

SD-EDGG Meeting

DATE:	Wednesday, June 4, 2014	TIME:	10:00 a.m. – 12:30 p.m.
LOCATION:	MacKay Building, Library Commons	FACILITATOR:	Mary Stadick-Smith
PARTICIPANTS:	SD-EDGG Delegates, Alternates, Non-Voting Members	SECRETARY:	Judy Merriman
HANDOUTS:	<ol style="list-style-type: none"> 1. Agenda 2. Agenda PowerPoint 3. Updated List of Board Members 4. Minutes from Prior Meeting 5. Proposal to the Group: Approving Meeting Minutes 6. Proposal to the Group: The 2014-15 Calendar of SD-EDGG Meetings 7. SD-EDGG Charter 8. Proposal to the Group: Approving SD-EDGG Charter 9. SD-EDGG Action Plan 10. Proposal to the Group: Approving SD-EDGG Action Plan 11. Proposal to the Group: Establishing a Data Security Subgroup 12. Proposal to the Group: Establishing a Data Quality Subgroup 13. Proposal to the Group: Establishing a Data Sources Subgroup 14. Local Assessment Memo 15. Local Assessments Graph 16. SD-STARS Survey Results 17. DRAFT - K12 Research Questions 18. DRAFT - P20W Research Questions 19. SD-STARS Report Subgroup Meeting Notes 20. SD-STARS Report Subgroup Process with Rubric 21. SD-STARS Report Subgroup Denial Letter 		
NOTES:	All handouts can be found in either this agenda or the SharePoint site under Meetings/140604Meeting no later than the morning of the meeting		

AGENDA

TIME	LEAD PERSON	TOPIC	DESIRED OUTCOME
OLD ITEMS			
10:00-10:05 AM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Call of Meeting to Order • Roll Call of Members • Welcome <ul style="list-style-type: none"> ○ Becky Guffin – Reg 1 ALT ○ Brett Arenz – NVM, DOE ○ Alan Coots – NVM, BIT • Review of Agenda 	<ul style="list-style-type: none"> • Greetings exchanged • Introductions given • Board Member changes discussed • Review of agenda items
10:05-10:10 AM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Last Meeting Minutes 	<ul style="list-style-type: none"> • Changes shared and addressed • Minutes approved (motion below)
10:10-10:20 AM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Meeting Calendar and Format 	<ul style="list-style-type: none"> • Proposals discussed and altered • Meeting timeline and format approved (motion below)
10:20-10:35 AM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Group Charter 	<ul style="list-style-type: none"> • Changes discussed • Charter approved (motion below)
10:35-10:50 AM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Action Plan 	<ul style="list-style-type: none"> • Plan reviewed • Action Plan approved (motion below)
NEW ITEMS			
10:50-11:00 AM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Formation of Action Plan Subgroups 	<ul style="list-style-type: none"> • Assignments chosen • Subgroup approved (motions below)
11:00-11:30 AM	Sara Kock Marcus Bevier	<ul style="list-style-type: none"> • SD-STARS Update/Status 	<ul style="list-style-type: none"> • Work explained • Future steps described • Questions answered
11:30-11:45 AM	Marcus Bevier	<ul style="list-style-type: none"> • K12 Research Questions 	<ul style="list-style-type: none"> • Work described • Draft questions shared • Feedback provided
11:45-11:55 AM	Tami Darnall	<ul style="list-style-type: none"> • P20W Work 	<ul style="list-style-type: none"> • Work described • Draft questions shared • Feedback provided
11:55-12:05 AM	Tami Darnall Brett Arenz	<ul style="list-style-type: none"> • Discuss SB 63 Action • Example of Colorado website (http://www.cde.state.co.us/cdereval/ferpa) 	<ul style="list-style-type: none"> • SDDOE SB63 Action communicated • Other state examples shared • SDDOE resources discussed
12:05-12:10 PM	Judy Merriman	<ul style="list-style-type: none"> • Accountability Update 	<ul style="list-style-type: none"> • Status updated • Questions answered
12:10-12:15 PM	Marcus Bevier	<ul style="list-style-type: none"> • SD-EDGG Website 	<ul style="list-style-type: none"> • Status updated • Questions answered
SUBGROUP REPORTS			
12:15-12:25 PM	Sara Kock	<ul style="list-style-type: none"> • Report Subgroup 	<ul style="list-style-type: none"> • Work described • Actions taken • Statuses of reports provided • Questions answered
12:25-12:30 PM	Mary Stadick-Smith	<ul style="list-style-type: none"> • Concerns and Issues • Next Steps 	<ul style="list-style-type: none"> • Concerns and issues addressed

