FAMIS Board Meeting – January 17, 2008

Phone Conference Meeting –

MINUTES:

Marsha Cole & Brad Schuette chaired the session (starting at 9:10 AM).

Those in attendance: Marsha Coles – Vice Chair; Brad Schuette – Chair – Ex Officio; Doug Dillard – Escambia; James Goines; Lavan Dukes – DOE; Rich Contartesi – Treasurer; Bill Piotrowski – Secretary; David Smith – Bay.   Absent: Robert Land

Notes:

1) Board & Personnel Items:

- Treasury report – will be sent out to board by Rich Contartesi
- Approval of prior Board meeting minutes: September 23rd Board meeting minutes were approved, with changes reflected (copy attached below)
- Data Review SubCommittee: Doug Dillard talked with Jay concerning the process for a SSN Lockbox to store and generate unique numbers for students; Universities are starting to use it and we are looking for it to be available at state level for school districts to use – need funding. Looking to Gates Foundation for a grant; Still more concept than reality – currently a proprietary Oracle solution than something ready to make available
- Board vacancies – Brad and Rich who have moved out of Florida districts and will stay in positions through this years conference; They will be on the board on ex officio status
- Would like to get reps on the board form Pinellas, Miami Dade, Brevard, etc – the larger districts
- Lavan Dukes is back, and active is his old role.   He did retire for 30 days.

2) Program Ideas…
   a. Recommended a theme on IT cost savings & strategies; best practices in data management
   b. Conference 2008 – talked to Bill Bush, he would cover vendor related things, and Marsha would head up registration and program side with Brad
   c. Stay with a three day (Monday AM – Wednesday 1 PM) format
   d. Class size… strategies for optimizing Bob Olsen on State Testing: issues and potential curriculum
   e. On-line Student Assessment: what is the requirement, why… what is the potential of this system for rapid results reporting, tailored testing, other features… what are the issues and challenges… how are
   f. Portal Projects Updates – Miami-Dade, Leon, others (Sarasota)
   g. Sunshine Connections regarding IEP Project status and progress – David Smith?
   h. Wake on LAN – How does this work? What is required for effective energy savings… Examples of actual savings
   i. Guidelines and Best Practices relating to mandates and internal reporting – Charlotte County (John Weandt, Jim Laird); other examples… common reports that help with data quality

j. SIS
k. MAI… will this go away?
l. VM ware (Collier) – server savings, requirements
m. SIF (Orange County) – why, when is this worth it
n. Wireless… is it worth it
o. ITIL/MOF   Best Practices for IT effectiveness… Microsoft VP, others…
p. Network Security… LANDesk, VMware, Microsoft user presenters from each (David Smith will coordinate)
q. Save travel $$ with interactive video: Microsoft and Dell on Live Meeting presentation by engineer and actual user
r. CRM Presentation by user, sponsored by MS… potential for IT project management, service requests
s. Include Data SubCommittee Report – update from Robert Land A session on database reporting, data quality, meta data structures, policies, and procedures to assure DQ and program administrator/senior management involvement

3) Need Vendors..
   a. Tyler, Microsoft, Dell, .. three major vendors so far
   b. Marsha will get out forms (also registration forms)

4) FAMIS flyers…
   a. For Superintendent's (Bill P. will send Superintendent Letter example from long ago as example)
   b. At FETC… if Brad/Marsha will get the flyer (electronic version) to Bill P. by Monday night; will distribute via the FAEDS booth and others…

5) FAMIS web site…
   a. David Smith offered to do a mock-up version via SharePoint
   b. Bill P. will follow-up with Hayes on their hosting and providing continuing support

6) Next Board Meeting… Sunday prior to conference in Ocala (5 – 7 PM)

Respectfully submitted,

W.D. Piotrowski

Updated Board Meeting Minutes…

FAMIS Board Meeting – September 23, 2007
At the FAEDS Conference, Orlando, Florida

MINUTES:

Those in attendance: Marsha Cole (Duval), Bruce Patrou; David Smith (Bay); Barbara Brannon; J James Goines (Gateway Coordinator); Melinda Crowley (DOE); Doug Dillard; George Vensel; Fred Rabe; Bill Piotrowski (Leon); Rich Contartesi; Brad Schuette (Sarasota – by phone conference)

Marsha Cole chaired the session (starting at 8:40 AM).   It was proposed and agreed to proceed with the Data committee discussion and recommendations, and then convene the Board meeting.

Data Committee Discussion & Notes (full minutes were kept by Barbara Brannen to be forwarded to Robert Land, Data Committee Chair).

- An update was provided on the Student ID Recommendation, while the specific format standard was proposed and approved with the consensus support from the FAMIS Board; it was pointed out the ID process still needed to have a lifecycle process and specific policy recommendations; the notes on this discussion will be forwarded for further consideration by the Data Committee.

