

South Dakota Education Data Governance Group Charter

■ INTRODUCTION

As part of the larger process of state-wide data management to inform the decision making of South Dakota educators and administrators, the South Dakota Department of Education (SD-DOE) has established a data governance process. To oversee this process, the SD-DOE hereby establishes the SD-Education Data Governance Group (SD-EDGG). The SD-EDGG will contribute to the ultimate success of South Dakota's public education system by **recommending policies and procedures governing the quality, availability, use, and security of educational data** that will serve to inform curricular programming, classroom learning, student interventions, and related educational services.

The State's Data Management Mission Statement:

To improve teaching, learning, and state and local educational program operations throughout South Dakota's public schools through the timely delivery and use of information, using established, secure processes for efficient and effective collection and maintenance of educational data as governed by State statutes and administrative rules, and in accordance with the privacy rights of individual students.

The goals of SD-EDGG are as follows:

- *Identify those existing data sources and reporting processes of greatest educational value; root out waste and redundancy.*
- *Establish and maintain state-wide data and metadata standards, including those for data quality.*
- *Ensure the security and confidentiality of all educational data.*
- *Define appropriate levels of data ownership, access, and related support services for both SD-DOE and LEA users, and other constituencies, including: legislators, academic researchers, and other authorized users.*
- *Support active use of state educational data through effective information sharing and professional development for educators.*

To these ends, the SD-DOE has constituted this governance process, with SD-DOE Director of Operations and Information as its chair, to oversee the State's education data management efforts.

■ SD-EDGG GUIDING PRINCIPLES

In order to build a strong consensus, the SD-EDGG commits to the following operating principles:

- **prioritize** student learning.
- **manage through consensus** and deliver as a team.
- **make and honor commitments** but make no commitments for others.
- **go direct** to the person or the problem and seek out the root cause(s).
- **value collaboration** and information sharing.
- **respect each other** and value difference.
- **manage by fact** and not by assumption, rumor or personal agenda.
- **celebrate** the journey and learn from the experience.

■ SD-EDGG COMPOSITION

The SD-EDGG will be composed of twelve (12) delegates and (12) alternates. Each Education Service Agency (ESA) in the State shall nominate one delegate and one alternate for approval by the Secretary of Education. The remaining six (6) delegates and six (6) alternates will consist of SD-DOE representatives as selected by the Secretary. Delegates attend all Data Governance meetings and will be a voting member. Delegates will also participate in workgroups. Additionally, alternates attend all Data Governance meetings but would only have voting ability if the Delegate is absent. Alternates will also participate in workgroups. Last, Non-Voting Members attend all Data Governance meetings but would not vote. Non-Voting Members will also participate in workgroups. For the initial membership of the SD-EDGG, see Exhibit 1.

■ SD-EDGG OPERATION

The SD-EDGG will operate according to the following governance process:

- To ensure sufficient input from LEAs, LEA delegates and their alternates will participate actively in all meetings of the SD-EDGG.
- Attendance by 67% of the voting members will constitute a quorum. If a delegate cannot attend a meeting of the SD-EDGG, his/her alternate is empowered to vote in his/her place. For purposes of determining a quorum, attendance in person or by remote means is sufficient.
- Decisions will be made by a simple majority vote. Ultimately, the Executive Sponsor has final determination over all decisions, including votes resulting in a tie.
- Non-voting members are expected to attend and participate in all meetings. Additionally, non-voting members may be called upon as Subject Matter Experts to provide research and expertise in order for the SD-EDGG to reach a sound decision.
- The SD-EDGG will maintain an annual plan of goals, objectives and priorities and will report progress quarterly to the Secretary of Education.
- The SD-DOE Director of Operations and Information will serve as the chair and facilitator of all SD-EDGG meetings but may delegate this role to another party.
- Where there are gaps in the resources allocated to support SD-EDGG data management efforts, the SD-EDGG will, through partnerships with the SD-DOE, Federal agencies, philanthropic organizations, and other interested parties, seek out additional sources of funding.
- A term of service on the SD-EDGG for any member, other than the Chair, is two years but may

be renewed at the discretion of the SD-DOE and the appropriate LEA superintendent.