MOTIONS

Proposal to the Group: Approving Meeting Minutes

The South Dakota – Education Data Governance Group approves of the meeting minutes from April 25, 2014, with no (further) corrections.

Proposal to the Group: The 2014-15 Calendar of SD-EDGG Meetings

OPTION 1: The Group will convene at 10:00 a.m. on the first Monday of every other month. If a particular meeting day falls on the same day as a holiday or some other major event that would prevent a quorum of Group members from attending, the Chair will arrange for a mutually agreeable date for a replacement meeting. It is expected that all members, including delegate, alternative, and non-voting members, will attend all Group meetings in person. However, when face-to-face is not an option, the member will access the meeting's webinar/phone conference. If a delegate member is unable to attend a scheduled meeting of the Group, he/she is obligated to ensure that his/her alternate will be in attendance to cast a vote if required as part of the Group work for that meeting.

2014-15 Calendar

August 4, 2014	10-12:30 PM	In Person
October 6, 2014	10-12:30 PM	In Person
December 1, 2014	10-12:30 PM	In Person
February 2, 2015	10-12:30 PM	In Person
April 6, 2015	10-12:30 PM	In Person
June 1, 2015	10-12:30 PM	In Person

OPTION 2: The Group will convene at 10:00 a.m. on the first Monday of every other month. If a particular meeting day falls on the same day as a holiday or some other major event that would prevent a quorum of Group members from attending, the Chair will arrange for a mutually agreeable date for a replacement meeting. It is expected that all members, including delegate, alternative, and non-voting members, will attend all Group meetings virtually and will attend in person on quarterly basis. If a delegate member is unable to attend a scheduled meeting of the Group, he/she is obligated to ensure that his/her alternate will be in attendance to cast a vote if required as part of the Group work for that meeting.

2014-15 Calendar

August 4, 2014	10-12:30 PM	Virtual
October 6, 2014	10-12:30 PM	In Person
December 1, 2014	10-12:30 PM	Virtual
February 2, 2015	10-12:30 PM	In Person
April 6, 2015	10-12:30 PM	Virtual
June 1, 2015	10-12:30 PM	In Person

Proposal to the Group: Approving SD-EDGG Charter

The Group approves the SD-EDGG Charter with no (further) corrections.

Proposal to the Group: Approving SD-EDGG Action Plan

The Group approves the SD-EDGG Action Plan with no (further) corrections.

Proposal to the Group: Establishing a Data Sources Subgroup

The Group will establish the Data Sources Subgroup made up of three representatives from SDDOE and three representatives from LEAs. The Subgroup is tasked with: identifying existing data sources, reporting processes of greatest educational value, and root out waste and redundancy. The Subgroup will meet every other month for one and one-half hour virtually and will report back to the SD-EDGB their workings and progress. The Subgroup will also establish a lead, who will be responsible for coordinating meetings and reporting out.

Proposal to the Group: Establishing a Data Quality Subgroup

The Group will establish the Data Quality Subgroup made up of three representatives from SDDOE and three representatives from LEAs. The Subgroup is tasked with: establishing and maintaining state-wide data and metadata standards, including those for data quality. The Subgroup will meet every other month for one and one-half hour virtually and will report back to the SD-EDGB their workings and progress. The Subgroup will also establish a lead, who will be responsible for coordinating meetings and reporting out.

Proposal to the Group: Establishing a Data Security Subgroup

The Group will establish the Data Security Subgroup made up of three representatives from SDDOE and three representatives from LEAs. The Subgroup is tasked with: security and confidentiality of all educational data. The Subgroup will meet every other month for one and one-half hour virtually and will report back to the SD-EDGB their workings and progress. The Subgroup will also establish a lead, who will be responsible for coordinating meetings and reporting out.