Links:

[Council News/Activities](#)

[Spring Meeting](#)

[Spring Conference Presentations](#)

[SDCCMIS By Laws](#) (PDF file)

[Minutes of Meetings](#)

[Steering Committee](#) (Excel File)

[School District Representatives](#) (Excel File)

SDCCMIS Description:

The School District Council on Comprehensive Management Information Systems (or "SDCCMIS"-- no one admits to being among those who came up with this title) is also referred to as "School Districts' MIS Council." This Council is established through Florida Statute to advise the Commissioner of Education on matters relating to school districts' implementation of required data collection or reporting, and to review and recommend new or needed changes to data elements. In addition, data collection forms and processes/timelines are proposed and reviewed by this Council.

All school districts have a representative on the Council. A [Steering Committee](#) (Excel File) is elected from among the [school district representatives](#) (Excel File) to oversee and direct the operations of the Council. The current Chair of the Council is [Richard Struense](#), Brevard County Schools. The Vice-Chair is [Ray Glueck](#) from Osceola County Schools, the Treasurer is [Annette Barwick](#), Hillsborough County Schools, and the Executive Secretary is [David Smith](#), Bay District Schools.

Council News/Activities:

There are two general meetings each year.

- May 19-21.The 2003 spring meeting will be held at the [Adams Mark, Orlando at the Florida Mall..](#)
  [Highlights](#) - [Agenda](#) - [Registration (PDF File)](#)

- The 2003 fall meeting will be held in conjunction with the Florida Association of Educational Data Systems Conference (FAEDS)

The next Steering Committee Meeting will be announced as information is available. Check here for further announcements. Contact [Richard Struense](#), Council Chair, for further information or input on issues or topics that need discussion by the Steering Committee.

SDCCMIS Spring Conference

[Highlights](#) - [Registration (PDF File)](#) | [SDCCMIS Home](#) [Vendor Registration (PDF File)](#)

SDCCMIS Spring Conference
Sunday, May 18, 2003
Adams Mark

Pre-Conference Functions

Room	Time	Topic	Session Leader
Forum W4	4:00 - 6:00	SDCCMIS Board	Rich Struense Chair
Mezzanine	3:00 - 4:00	Registration	Annette Barwick Hillsborough County

Monday, May 19, 2003, Adams Mark

Room	Time	Topic	Session Leader
Mezzanine	7:30 - 8:30	Registration	Annette Barwick Hillsborough County
Salon I	7:30 - 8:30	Breakfast Provided by BIZCO	
Salon III	8:30 - 8:45	Welcome	Rich Struense Chair
Salon III	8:45 - 9:45	No Child Left Behind	John Winn DOE
Salon III	9:45 - 10:30	Wireless WAN and Dark Fiber	Robert Land Santa Rosa County
Mezzanine	10:30 - 11:00	Break	
Salon III	11:00 - 11:30	FIRN 2	Melinda Crowley DOE
Salon III	11:30 - 12:00	A Futuristic Look at E-Rate	Claude Shipley DOE
Salon I	12:00 - 1:00	Lunch Provided by Dell	
Salon III	1:00 - 1:30	What's it like to be a stAR	Melinda Crowley DOE
Salon III	1:30 - 2:30	Community Feedback	Matt Frey Brevard County

Salon III	2:30 - 3:00	District Roundtable "How do we get control of DOE"	Steering Committee & DOE
Mezzanine	3:00 - 3:30	Break	
Forum W4	3:30 - 5:00	Turning Green Screens into WEB pages using standard IBM software	Mainline/IBM
Salon I	5:30 - 6:30	Social Provided by XEROX	
Salon I	6:30 - 8:00	Dinner Provided by Mainline	

