

## **Minutes from 06-16-09 MSUG Steering Committee meeting**

**Members present:** Dawn Cruz, Jan Dodge, Bette Dupuis, Cathy Flynn (UStream), Robert Frost, Bobbi Gorden, Kelly Holubeck-Gotts, Kevin Kickbusch, Mariann Martin, Ruth Moore, Katy Morrison, Davida Pesick, Tami Phelps, Lyne Roberts, Arthur Summer and Kathy Tunner.

**Visitor present:** Justin Bruner (Gladwin Public Schools)

**Skyward staff present:** Steve George, Diane Mousseau

**Next General Meetings:** Tuesday, September 22<sup>nd</sup> 2009 9:30 A.M. - Holt ISD – The address is 5780 West Holt Road, Holt, 48842. We'll be meeting in the board room of the Board of Education / District Administration wing of the 9th Grade Campus across from Holt High School. Park in the main parking lot on the west side of the building and follow the sidewalk to the main entrance. The offices are on the right before entering the 9th Grade Campus.

**Next RFE Meeting:** Tuesday, September 22<sup>nd</sup>, 2009 following general meeting

**RFE Voting Deadline:** Tuesday, September 8<sup>th</sup>, 2009 (first day of school)

**Next LTS (Local Training Session):** August 25<sup>th</sup>, 2009 at Walled Lake Board Office – new features (on Web side) will be presented – for both Student and Finance. Email Steve George if you have specific questions that need to be addressed

**Fall Conference:** November 4<sup>th</sup> & 5<sup>th</sup>, 2009 in Bay City

**Future General Meetings:** Tuesday, December 15<sup>th</sup>, 2009 at 9:30am at Holt ISD

### **General Meeting**

#### **General Business:**

- Meeting called to order 9:35 a.m. by Bobbi Gorden
- Introductions were made by all
- Jan Dodge presented the Treasurer's Report
  - \*Since December, the only transaction was a \$50.00 deposit
  - \*Current balance: \$9195.43
- Try to get any agenda items for next meeting to Bobbi 2 weeks ahead if possible
- Kathy Tunner was approved as interim web site developer and will take over as UStream moderator (Bette did for the meeting)
- Bobbi shared a notice from Skyward which in essence provides MSUG with 77 more RFE programming hours to use this year.
- Bobbi was approved as interim president, vice president position is open
- The secretary position will be open as of December (Katy Morrison is current secretary)
- Joe Bouman was elected as Trustee.

- 3 Trustee positions remain open – these are general members that are expected to attend meetings when possible, help with the user conference, and have the right to vote for other elected officials
- FERPA encryption issue – cannot email student data unless encrypted – will Skyward be implementing encryption logic in the future?
- Walled Lake paid for a Child Care module that is integrated with Family Access, Fee Management. Will be in June release and RMA's.
- Katy Morrison brought up issues with posting senior grades early – suggestions were to either use Autopost or put a message to parents in Grade Book area of Family Access

### **Release Notes – Discussion:**

Jan Dodge recommended that MSUG have a listserv to communicate changes from Skyward new releases. The communication tool will help to provide more concise information on critical changes. Users need to know about brand new reports, new features, new security items. Steve George will create an instruction sheet on how to view State Reporting changes via the filter on RFE screen. Maybe a filter of “newly added reports” could be added or something?.....add specific new reports to release notes?

### **Special Ed “Found Not Eligible” Reporting Issue:**

Per Ruth Moore, all initial evals need to be reporting and they are not (in SRSD). Specifically Fields 39A, B and C. The IEP Date must be on NCLB tab in order for Skyward to pull on SRSD – but then fields get wiped out from Mass Assign SRSD File from SE process.....is there a work around?

### **Conference Subcommittee:**

Dawn Cruz wants to get started planning the conference. Those who want to assist were invited to a working lunch at Traverse City Pie Co., in Okemos for a planning session. New members are needed!

### **Announcements from Skyward:**

- There is an offer to split an RFE (772991) on our docket with the Washington State user group (WSIPC). This RFE would add email Progress Report options for the Standards Grade Book (**but it would need to be encrypted**). The quote is 40 hours – decision?
- Per Steve George, he will not be in the office much this summer so be patient if you email him. Just respond to help desk email (on service call) unless email is specific to Steve.
- June release should have the Payschool Real-Time Connect update so the manual import and export processes do not have to be done.

### **New districts to Skyward (per Diane M):**

- Berrien RESA (13 districts in that RESA) – Finance – Will Townsley - wtownsle@remc11.k12.mi.us
- Gerrish-Higgins – Student – Jerry LaVanture - wtownsle@remc11.k12.mi.us
- Portland – Student – David Palme - dpalme@portlandk12.org
- St. Patrick's Catholic School in Portland – Student – LuAnn Kinsman - luannkinsman@portlandstpats.org

- Holly Academy – Student – Scott Appleton - Tech@hollyacademy.org (Katy needs to invite them to the next Oakland Skyward user's meeting)
- Harrison Community Schools – Student – Paul Berger - pberger@cgresd.net
- Clare-Gladwin RESD – Student – Ken Chinavare - kchinavare@cgresd.net
- Chippewa Hills Public Schools – Student – Jim Canham - jcanham@chsd.us

### **RFE Discussion:**

- Adult Sales Tax RFE (965017) for Food Service was voted on to be moved to HIGH and will be ready for Fall of 2009 (in PAC). Skyward will pick up 45 of the 90 estimated hours.
- We are now at 700 hours of approved RFE's so no other RFE's were discussed.
- For brand new RFE's that are unassigned, we need to vote Yes/No/Abstain only
- Once there is an estimate and tutorial, vote High, Medium, No, Abstain only
- Do not vote LOW on anything anymore – change any of your LOW's to HIGH/MEDIUM/No – old members need to go through any of the old ones that they voted low on, use the filter to show those only. New members should vote on any RFE's that they have not yet voted on. 1 vote per district.
- If you need to change your vote, do not click on the cancel choice, simply select your new choice such as High and then click to save the vote and the new vote will overwrite the old. **The cancel button should only be used in the case where you accidentally vote on an RFE related to a system that your district doesn't have, i.e. you don't have Finance but you accidentally submit a vote on a finance specific RFE**
- The Finance group voted to void RFE 316842 rather than continuing to pursue it as a super project.