



**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**  
MATERIALS MANAGEMENT DEPARTMENT  
101 OLD VENICE ROAD • OSPREY, FLORIDA 34229  
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MEMORANDUM

**TO:** Members of the School Board  
Lori White, Superintendent  
Mitsi Corcoran, Chief Financial Officer

**FROM:** *Pat Black*  
Pat Black, CPPB, Director of Materials Management

**TITLE:** APPROVAL OF THE 2012-13 DATA COLLECTION REVIEW  
COMMITTEE REPORT

In accordance with Florida Statute 1008.385, the report of the activities of the Data Collection Review Committee is presented. The goal of the committee is to review and approve all District forms and achieve standardization.

**Requested by:**  
Sally Frank

**Fiscal Impact:** n/a

**Recommended Motion:** That the 2012-13 Data Collection Review Committee Report be approved as presented.

**DATA COLLECTION REVIEW COMMITTEE**

**YEAR END REPORT**

**2012-2013**

**TO**

**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**

**Jane Goodwin, Chair  
Shirley Brown, Vice Chair  
Frank H. Kovach  
Dr. Carol Todd  
Caroline Zucker**

**Lori M. White  
Superintendent of Schools**

**Prepared by:  
Sally M. Frank, Supervisor  
Record Retention Center**

**DATA COLLECTION REVIEW COMMITTEE**  
**YEAR END REPORT 2012-2013**

**SPECIFIC AUTHORITY –**

**Guidelines from Florida Statute Chapter 1008.385 Educational Planning and Information Systems:**

1008.385 (2)(b)1. The specific responsibilities of each district school system shall include:  
1. Establishing, at the district level, a reports-control and forms-control management system committee composed of school administrators and classroom teachers. The district school board shall appoint school administrator members and classroom teacher members or, in school districts where appropriate, the classroom teacher members shall be appointed by the bargaining agent. Teachers shall constitute a majority of the committee membership. The committee shall periodically recommend procedures to the district school board for eliminating, reducing, revising, and consolidating paperwork and data collection requirements and shall submit to the district school board an annual report of its findings.

**Guidelines from The School Board of Sarasota County, School Board Policies Manual Chapter 8.00-Auxiliary Services:**

**8.81 Report and Forms Management Committee**

Policy:

The School Board shall establish and maintain a reports and forms management control system committee to ensure that forms are prepared in a logical and uncomplicated format and efficiently handle data, thus resulting in a reduction of duplication in the collection of data and ensuring that reports contain accurate data.

**COMMITTEE MEMBERSHIP FOR 2012-2013**

- Christine Mayer, Chair, Teacher, Ashton Elementary School
- Pat Gardner, Vice Chair, President, Sarasota Classified Teachers Association
- Sally Frank, Supervisor, Record Retention Center
- Gary French, Teacher, Woodland Middle
- Dr. Linda Post, Expulsions Coordinator, Academic Intervention
- Victoria Stillo-Gross, Program Specialist, Pupil Support Services
- Jeanne Torres, Supervisor, Print Shop

**DATA COLLECTION REVIEW COMMITTEE**  
**YEAR END REPORT 2012-2013**

**COMMITTEE CALENDAR FOR 2012-2013**

- September 20, 2012
- October 18, 2012
- November 15, 2012
- December 18, 2012
- February 21, 2013
- April 18, 2013
- May 16, 2013

**REPORT OF ACTIVITIES FOR 2012-2013**

- Reviewed 138 forms for the following departments, created on-line fill-in versions of these forms and posted forms to SharePoint:

Academic Intervention Programs	Integrated Instructional Services
Communications & Community Relations	Media & Instructional Materials
Construction Services	Middle Schools
Curriculum & Instruction	Pupil Support Services
District Schools	Purchasing
Elementary Schools	Record Retention
Exceptional Student Education	Research and Assessment
Financial Services	Safety and Security
Food & Nutrition Services	Sarasota County Technical Institute
Health Department	Secondary Schools
Human Resources	Student Services
Information Technology	Transportation

- Provided unscheduled review of forms as needed for correction of minor errors
- Posted additional forms to SharePoint Forms Repository - 365 forms in total now posted
- Prepared and delivered 7 Records and Forms Management Workshops for the following:
  - New Records Coordinators – Fall & Spring
  - South County School Records Coordinators (including Charter and Alternative Schools)
  - North County School Records Coordinators (including Charter & Alternative Schools)
  - South County Department Records Coordinators
  - North County Department Record Coordinators
  - Make-up Session for all groups
- Maintained a standard checklist for review of forms to be used for all new forms design and all form revisions
- Met with Registrars to review records and forms management procedures

- **DATA COLLECTION REVIEW COMMITTEE**
  - **YEAR END REPORT 2012-2013**

- Developed process to more efficiently provide files to Print Shop for duplication through use of shared drive

#### **PROPOSED CALENDAR FOR 2013-2014**

- September 19, 2013
- October 17, 2013
- November 21, 2013
- December 19, 2013
- January, 16, 2014
- February 20, 2014
- March 20, 2014
- April 17, 2014
- May 15, 2014

#### **COMMITTEE RECOMMENDATIONS FOR 2013-2014**

- Identify final location for District Forms Inventory
- Update the standard checklist for review of forms as appropriate
- Continue to standardize forms, create on-line fill-in forms, and post forms in repository
- Reinforce the use of District forms
- Continue to keep District Records Coordinators informed regarding changes in record-keeping and forms standards
- Update Records and Forms Management Manual as needed
- Work with Print Shop and Warehouse to control unauthorized forms in District
- Conduct workshops for new Records Coordinators to train them in basic records and forms management
- Conduct workshops for returning Records Coordinators to keep them informed of Federal, State, and District changes in records and forms management
- Meet with Registrars to review records and forms management procedures