



Steering Committee for the OPI Educational Data Integration Project

The steering committee includes the following members from schools throughout the state:

- Sandra Rivas, District Clerk, Browning Public Schools
- Kevin Patrick, Business Director, Butte School District
- Jill Swanson, Technology Director, Conrad Public Schools
- Julie Asbeck, Business Manager, Fairview School
- Stacy Montgomery, District Clerk/Business Manager, Forsyth Public Schools
- Janelle Mickelson, Business Manager/District Clerk, Helena Schools
- Eric Miletich, IT Coordinator, Kalispell Public School District
- Paul Kozlowitz, PC/Network Technician, Missoula County Public Schools
- Colleen Drury, Business Manager, Scobey Schools

Steering Committee Charter:

The OPI Educational Data Integration project steering committee plays a crucial role in an advisory capacity by providing oversight, guidance, and strategic direction for the project's successful execution. Comprising key stakeholders, experts, and decision-makers, this committee is responsible for reviewing project objectives, plans, and progress, offering valuable insights, and making informed recommendations to ensure alignment with organizational goals. Their advisory role extends to risk assessment, resource allocation, and resolving issues that may arise during the project lifecycle. By actively monitoring and advising on project activities, the steering committee helps mitigate risks, maintain quality, and ensure that the project stays on track, ultimately contributing to its successful completion and alignment with the broader organizational vision.

The project steering committee will convene for one hour each month to review project progress and provide advisory guidance.

Requirements for Steering Committee Members:

1. **Subject Matter Experts (SMEs):** Committee members should have expertise in education data systems, data management, and data analysis. They should possess a deep understanding of OPI's data needs and challenges.
2. **High-Level Stakeholders:** The committee should include senior-level representatives from various OPI departments or divisions that will be impacted by the data modernization project. This may include representatives from curriculum development, assessment, special education, and IT.
3. **IT Leadership:** The Chief Information Officer (CIO) or IT Director should be a committee member to provide technical expertise and ensure alignment with OPI's overall IT strategy.



4. Data Privacy and Security Expert: Given the sensitive nature of education data, a member with expertise in data privacy and security should be part of the committee to ensure that data protection measures are integrated into the project.

Roles and Responsibilities of Steering Committee Members:

- 1. Strategic Decision-Making:** The steering committee is responsible for making high-level strategic decisions regarding the data modernization project. This includes providing input for project goals, reviewing project plans, and ensuring alignment with OPI's mission and objectives.
- 2. Resource Allocation:** Committee members should be involved in reviewing the allocation of resources, including budget, personnel, and technology, to support the project's successful execution.
- 3. Risk Management:** The committee is responsible for reviewing and providing input for mitigating risks associated with the project. Members should proactively address challenges and ensure that the project remains on track.
- 4. Project Oversight:** Committee members should review project progress reports, milestones, and deliverables regularly. They should provide guidance, feedback, and evaluation, and adjust as needed to ensure project success.
- 5. Advocacy and Communication:** Committee members should act as advocates for the project within their respective departments and communicate project updates to their teams. They should also facilitate communication between the project team and senior leadership.
- 6. Data Governance:** Establish, review, and oversee data governance policies and practices to ensure data quality, consistency, and compliance with regulations.