Tuesday, May 20, 2003 Adams Mark

Room	Time	Topic	Session Leader
Mezzanine	7:30 - 8:30	Registration	Annette Barwick Hillsborough County
Salon I	7:30 - 8:30	Breakfast Provided by INSIGHT	
Salon III	8:30 - 9:00	Electronic Forms	Bill Nimmons Leon County
Salon III	9:00 - 9:30	Central PDF Report Distribution via the Web	Bill Piotrowski Leon County
Salon III	9:30 - 10:00	Back to Basics - Major Application Deployment	Richard Struense Brevard County
Salon III	10:00 - 10:30	Oppaga Response - Technology Action Plans 6-1 and 6-2	Ray Glueck Osceola County
Mezzanine	10:30 - 11:00	Break	
Salon III	11:00 - 12:00	Business Meeting	Rich Struense Chair
Salon I	12:00 - 1:00	Lunch Provided by HP/Compaq & Administrative Assistants	
Salon III	1:00 - 2:00	Web Access to Student Information	Jim Black Orange County
Salon III	2:00 - 3:00	Reading First Initiative	Ken Hook FSU
Mezzanine	3:00 - 3:30	Break	

Salon III	3:30 - 5:00	The Benefits of a Well Managed Environment	Don Webb Altiris
		IT Managers Need New Ways To Do More With Less	Jay Kaplan Advanced Market Place
Salon I	6:30 - 8:00	Dinner on Your Own	

Wednesday, May 21, 2003 Adams Mark

Room	Time	Topic	Session Leader
Salon I	7:30 - 8:30	Breakfast Provided by Microsoft	
Salon III	8:30 - 9:15	Legislative Update	Lavan Dukes DOE
Salon III	9:15 - 10:00	Enterprise Application Integration	David Tapang Microsoft
Mezzanine	10:00 - 10:30	Break and Hotel Check-Out	
Salon III	10:30 - 11:30	Conference Review Q & A Rewards & Incentives	Rich Struense Chair

PDF files require Acrobat Reader. Get a free copy.
Adobe PDF converter for assistive technology programs.

Statement of Rules Of The School District Council on Comprehensive Management Information Systems Revised September 27, 1990 Amended November 3, 1998 Rule I Name of Organization Section 1. Name The name of the organization shall be the School District Council on Comprehensive Management Information Systems (SDCCMIS), hereinafter referred to as the Council. The Council is organized pursuant to Section 229.555(2), F.S., to provide district-level input into the development and implementation of educational management information systems in Florida. Rule II Organizational Purposes and Objectives Section 1. Purpose of the Council 1. To act as an advisory body to the Department of Education with respect to the development and implementation of compatible management information systems at the state and local levels. 2. To inform the Department of Education of district-level problems in developing, implementing, and maintaining management information systems which are compatible with the state system. 3. To facilitate, at state and local

