

## FAMIS Board Meeting – November 16, 2007 - Review DRAFT

Phone Conference Meeting – 1:40 PM

### MINUTES:

Those in attendance: Marsha Cole (Duval), James Goine; Doug Dillard (Escambia); Bill Piotrowski (Leon); Brad Schuette (Sarasota—~~by phone conference~~); Russ Bedell (Alachua); Jack Hartley (Nassau)

Brad Schuette chaired the session (starting at 1:40 PM). ~~It was proposed and agreed to proceed with the Data committee discussion and recommendations, and then convene the Board meeting.~~

#### 1) Board Personnel Items:

- Lavan Dukes has retired effective immediately. Marsha Cole will contact the DOE regarding a DOE Accountability Department representative in time for the next meeting. There has been reorganization at the DOE, which has impacted the office and reporting alignments.
- Letter was sent to Sarasota Superintendent requesting Brad Schuette continuation through this year, with expenses paid from FAMIS funds. We are waiting for a response from the Sarasota Co Superintendent's Office.
- Rich Contartesi has relocated to Missouri and the treasurer duties remain. It was discussed that he be kept on as an ex-officio Board member. He was asked to submit an accounting that could be used for an external audit in preparation for a transition. Board voted and approved. George will be asked to bring a proposal back to the Board at the January meeting relating to an external audit.

#### 2) Spring Conference Discussion:

- Leave the conference late April/May time slot (April 27-29), right after the legislative session;
- Recommended a theme on IT cost savings & strategies; best practices in data management
- Also, to bring in districts to discuss student and staff information system adoptions – focusing on deployment strategies and planning
- It is necessary to keep the continuity and reinforce the value of the association and membership members
- Getting the word out, and a specific topic/presentation agenda out early will be particularly key this year
- It was requested that vendor contact information be forwarded to Marsha Cole.
- Program must be out by end of January (Marsha will keep us on track)
- Providing a notice for the FAMIS conference at FETC was recommended (Bill Piotrowski will follow-up)

- Marsha will distribute follow-up contacts for the Board members regarding [consortium contact with all district in the state for the purpose of soliciting attendance at the Spring Conference](#). Suggestion was to have each of the board members who are a member of a consortium to contact their member districts. Others will be distributed among board to contact.
  - A session on database reporting, data quality, meta data structures, policies, and procedures to assure DQ and program administrator/senior management involvement
  - Readdressing MAI and ePEP – FOIL announced that students can only make changes in ePEP only when they are in direct contact with a counselor (i.e. jointly)
  - Since so few are anticipating going to FETC, a phone conference for the next
- 3) Next Board Meeting (conference call [phone # 904.390.2125](#)) – proposed for Thursday, 9 – 11 AM, January 17, 2008..
- 4) Other...
- Bill P. asked for input on prior Board meeting minutes (September); also copied below...

Meeting Adjourned at 2:30 PM

Respectfully submitted,

W.D. Piotrowski

## **FAMIS Board Meeting – September 23, 2007**

At the FAEDS Conference, Orlando, Florida

### MINUTES:

Those in attendance: Marsha Cole (Duval), Bruce Patrou; Barbara Brannon; James Goineg; 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 but 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  
(??) Board voted to add Dastard, cards, James, Reiss  
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  
\*?? Ken-bather confirm

### 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 Pfeiffer
- 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

\*??→Fact: George e Versed & Rich contacts's will serve

Meeting adjourned at 11:40 AM

Respectfully submitted,

W.D. Piotrowski