

July 21, 2009

**DATA COLLECTION REVIEW COMMITTEE**

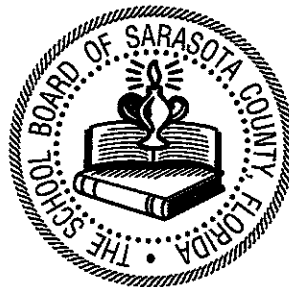
**YEAR END REPORT**

**2008 - 2009**

**TO**

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

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



**Lori M. White  
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**  
**2008 - 2009**

**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 2008-2009

Dr. Linda Post, Chair, Expulsions Coordinator

Barbara Kaepernik, Vice-Chair, Teacher, Wilkinson Elementary School

Christine Mayer, Teacher, Ashton Elementary School

Pat Gardner, President, Sarasota Classified Teachers Association

Brian Nichols, Media Specialist, Sarasota Middle School

Vicky Stillo-Gross, Pupil Support Services, ESE

COMMITTEE CALENDAR FOR 2008-2009

August 21, 2008

September 25, 2008

October 23, 2008

November 20, 2008

December 18, 2008

January 22, 2009

February 26, 2009

March 26, 2009

April 23, 2009

May 28, 2009

REPORT OF ACTIVITIES FOR 2008-2009

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

Administration	Alternative Education Program
Curriculum	District Schools
Exceptional Student Ed.	ESOL
Finance	Fixed Assets
Health Education	Information Management
Long Range Planning	Media & Instructional Materials
Payroll Department	Personnel Services
Print Shop	Professional Development Center
Purchasing Department	Record Retention Center
Research & Evaluation	Student Support Services
Transportation Department	

- Reviewed and revised the following departmental forms:  
Professional Development Center
- Recommended the deletion of three forms
- Two forms did not meet form criteria
- Prepared and delivered workshops for the following:  
Construction Services  
District Records Coordinators
- Prepared District disposition notices to comply with State Statute
- Prepared Records and Forms Management Manual for District use
- Provided unscheduled review of forms as needed
- Scheduled one new records series for the district
- Include Charter, Second Chance and Alternative Schools in records and forms management process

PROPOSED CALENDAR FOR 2009 - 2010

August 27, 2009

September 24, 2009

October 22, 2009

November 19, 2009

December 17, 2009

January 28, 2010

February 25, 2010

March 25, 2010

April 29, 2010

May 27, 2010

COMMITTEE RECOMMENDATIONS FOR 2009-2010

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:  
Human Resources
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 Notice for District to comply with State requirements
7. Work with Print Shop to control unauthorized forms in District
8. Schedule workshop for Records Coordinators to keep them informed of Federal, State and District changes in records/forms management.
9. Prepare forms for placement on SharePoint for District use

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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