levels, communication and cooperation among agencies, organizations, professions, and the public regarding the purposes and uses of management information systems. 4. To serve, through the Data Review Committee, as a clearinghouse for data collection requests at both state and local levels. 5. To serve as the catalyst for promoting understanding within the educational community of technological change and its impact. Section 2. Objectives of the Council 1. Develop working relationships with various professional organizations to facilitate an open dialogue within the educational community on all matters concerning information technology. 2. Assist in the development of meaningful workshops on information systems. 3. Create a clearinghouse of ideas and exemplary programs that build support within districts for information systems. 4. Develop strategies to better assist "users" in the implementation and use of the state and district information systems. 5. Develop strategies to use the state and district information systems for management planning and decision making. 6. Plan for the integration and use of information from other agency information systems. 7. Develop cooperative relationships between districts, community colleges and state universities for the sharing of data and the transfer of records. Rules III Membership and Meetings Section 1. Voting Membership 1. Each school district shall have one representative on the Council. Such representative shall be the regular voting member of the Council from the district and shall serve until a replacement is named. 2. The voting member is expected to represent the school district's management information system interests to the Division of Public Schools. 3. The voting member is expected to be able to speak for the district superintendent, to vote the superintendent's position on matters which may come before the Council, and to attend meetings called in accordance with Section 3 of this rule. 4. If the designated voting member from a school district is unable to attend a meeting, the district's superintendent may authorize in writing a substitute representative to attend. Section 2. Ex-Officio Membership 1. The director of the Division of Public Schools and/or his/her designee shall be an ex-officio member of the Council and shall act as its Executive Secretary. 2. The Chairman of the Council may appoint Department of Education Staff, School district staff or other appropriate persons as ex-officio members of the council, subject to approval of the Steering Committee. 3. Ex-Officio members may participate in the activities of the Council but shall not vote. Section 3. Meetings 1. The Council shall meet as often as necessary but a minimum of twice a year. 2. All regular meetings shall be called by the Chairman. Location of the meetings shall be in the State of Florida at times and places determined by the Chairman with the concurrence of the Steering Committee. 3. Provided two-weeks written notice has been given to all members of record, voting membership in attendance shall constitute a quorum. 4. Notice of all regular meetings shall be given no less than two weeks prior to the meeting date. Such notice shall be sent in writing with a tentative agenda to each member and to each district superintendent. 5. Upon written petition of ten or more voting members, the Chairman shall call a special meeting of the Council. The business to be addressed at such special meetings shall be clearly stated in the petition. Notice as provided in Paragraph 4 of this Section shall be given no less than two weeks after receipt of the petition by the Chairman. Rule IV Officers and Steering Committee Section 1. Composition; Election; Term of Office 1. The officers of the Council shall be Chairman, Vice Chairman, Recording Secretary, and Treasurer. There shall be a Steering Committee composed of the officers of the council, eight council members elected as provided in Paragraphs 2 and 3 of this Section, the immediate Past Chairman and ex-officio members appointed as provided in Section 2 of Rule III. 2. At the spring/summer organizational meeting in odd-numbered years, the voting members from odd-numbered Council regions, as defined in Figure 1, each shall caucus separately and elect its regional member to the Steering Committee. In even-numbered years, the voting members from the even-numbered Council

regions shall each caucus separately and elect its regional member to the Steering Committee. 3a. At the spring/summer organizational meeting in even-numbered years, the Nominating Committee shall present a slate of nominees for Chairman, Vice Chairman, and Recording Secretary. Additional nominations shall be requested from the floor. Voting members shall vote by secret ballot for only one nominee for each office. The nominees receiving a majority of votes cast shall be elected. 3b. At the spring/summer organizational meeting, the Nominating Committee shall present a slate of nominees for member-at-large. Nominations shall be requested from the floor. Voting members shall vote by secret ballot for one nominee in odd-numbered yeas and two nominees in evennumbered years, each representing different region, receiving the highest number of votes shall be elected. 3c. At the spring/summer organizational meeting the voting members will affirm or deny the continuation of the position of Treasurer by the officer currently serving in this capacity. The position of Treasurer will only be filled in the event of a resignation or for attendance as defined in Section 5, or if a majority of votes cast denies continuation of current office. A vacancy will be filled as provided in Section 2. 4. Each Steering Committee member shall serve for a two-year term. Steering Committee members may not succeed themselves in an office. However, if a council member has been appointed to fill a vacancy as provided in Section 2, that member may complete the term of the vacated position and serve one additional full two-year term, if duly elected. 5. In the event that any Steering Committee member ceases to represent the district from which originally appointed as a voting member of the Council, such member shall be dropped from the steering committee and the Chairman shall declare a vacancy to be filled as provided in Section 2 below. 6. The duties of the officers shall be those which usually apply to such offices in addition to those stated herein or which may be assigned periodically by either the Steering Committee or the Council. 6a. The Past Chairman will serve as Historian and FAEDS Liaison. 6b. The Treasurer will handle conference registration and may appoint district representative to assist on the Registration Committee. 6c. The Recording Secretary will keep minutes from each meeting to include the Finance Report, meeting attendance, and will attach all ad-hoc committee reports. The Recording Secretary will be responsible for keeping an up-to-date membership roster. Section 2. Vacancies The Chairman shall appoint an appropriate voting member to fill any vacancy on the Steering Committee. Any voting member may be appointed to replace a member-at-large. Vacancies among regional representatives must be filled from the appropriate region. Members appointed to complete a term may be elected to that position at the conclusion of the appointed term. Section 3. Ex-Officio Members 1. The Director of the Division of Public Schools or his/her designee shall be an ex-officio member of the Steering Committee, and shall act as its Executive Secretary. 2. Other ex-officio members may be appointed by the chairman with the advice and consent of the Steering Committee. 3. Ex-officio members may participate in the deliberations of the Steering Committee, but shall not vote. Section 4. Meetings 1. The Steering Committee shall meet as often as necessary but a minimum of three times each year. One of these meetings shall be an organizational meeting, and it shall be held as soon as feasible following the adjournment each year of the state legislature. 2. All Steering Committee meetings shall be called by the Chairman. Location of the meetings shall be in the State of Florida, at times and places determined by the Chairman. 3a. Notice of all regular Steering Committee meetings shall be given no less than two weeks prior to the date on which the meeting is called. 3b. A quorum for regular Steering Committee meetings shall consist of those members present provided that a majority of members had previously indicated intention to attend the meeting. Otherwise, a majority of voting members of the Steering Committee shall constitute a quorum for the transaction of business. 3c. Emergency meetings of the Steering Committee may be called by telephone. A quorum for an

