Officer	Information Technology Services
Dr. Carmen B. Marinelli	Assistant Superintendent	Curriculum Support
Ms. Deborah Montilla	Administrative Director	Student Services

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03