

Antoinette Dunbar, Associate Superintendent
Curriculum and Instruction

**SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY
ACCEPT THE PAPERWORK REDUCTION REPORT AND
AUTHORIZE THE SUPERINTENDENT TO SUBMIT THE REPORT TO
THE STATE BOARD OF EDUCATION**

COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT

LINK TO DISTRICT

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

In 2005, the State Legislature passed House Bill 281 which made several changes to Subsection 1001.42 (22) of the Florida Statutes designed to reduce the paperwork and data collection burden placed on teachers, administrators, and district staff. As a result of those changes, each school district is required to do the following: 1) Appoint a classroom teacher to serve as the teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection reduction, 2) Provide the school community with an efficient method to communicate with the classroom teacher designee regarding possible paperwork and data collection burdens and potential solutions, 3) Submit its findings and potential solutions to the State Board of Education by September 1 of each year. Beginning in the 2008-09 school year, the District will submit the requested information online.

In order to obtain information for the attached report, two surveys were conducted. The first survey targeted teachers and was designed to collect information about their perceptions of burdensome paperwork. The second survey targeted selected district offices and was designed to collect information about reductions in required paperwork. Additionally, a paperwork reduction link was established on the opening page of the *Teacher Portal* in order to provide teachers with an ongoing means of contacting, via email, both the teacher representative and District office staff with suggestions for reducing paperwork.

The attached report, listing five items, is based on the results of the two surveys. One item was generated from the District survey and highlights the centralizing of magnet program applications. The other items were generated from the teacher survey and are

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the issues most frequently reported by teachers as burdensome. These issues include: Progress Monitoring Plans (PMP), Individual Professional Development Plans (IPDP), Individualized Education Plans (IEP), and Field Trip Forms. The items will be addressed by the teacher representative and staff from Curriculum and Instruction in the 2008-09 school year.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, accept the Paperwork Reduction Report and authorize the Superintendent to submit the report to the State Board of Education.

AD/CBM/SJD

Attachment C-3

**Miami-Dade County Public Schools
2007-08 Paperwork Reduction Report**

Paperwork Issue	Mandated by	Issue Description	Action Taken	Suggested Action
Individual Professional Development Plans (IPDP)	State	Manual process, time intensive, too much data entry, too many revisions required		Pending budget and resource availability, work with the teachers' union and other District staff to streamline and/or automate the plans
Progress Monitoring Plans (PMP)	State	The online forms must be reviewed/updated four times annually and the forms are not specific enough to be useful		Pending budget and resource availability, work with the teachers' union and other District staff to review the plans and streamline if possible
Individualized Education Plan (IEP)	Federal/State	In order to meet state and federal mandates, current IEPs are comprehensive and therefore somewhat lengthy		Pending budget and resource availability, work with the teachers' union and other District staff to review the plans, incorporate laws effective July 2008, and streamline the process if possible
Field Trip Forms	District	Time intensive manual process		Pending budget and resource availability, automate the creation of field trip forms where student information is pre-populated from information in the data warehouse and forms are delivered through the <i>Teacher Portal</i>
Magnet Program Applications	District	The processing of applications is labor intensive for magnet program staff at schools	Application processing has been centralized and is being handled by District office staff	