emergency Steering Committee meeting shall be one-half of the voting members of the Steering Committee. 4. Upon written petition of four or more members of the Steering Committee, the chairman shall call a special meeting of the Steering Committee. The business to be addressed at such special meetings shall be clearly stated in the petition. Notice as provided in Paragraph 3a of this section shall be given no less than one week after receipt of the petition by the Chairman. Section 5. Attendance Failure of any member of the Steering Committee to attend two consecutive meetings of the Steering Committee without an excuse, ruled valid by a majority vote of the remainder of the Steering Committee, shall constitute a cause for removal from the Steering Committee. Section 6. Responsibilities of the Steering Committee 1. To manage the affairs of the Council, including the setting of the times and places for meetings, establishing agendas, approving the budgets, and performing similar related functions. 2. To take appropriate action on recommendations from subcommittees, and to submit reports and recommendations as may be required to the full committee. 3. To give a report of its activities to the Council's membership within two weeks following each meeting. 4. To assist the Division of Public Schools in formulating plans and making recommendations to the Council. Section 7. Review by Council All actions of the Steering Committee shall be subject to review and approval by the full Council. Figure I Region I Bay Calhoun Dixie Escambia Franklin Gadsden Gulf Holmes Jackson Jefferson Lafayette Leon Liberty Madison Okaloosa Santa Rosa Taylor Wakulla Walton Washington Region II Alachua Baker Bradford Clay Columbia Duval Gilchrist Hamilton Levy Marion Nassau Putnam St. Johns Suwanee Union Region III Brevard Citrus Flagler Hernando Lake Orange Osceola Seminole Sumter Volusia Region IV Charlotte Desota Hardee Highlands Hillsborough Lee Manatee Pasco Pinellas Polk Sarasota Region V Broward Collier Dade Glades Hendry Indian River Martin Monroe Okeechobee Palm Beach St. Lucie Rule V Committees Section 1. Standing Committees 1. A Nominating Committee of three persons shall be appointed by the Steering Committee. One such person may be an ex-officio member of the Council, and one person shall be appointed from the Steering Committee. The Nominating Committee shall confer prior to each spring/summer organizational meeting and prepare a slate of one or more nominees for the offices of Chairman, vice Chairman, Recording Secretary, Treasurer, and two members-at-large during even-numbered years and one member-at-large during odd-numbered years. The Nominating Committee shall solicit from district representatives potential candidates who are broadly representative of management information interests within the state. 2. A Data Review Committee shall be composed of sixteen (16) school district personnel. This committee shall meet quarterly to review all Department of Education data collection instruments and activities intended for school districts. Of the sixteen (16)., eight (8) shall be members of the SDCCMIS nominated by the Council Steering Committee, in consultation with the Data Review Committee Co-Chairpersons, for appointment by the Director, Division of Public Schools. The remaining eight (8) members shall be selected from district personnel at large in accordance with the Data Review Committee Guidelines. Size and location of districts and program responsibilities shall be considered in selecting members and a balance maintained in as much as possible. Each SDCCMIS committee member shall serve a two-year term and may be reappointed for one (1) additional term. The normal rotation of committee membership shall be implemented and maintained by appointing four (4) SDCCMIS members to begin service each November and four (4) non-council members to begin service each May. In the event of a vacancy by an SDCCMIS member, an interim appointment shall be made by the Steering Committee and shall be for the balance of the term filled and may be reappointed for one additional term. Members who have served two (2) consecutive terms may be reappointed after a break in service of at least one year. 3. A budget Committee of three persons, one of whom will be the Treasurer, shall be appointed by

