

DATA COLLECTION REVIEW COMMITTEE

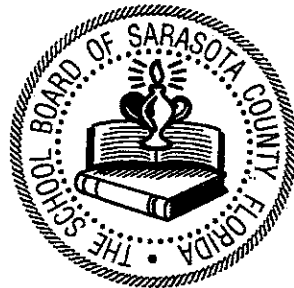
YEAR END REPORT

2006 - 2007

TO

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Frank J. Kovach - Chair
Dr. Kathy Kleinlein, Vice-Chair
Dr. Carol Todd
Mrs. Shirley Brown
Mrs. Caroline Zucker



Dr. Gary Norris
Superintendent of Schools

Prepared by:
Mary Anne Weber
Record Retention Center

**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
DATA COLLECTION REVIEW COMMITTEE**

**YEAR END REPORT
2006 - 2007**

This report is submitted to inform the School Board of the activities of the Data Collection Review Committee for the 2006 - 2007 fiscal year. This meets the requirements set forth in F. S. Chapter 1008.385. Further, the Superintendent is directed by that Statute to respond to those recommendations, in writing to the Florida House and Senate Education Committees.

SPECIFIC AUTHORITY -

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

1008.385 (13)(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:

(1) The School Board shall establish and maintain a report and forms management control system in order to efficiently handle data, thus resulting in a reduction of duplication in collection of data and insuring that reports and forms are prepared in a logical and uncomplicated format.

(a) The Reports and Forms Committee shall be composed of three district staff members appointed by the Superintendent and four teachers appointed by the Sarasota County Classified/Teachers Association.

COMMITTEE MEMBERSHIP FOR 2006-2007

Christine Mayer, Chair, Ashton Elementary

Dr. Linda Post, Vice-Chair, District Discipline Coordinator

Barbara Kaepernik, Teacher, Wilkinson Elementary

Ken DeVeau, Business Manager, Sarasota County Technical Institute

Pat Gardner, President, Sarasota Classified Teachers Association

Diana O'Neill, Teacher, Venice Elementary

Vicky Stillo-Gross, Program Specialist, Pupil Support Services, ESE

COMMITTEE CALENDAR FOR 2006-2007

September 21, 2006

October 19, 2006

November 16, 2006

December 14, 2006

January 19, 2007

February 23, 2007

March 15, 2007

April 19, 2007

May 17, 2007

REPORT OF ACTIVITIES FOR 2006-2007

- Reviewed one hundred and eleven forms for the following Cost Centers:

Business Support Services	Curriculum
Data Collection Review Committee	District Forms
Exceptional Student Education	Facilities
Financial Services	Fixed Asset Accounting
Food and Nutrition Services	Health Services
Human Resources	Instructional Materials
Instructional Support Services	Payroll
ESOL	Media, Instructional Materials
Print Shop	Pupil Support Services
Purchasing	Record Retention Center
Research Assessment & Evaluation	Risk Management
Student Support Services	Technology & Information Services
Transportation	

- Reviewed and revised the following departmental forms:
 - ESOL

- Recommended the deletion of thirteen forms

- Seven forms did not meet form criteria

- Prepared and presented three workshops for the following:
 - District Schools
 - Departmental

- Prepared District Disposition Notices 112 and 113 to comply with State Statute

- Revised Records and Forms Management Manual for District

- Provided unscheduled review of forms as needed

- Committee revised list of items to be included in form's format

- Constructed web for Record Retention displaying forms for Public and District use

PROPOSED CALENDAR FOR 2007 - 2008

August 30, 2007
September 20, 2007
October 18, 2007
November 29, 2007
December 13, 2007
January 24, 2008
February 21, 2008
March 27, 2008
April 24, 2008
May 22, 2008

COMMITTEE RECOMMENDATIONS FOR 2007-2008

1. Continue the Review of District forms on all web sites
2. Reinforce the use of District forms
3. Review and update forms pertaining to:
Purchasing Department
Transportation Department
Research and Assessment
4. Continue to keep District Records Coordinators informed regarding changes in record keeping
5. Update Records and Forms Management Manual as needed throughout the year
6. Prepare Disposition Notices 114 and 115 for District to comply with State requirements
7. Work with Print Shop to control the use of outdated and unauthorized forms in District

In conclusion, the Committee looks forward to completing the tasks set forth in this report in the upcoming fiscal year.

The Committee welcomes further direction provided by the School Board and the Superintendent toward eliminating, reducing, revising and consolidating paperwork and data collection requirements.

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