

**ARTICLE TWELVE
REDUCTION IN PAPERWORK**

- A. **Establishment:** The parties recognize the need to minimize the paperwork requirements for bargaining unit members. To help facilitate this objective, the parties agree to establish a district level Data Collection Review Committee.
- B. **Purpose:** The Committee shall study and recommend procedures to the Superintendent for eliminating, reducing, revising and consolidating employee paperwork requirements. This shall include, but not be limited to: initiating a reports/form management system to ascertain that duplications in the collection of data does not exist; ascertaining that reports/form are prepared in a logical and uncomplicated format; reducing the number and complexity of required reports particularly at the school level; recommend the appropriate personnel and/or automated systems to prepare those forms/reports deemed necessary with the intent, where possible, of relieving teachers of this responsibility.
- C. **Composition:** The President of the BTU shall appoint six (6) bargaining unit members and the Superintendent shall appoint five (5) people to the Committee. The members of the Committee shall select a chairperson. The chairperson, or a classroom teacher member elected by the committee if the chairperson is not a classroom teacher, shall service as the district representative in reporting to the School Board and State Board of Education regarding paperwork reduction.
- Term:** Committee members shall serve for a two (2) year term of office and may be appointed for additional terms. If any member cannot fulfill their term, he/she will be replaced by the person who appointed them to finish out the affected term of office. Any Committee member may be replaced at any time by the person who appointed him/her.
- D. **Responsibilities:**
1. The Committee shall meet quarterly on mutually agreed upon times and places.
 2. The Committee is authorized to create subcommittees to accomplish its tasks.

3. Any Committee member who misses three (3) successive meetings shall be removed from the Committee and a replacement shall be designated by the individual who made the original appointment.
- E. The Committee shall issue its written recommendations to the Superintendent no later than the last week in May.
 - F. The Superintendent's Form Control Report provided to the Department of Education will also be provided to the BTU.
 - G. **Faculty Council/Paperwork:** The Faculty Council or a sub-committee of the Council shall review all forms and other paperwork created at their school and issue non-binding recommendation to the principal for eliminating, reducing, revising consolidating school generated paperwork. If the majority of the affected faculty is dissatisfied with the principal's response to said recommendations, the faculty may request the district level Paperwork Control Committee to review said recommendations. The Committee shall process this review pursuant to the provisions of this article.
 - H. The Data Collection Review Committee may recommend new/modified contract language, addressing concerns related to the extensive amount of paperwork required of teachers. Such recommendations will be referred to the Contract Administration Committee.