the Steering Committee. Those three persons shall be members of the Steering Committee, one of whom may be an ex-officio member. This Committee shall be responsible for establishing the annual Council budget of funds allocated by the Division of Public Schools and for presenting it to the Steering Committee for approval at the spring/summer organizational meeting. A special budget shall be established to accommodate the incidental operations of the Council. Any excess funds shall be used to reduce registration fees at subsequent Council meetings. Section 2. Special Committees 1. The Steering Committee may establish advisory committees to the Council as appropriate to carry out the purposes/objectives of the Council. 2. Special advisory committees shall be appointed for the period of time required to execute their duties but no longer than one year without reappointment. Rule VI Amendments to These Rules Section 1. Procedures for Amendment 1. These rules may be amended or repealed at any regular meeting of the Council by a two-thirds vote of the members present and voting provided that proposed amendments have been distributed in writing to all voting members at least two weeks prior to such meeting, "electronic means, such as email and web pages, may be used for written notification." 2. Any voting member may propose amendments to these rules. Such proposals shall be made in writing to the Chairman in sufficient time for the proposals to be included in the notice required by Paragraph 1 above. 3. Voting members may modify amendments that have been properly submitted for approval. These modifications will be considered approved by a two-thirds vote of members present and do not need to be distributed in writing if the original amendment was brought to the floor in accordance with Item 1 of this section. Section 2. Review of Rules The Steering Committee shall appoint a special committee to review these rules and report on revisions at the spring/summer organizational meeting in even-numbered years. General Provisions Section 1. Parliamentary Procedures 1. The Chairman may appoint a Parliamentarian to assist in conducting Council and Steering Committee meetings. 2. When parliamentary procedures are not covered by those Rules. Robert's Rules of Order, as revised, shall prevail

https://web.archive.org/web/20030529150759/http://sdccmis.brevard.k12.fl.us/minutes.html

SDCCMIS Minutes of Meetings

SDCCMIS Home

- Business Meeting Minutes **May 14, 2002** Ocala Hilton: Ocala, Florida
- Steering Committee Meeting Minutes **March 5, 2002**
- Business Meeting Minutes **October 9, 2001** Belleview Biltmore, Clearwater, Florida
- Steering Committee Meeting Minutes **October 8, 2001** Belleview Biltmore, Clearwater, Florida

---

SDCCMIS BUSINESS MEETING

Harley Sandcastle, Lido Beach
Sarasota, Florida
May 13, 1997

[Munutes Index](#)

Bill Piotrowski called the meeting to order at 8:15 A.M. on Tuesday, May 13th, 1997. He thanked Ron McCord for organizing the conference. Ron reported the following attendance information:

Region I   6 Representatives
Region II   7 Representatives
Region III   5 Representatives
Region IV   8 Representatives
Region V   7 Representatives

He reported that 33 districts are represented, DOE, FIRN, NEFEC and PAEC.