- A major discussion was held relating to the Sunshine Connections Process relating to the current status of the project, prospect for success with the IEP and FCAT analysis initiatives.   The infrastructure requirements (ADS authentications and user access profiles, SharePoint Server, browser issues, Wintel and Mac compatibility, etc.) presented major solution challenges for Microsoft, which had much to do with the infrastructure and technical systems work, and less to do with developing the data services and web interfaces and reports for the applications.   In all, it was recognized that the Sunshine Connections work could provide a very significant advance as a prototype for state level SIS services in the future, and that success – to whatever level and products that came out would be something that all and any districts could choose to use, with the potential of consolidating development and support efforts on the part of individual districts (in particular, smaller districts where the resources and expertise would typically limit a project of this type and scale).   The committee recommended that there be more significant involvement of high-level DOE technical and program people to guide and support the development of the portals and reports.   Bambi Lockhart's work with the IEP Portal development was recognized as "awesome" and the potential of that initiative was much to her leadership and determination, along with the involvement of technical and program experts at all levels.   Dr. Ron Lauver was specifically recognized as a key technical and data systems expert within the DOE who was the type of resource that could – as a regular member of the Sunshine Connections development and oversight team – provide the type of technical and school-culture understanding and experience that would advance the project and facilitate the technical guidance, as well as communications with the school district CIO/CTOs statewide.

- It was recognized that there are continuing needs for course file updates, specifically relating to PE and health courses in particular.   These are problematic in terms of the course code tables not being complete, and in terms of current file edits and validation rejections.

FAMIS Board Meeting Minutes:

Marsha Cole presided over the FAMIS Board meeting.   The meeting commenced at approximately 9:40 AM.

FAMIS Minutes: Discussion & Follow-up (from prior FAMIS Board Meeting (April 15, 2007): Bill Piotrowski

The minutes of the April 15, 2007 FAMIS Board Meeting and the April 18, 2007 FAMIS Business Meeting were distributed (also emailed previously to all Board members). The prior Board discussion and notes reflected the need to clarify and confirm the Board's intention on membership and terms relating specifically to additional new Board members that had been discussed b~yut~ not voted on in the last session, as well as clarification on terms of standing Board assigned positions.   The following reflects the outcomes of the Board's discussion relating to membership and terms.   It was also proposed that Bill Bush, Past-President review the current By-laws and proposed updates at the next FAMIS Board meeting as needed to properly reflect these changes.

Current Board Membership:

Officers:
>	Bill Bush (Escambia), Past President – 2-year term, expires 2009
>	Brad Schuette (Sarasota)– 2 year term, expires 2009
>	Marsha Cole (Duval) – 2 year term, expires 2009
>	Rich Contartesi - Treasurer - 2 year term, expires 2009

FAMIS Board Members:
>	DOE Representatives: Lavan Dukes and Jay Pfiefer
>	Dan Mattingly, FICTL Liason - recommended as additional Board position; approved by vote

By-law changes:
>	All officers, 2-year terms *?? not more than one fess among the officers, one among At Large

FAMIS Website
- Board members need sign-on and URL
- Board Members were encouraged to sign-on and use

Conference Planner Contract
- Board approved payment of up to $4,800 per year (paid monthly or as needed for Administrative Assistance, including room and mileage and state rate per diem); includes participation and preparation for conference; and pre-conference Board meeting.

- The conference Planner is responsible also for both site and registration arrangements
- Bruce will follow-up to confirm with Desire

Other Items
- Review job description drafts and feedback updates to Marsha; changes need to be reflected in the By-Laws

Budget:

- Written report will be sent to Board members
- CD to be confirmed ($25K) and actual conference expenses (to date, conference expenses were approximately $15,204.
- Current budget is approximately $56,000.

Revise By-laws (via Bill Bush, Past-President):

- reflect consolidating nominations and awards
- Clarify Past-President being responsible for By-Laws
- Confirm FAMIS' primary mission is data systems and management information services

TOPIC and Conference Brainstorming:
- portal development projects: updates for Miami-Dade, Leon, others…
- Web Portal data quality and security issues
- Web and wireless data security, & quality – SHARING BEST PRACTICES and POLICIES
- MUST GET FAMIS agenda out by April, 2007
- Best practice data QA
- Recommended best practices relating to security
- Workshop sessions
- incorporating GPS
- Gartner Research Presentation sessions
- Best practice sessions
- Data warehousing - rep from DOE
- Teambuilding sessions,
- DOE updates: Kate Kemker; Lavan Dukes; Jay Pfieffer
- Update on Sunshine Connections
- CONCERN: limited travel budgets will impact attendance; MUST have compelling agenda – RECOMMEND cost saving presentations or theme as FOCUS of entire conference; need to get the word out early
- staff Development focus
- market the session as staff development to CIOs/CTO's :   ITIL training via Microsoft (Mitch…)
- Have Special Interest Groups tracks to encourage participation of respective IT managers
- Data security and cost-savings theme or track is likely most important

- Vendor handouts were provided by Marsha 35 spaces are available
- Send out theme cover letter to vendors to encourage
- In the future, gold vendors need to be recognized;
- Possible use of Netmeeting for spring meeting

Meeting adjourned at 11:40 AM

Respectfully submitted,

W.D. Piotrowski