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Curriculum and Instruction

SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ACCEPT THE 2008-2009 PAPERWORK REDUCTION REPORT AND AUTHORIZE THE SUPERINTENDENT OF SCHOOLS TO SUBMIT THE REPORT TO FLORIDA'S STATE BOARD OF EDUCATION BY SEPTEMBER 1, 2009

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 Florida Legislature passed House Bill 281 which made several changes to Section 1001.42 (22), Florida Statutes. The changes were designed to reduce the burden of paperwork and data collection placed on teachers, administrators, and District staff. Florida law requires that each school district in the state of Florida 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; and 3) Submit its findings and potential solutions to the State Board of Education by September 1st of each year.

As mandated, the District's Division of Instructional Technology, Instructional Materials, and Library Media Services staff has prepared the report containing the findings and potential solutions that will be submitted online to the State Board of Education. In order to obtain the required information for the 2008-2009 Paperwork Reduction Report, two methods were employed. First, a survey was created and disseminated that targeted instructional personnel to ascertain their perceptions of current paperwork-related assignments. Second, an email address was made available to teachers to provide them with an ongoing means of submitting suggestions and recommendations for reducing paperwork. The email address is paperworkreduction@dadeschools.net.

The attached report is based on the results of the survey and list the two areas most identified by instructional personnel as burdensome: attendance procedures and Individualized Education Plans (IEP).

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RECOMMENDED: That The School Board of Miami-Dade County, Florida, accept the 2008-2009 Paperwork Reduction Report and authorize the Superintendent of Schools to submit the report to Florida's State Board of Education by September 1, 2009.

MF/VB/SJD

Miami-Dade County Public Schools
2008-09 Paperwork Reduction Report

Paperwork Issue	Mandated by	Issue Description	Action Taken	Suggested Action
Attendance procedures	School/District	Time intensive, too much data entry, too many reviews required after data entry		Pending budget and resource availability, work with the teachers' union and other District staff to review attendance procedures
Individualized Education Plan (IEP)	Federal/State	In order to meet state and federal mandates, current IEPs are comprehensive and therefore somewhat lengthy	Request for proposal (RFP) for web-based IEP system in progress	Work with the teachers' union, end users, and Region/District staff to select an IEP provider and forward the selection to the School Board for approval