TREASURER'S REPORT: Rich Struense reported that we have a balance of $5,450.01. Council transactions will be handled by the Martin County Credit Union.

GARTNER GROUP: Bill P. reported on the status of the Gartner Group agreement. We have

subscribed as a council with 8 districts sharing the cost. We are still trying to get all the checks in to Rich Struense. He stated that a handout was available at the back of the room.

YEAR 2000: Bill told the group that school districts are not eligible for Year 2000 funding. The Steering Committee felt that a response was needed. A special meeting has been set on Tuesday before the DOE meeting. Any interested council members are encouraged to attend this meeting.

E-MAIL: The Steering Committee has recommended that e-mail should be our primary method of communication. Bill asked everyone to update his or her e-mail address during regional meetings.

USENET GROUP: During the Steering Committee meeting the possibility of setting up a Usenet Group was discussed. MIS contacts would be the primary users. They could then authorize other staff members.

FAEDS: FAEDS/SDCCMIS joint conference will meet November 3-5, 1997 at the Adams Mark at the Florida Mall in Orlando.

VOCATIONAL EDUCATION REQUIREMENTS: Bill expressed the concern about the new vocational requirements and the time to build data systems to handle the changes.

DRC GRANT: Bill told the group that we need to re-write the DOE grant. Saul Klein expressed a concern about who is requesting the "product". Dan Cromer responded that the DRC is a way for us to give input. Lavan Dukes added that both the customer and the vendor benefit from this activity. We will be using this as a means of assisting with vocational changes.

Bill Piotrowski then asked representatives to break into regional groups. Region I, III, and V were asked to elect a new Steering Committee Representative. All regions were asked to address topics for the fall conference.

REGION REPORTS

REGION I

Bill Bush was elected to serve as the Region I Steering Committee representative.

Topics for Conference:

- Session with FTE Auditors
- CGI Interface to Data Bases on PC's and Mainframe
- Data Warehousing
- PC Maintenance Options

REGION II

Topics for Conference:

- Update on Vocational Education (Lavan Dukes/Jay Pfeiffer)
- YEAR 2000 Funding Status
- School Choice Issues
- Data Management (How to use data we have)
- Unit Cost Accounting
- MIS Issues - How we might re-emphasize to legislature that they should get input from the Council

REGION III

Steve Chamblin was re-elected to serve as the Region III Steering Committee representative.

Topics for Conference:

- Vocational Education Update
- Sharing Session (Security, Termination, E-mail, etc.)

REGION IV

- Topics for Conference:
- New Applications (similar to FKS)
- Short Vendor Presentations
- Retirement
- District Projects (such as Sarasota's Equipment Replacement, Field Trips, Air Conditioning)
- Customer Assessment/Use of District Technology
- Capacity Planning
- School Board Rules for Use of Internet

REGION V

Darrell DeGeeter was elected to serve as the Region V Steering Committee representative.

Topics for Conference:

- Year 2000
- Comparison of Novell vs. NT
- Effects of Instructional Technology
- LEARNFARE: A recommendation was made by Dade County that the State does the matching for Learnfare instead of the districts.

After the region reports, Bill Piotrowski recognized and thanked outgoing Board Members Karen Hartsfield and Pat Cray. Saul Klein made a motion to have a certificate made and a formal presentation to Pat Cray for her years of service to the Council. The motion was seconded by Dan Cromer and approved by the group. Bill will take care of seeing that this is done. Bill announced that Carey Petersen is leaving Duval County and that he should also receive appropriate recognition. Annette Barwick has been asked and has agreed to fill the vacancy that Carey Petersen leaves.

Rich Struense, chair of the nominating committee, announced that the recommendation for member-at-large is Earl Moon from Flagler County. There were no nominations from the floor.

Bill Piotrowski adjourned the meeting at 9:00 A.M.