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July 22, 2008

DATA COLLECTION REVIEW COMMITTEE

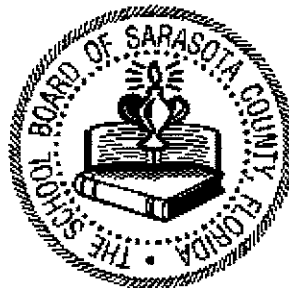
YEAR END REPORT

2007 - 2008

TO

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

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



Lori White
Superintendent of Schools

Prepared by:
Mary Anne Weber, FCRM
Record Retention Center

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

YEAR END REPORT
2007 - 2008

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 2007-2008

Dr. Linda Post, Chair, Expulsions Coordinator
Barbara Kaepernik, Vice-Chair, Wilkinson Elementary
Ken DeVeau, Business Manager, Sarasota County Technical Institute
Pat Gardner, President, Sarasota Classified Teachers Association
Victoria Gross, Pupil Support Services, ESE
Chris Mayer, Ashton Elementary
Diana O'Neill, Teacher, Venice Elementary

COMMITTEE 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

REPORT OF ACTIVITIES FOR 2007-2008

- 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	SCTI
Technology & Information Services	Transportation

- Reviewed and revised the following departmental forms:
- Recommended the deletion of 124 forms
- One form 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
- Provided unscheduled review of forms as needed

PROPOSED 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 21, 2009

COMMITTEE RECOMMENDATIONS FOR 2008-2009

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
 - Construction Services
 - Exceptional Student Education
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 Statute
7. Work with Print Shop to control the use of 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.

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