■ **SD-EDGG ROLES AND RESPONSIBILITIES**

Role	Description	Assignment
Executive Sponsor	Ultimate authority. Responsible for the SD-EDGG, its desired results and specific outcomes.	Secretary of the SD-DOE
Chair	Oversees the operations of the SD-EDGG. Develops, maintains, and enforces the SD-EDGG charter and annual plans. Oversees plan reviews and ensures that issues are addressed in a timely manner. Oversees any and all liaison, partnering, and grant work associated with the SD-EDGG. Also works with Secretary to ensure liaison with other State and Federal agencies as appropriate.	Director of Operations and Information, SD-DOE
Key SD-EDGG Partners	Serve as the technical advisors to the SD-EDGG and provide technical support and training in the development, maintenance and use of the State’s data management system platform. Ensure that student data are securely stored at the SD-DOE.	Bureau of Information and Telecommunications (BIT), the Regional ESAs
SD-EDGG	Represents the SD-DOE and LEAs and makes policy recommendations regarding the appropriate collection and use of data for State-wide and local planning, for program and class design and delivery, and for program and individual student interventions. The membership is responsible for the policies and procedures ensuring the timeliness and highest possible quality of data going into State data systems. The SD-EDGG will promote best practices with regards to procedures and standards.	See the list in <i>Exhibit 1</i> of this Charter.

■ **SD-EDGG ASSUMPTIONS**

The SD-EDGG will operate under the following assumptions.

Assumption	Description
SD-EDGG Consensus and Mutual	Consensus will drive the deliberations of the SD-EDGG

Support	where mutual respect and the opportunity to speak one's mind will be observed. Once agreement is reached, decisions of the SD-EDGG will enjoy the full support of all SD-EDGG members.
Support of the Secretary and the SD-DOE Leadership Team	The data management effort and the movement towards data-driven decision making in South Dakota schools hereby undertaken has the full backing and support of the SD-DOE's leadership who will work to see that the effort receives the resources and public support required to make a success of this effort.
Resource Constraints	The plans of the SD-EDGG will reflect any financial constraints placed on this initiative and will also take care to consider the long term need to sustain the process.
LEA Cooperation	The SD-DOE leadership and the SD-EDGG will work closely with LEAs to ensure that the envisioned processes for the collection and use of student data become part of standard operations. Overall participation and cooperation in the process are essential for its success.

■ **Exhibit 1**

District Representation:

Region	Type	Name	School District	Job Title
1	DEL	Kevin Keenaghan	Deubrook	Superintendent
1	ALT	Becky Guffin	Aberdeen	Administrator
2	DEL	Marge Hauser	Brandon Valley	Director of Instruction
2	ALT	Daniel Swartos	McCook	Superintendent
3	DEL	JoNell DeHaan	Andes Central	Instructional Coach/ Title 1 Teacher
3	ALT	Gay Pickner	Huron	Curriculum Director
5	DEL	Joel Price	Faulkton	Superintendent
5	ALT	Cora Petersen	Eagle Butte	Principal
6	DEL	Karen Byrd	Kadoka	Instructional Coach
6	ALT	Troy Wiebe	Pierre	MS Principal
7	DEL	Karen Wagner	Belle Fourche	Consultant/Data Coordinator
7	ALT	Ryan Speed	Shannon County	Technology Coordinator

Department Representation:

Division	Type	Name	Job Title
Secretary Office	DEL	Mary Stadick Smith	Director, Operations and Info.
Delivery Unit	ALT	Steve Fiechtner	Division Director
Assessment and Accountability	DEL	Jan Martin	Administrator of Assessment
Assessment and Accountability	ALT	Carla Leingang	Administrator of Certification
Learning and Instruction	DEL	Becky Nelson	Division Director
Career and Technical Education	ALT	Tiffany Sanderson	Division Director
Educational Services and Support	DEL	Ann Larsen	Division Director
Educational Services and Support	ALT	Linda Turner	Admin. of Special Education
Finance and Management	DEL	Tami Darnall	Division Director
Finance and Management	ALT	Judy Merriman	Admin. of Data Management
State Library	DEL	Daria Bossman	State Librarian
State Library	ALT	Shawn Behrends	Library Development
Bureau of Info. and Telecom.	NVM	Alan Coots	Technology Team
Finance and Management	NVM	Brett Arenz	Assistant Director
Finance and Management	NVM	Sara Kock	SLDS Project Manager
Finance and Management	NVM	Marcus Bevier	SLDS Project Manager