



Education & Workforce Data Governing Board

Date: Friday September 22, 2023 @ 10:00am-12:00noon MST

Facilitated by Montana Department of Administration

Meeting Agenda:

1. **OPEN MEETING** (Chair, Director Giles, DOA)
 - a) Call to Order and Notice of Audio/Video Recording
 - b) Introduction & Roll Call
 - i. Designees / Proxies
 - c) Roberts Rule of Order
 - d) Conflict of Interest Forms
2. **HB 949: Overview / Roles & Responsibilities of The Board** (Chair, Director Giles, DOA)
3. **HB 367: Updates/ Overview of Data Modernization Project** (Chris Sinrud, OPI CIO / Power School)
4. **OPI Data Modernization Integration & Agency Data Needs** (Zam Alidina, OPI)
5. **Working Groups / Deep Dive Topic** (Board Discussion)
6. **Public Comments**
7. **Next Steps / Timelines**
8. **Adjourn**

Meeting Read-Out:

- 1. Roll call confirmed member attendance.**
- 2. Proxy representation discussed.**
- 3. Introduction of Chief Data Officer and attorney.**
- 4. Conflict of interest forms discussed.**
- 5. Focus on House Bill 949 for data governance.**
- 6. Board's responsibilities defined.**
- 7. Working groups planned for next quarter's work.**
- 8. House Bill 367 discussed as companion legislation.**
- 9. Emphasis on secure data sharing for educational improvement.**
- 10. Governance central to House Bill 949.**
- 11. Expectation for collective board actions.**
- 12. Recognition of Pat McCracken's expertise.**
- 13. Acknowledgment of Susie Hedlin's attendance.**
- 14. Discussion of House Bill 367 and OPI's database project.**
- 15. Overview of project status by Chris Sinrud, OPI CIO.**
- 16. Challenges and solutions for data consolidation.**
- 17. Organizational change management highlighted.**
- 18. Explanation of the data lake hosted by PowerSchool.**
- 19. Emphasis on data privacy, usefulness, and security.**
- 20. Introduction of educational acronyms, research questions, and need for legal expertise.**

Meeting Notes:

- Roll call confirmed the presence of all members.
- Proxy representation discussed; members to represent their organizations.
- Introduction of Chief Data Officer and attorney.
- Conflict of interest forms distributed; members encouraged to declare conflicts.
- Focus on House Bill 949 to establish data governance for education and workforce data.
- Board's responsibilities: data linkage policies, protection, program alignment.
- Working group to structure next quarter's work among agencies.
- House Bill 367 discussed as a companion to House Bill 949.
- Representative Beattie emphasized the need for secure and effective data sharing for educational improvement.
- Emphasis on governance as the key aspect of House Bill 949.
- Expectation set that all actions flow through the board collectively.
- Pat McCracken mentioned as someone knowledgeable about the bill.
- Susie Hedlin's attendance acknowledged, and she was promoted to the meeting.
- Discussion of House Bill 367 and the OPI database modernization project.
- Chris Sinrud, OPI CIO, provided an overview of the project's status.
- Assessment of readiness for OPI to move to the cloud was discussed.
- Challenges and solutions related to data consolidation and migration were addressed.
- Organizational change management for adapting to the project was highlighted.
- The data lake hosted by PowerSchool and its connection with other data systems explained.
- Additional points discussed:
 - The data lake will be hosted by PowerSchool, facilitating data sharing with other state agencies.
 - The board's role includes establishing protocols for secure data flow.
 - Two primary concerns: data privacy and making data useful while ensuring security.
 - The board aims to lay out the framework and design a system to eliminate data silos.
 - Chris Sinrud and Adam Carpenter offered to provide visual diagrams for a clearer understanding of the system.
- Acknowledgment of the challenge in bridging the gap between technical and non-technical members of the board.
- PowerSchool representatives lauded the data modernization effort and highlighted the importance of the organizational change management aspect.
- Data modernization conversations between OPI and OCHI discussed, emphasizing the need for collaboration and understanding agency needs.
- Monthly meetings planned for ongoing collaboration.
- OCHI to provide tables and data specifics to OPI for alignment.
- The importance of keeping the board informed about related efforts stressed.
- Information updates and meeting notes accessible on the OPI website.
- Discussion on forming working groups, deep dive topics, and quarterly meeting requirements.
- Importance of shared document spaces for working groups to collaborate effectively.
- The need for data sharing between agencies highlighted as a critical aspect of governance discussions.

- The meeting transitioned to planning working groups and identified the necessity for shared document spaces to facilitate collaboration on key topics. The emphasis remained on effective data sharing and governance discussions among agencies.
- Emphasis on the need for an expert or someone capable of becoming an expert in FERPA within the data governance working group.
- Introduction of educational acronyms and terms: P20W plus SLDS, SLDS (Statewide Longitudinal Data System), and GEMS (K-12 SLDS).
- Discussion of the intent behind HB 949, which aims to create a P20W plus SLDS.
- Emphasis on identifying research questions to guide the project and provide a framework for data usage.
- The importance of compliance with federal codes and regulations, including those related to unemployment data, highlighted.
- Recognition of the need for legal expertise in FERPA and other compliance issues.
- Discussion of the roles of various audit divisions in evaluating outcomes and data security.
- Consideration of the four proposed working groups: Project, Data Governance, Data Enablement, and Organizational Change.
- Clarification of the project working group's role in managing the implementation of various data-related initiatives.
- Defining the responsibilities and scope of each working group discussed as a next step, with a request for agencies to identify team members for participation.
- The meeting continued with discussions about the working groups' roles and responsibilities, emphasizing the need for clarity and definition for each group's scope of work. Participants were encouraged to identify team members to join the relevant working groups based on their agency's expertise and focus areas.
- Discussion on the formation of working groups to address various aspects of the project.
- **Four working groups proposed:** Project, Data Governance, Data Enablement, and Organizational Change.
- Project Working Group's focus on project implementation, including PowerSchool and DSLDS.
- Data Governance Working Group to address legal compliance, data definitions, and policy changes.
- Highlight on the need for legal expertise in FERPA and other compliance issues.
- Data Enablement Working Group to focus on research questions and data usage.
- Emphasis on identifying the value and potential of the data system.
- Consideration of the roles of various audit divisions in evaluating outcomes and data security.
- A motion made and seconded to create the four working groups.
- Discussion on setting a yearly calendar for meetings to facilitate planning.
- The meeting concluded with a clearer understanding of the data modernization project and the board's role in governing data flow and security.
- Consider the need for additional meetings if required by the scope of work.

Action Items:

- Formalize the scope and responsibilities of each working group.
- Identify team members from relevant agencies for each of the four working group.
- Schedule meetings for the upcoming year, taking into account blackout dates.
- Stay in touch via email for updates and progress between meetings.