

DATA COLLECTION REVIEW COMMITTEE

YEAR END REPORT

2005 - 2006

TO

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Dr. Carol Todd, Chair
Frank H. Kovach, Vice-Chair
Laura Benson
Dr. Kathy Kleinlein
John Lewis



Dr. Gary Norris
Superintendent of Schools

Prepared by:
Mary Anne Weber
Record Retention Center

COMMITTEE MEMBERSHIP FOR 2005-20065

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 2005-2006

September 22, 2005

October 22, 2005

November 29, 2005

December 15, 2005

January 26, 2006

February 23, 2006

March 23, 2006

April 27, 2006

May 18, 2006

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May 18, 2006

PROPOSED CALENDAR FOR 2006 - 2007

September 21, 2006
October 19, 2006
November 16, 2006
December 14, 2006
January 18, 2006
February 23, 2007
March 15, 2007
April 19, 2007
May 17, 2007

COMMITTEE RECOMMENDATIONS FOR 2006-2007

1. Continue the Review of District forms on all websites
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.

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.