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July 24, 2012

DATA COLLECTION REVIEW COMMITTEE

YEAR END REPORT

2011-2012

TO

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

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

**Lori M. White
Superintendent of Schools**

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

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

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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.

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COMMITTEE MEMBERSHIP FOR 2011-2012

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

Brian Nichols, Media Specialist, Booker High School (Sep 2011- Dec 2011)

Dr. Linda Post, Expulsions Coordinator, Academic Intervention

Victoria Stillo-Gross, Program Specialist, Pupil Support Services

Jeanne Torres, Supervisor, Print Shop

COMMITTEE CALENDAR FOR 2011-2012

September 1, 2011

September 15, 2011

October 20, 2011

November 17, 2011

December 15, 2011

January 19, 2012

February 16, 2012

March 22, 2012

April 11, 2012

May 17, 2012

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REPORT OF ACTIVITIES FOR 2011-2012

- Reviewed 119 forms for the following departments, created on-line fill-in versions of these forms and posted forms to SharePoint:

Academic Intervention Program
Career and Technical Education
Curriculum
District Schools
Exceptional Student Education
English Speakers of Other Languages
Health Education
Human Resources
Payroll
Professional Development
Purchasing
Record Retention Center
Sarasota County Technical Institute
Student Support Services

- Provided unscheduled review of forms as needed
- Posted additional forms to SharePoint Forms Repository - 269 forms in total now posted
- Updated the Records and Forms Management Manual for district use
- Prepared and delivered 5 Records and Forms Management Workshops for the following:

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

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PROPOSED CALENDAR FOR 2012-2013

September 20, 2012
October 18, 2012
November 15, 2012
December 13, 2012
January 17, 2013
February 21, 2013
March 21, 2013
April 11, 2013
May 16, 2013

COMMITTEE RECOMMENDATIONS FOR 2012-2013

- Finalize 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 on SharePoint for internal and public use
- 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 new and 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