

Minutes from 09-22-09 MSUG Steering Committee meeting

Members present: Cathy Flynn, Mary Beth Mohn, Bobbi Gorden, Robert Frost, Kelly Holubeck-Gotts, Jean Lisee, Kevin Kickbusch, Carla Knowlton, Mariann Martin, Ruth Moore, Katy Morrison, Davida Pesick, Jan Dodge, Arthur Summer, Kathy Tunner, Charlotte Sosnoski, Teresa Coolman, Jean Feduwa, Lyne Roberts, JC Morris, Paul Berger, David Palme, Linda Sandborn

Skyward staff present: Steve George and Diane Mousseau

Next General Meeting: Tuesday, December 15th, 9:30 A.M. Location – Holt ISD - 5780 West Holt Rd, Holt, 48842. Meeting will be at 9th grade campus (board room) across from Holt High School.

Next RFE Meeting: Tuesday, December 15th (following General Meeting)

RFE Voting Deadline: by the end of the day on 12/01/09

General Meeting

Bobbi Gorden (VP) called the meeting to order at 9:30am and introductions were made around the table. Treasurer Jan Dodge reported balance of \$8,981.23. Decision was made that an officer election needs to be held during the December meeting as we need a Vice President (currently vacant) and a Secretary (Katy Morrison stepping down).

Web Site Developer Report:

Kathy Tunner has the web site up and running – you can email her if you have any questions. We have a free domain name for 3 years – MI-sky.org (also have MI-sky.com). The user conference registration and schedule is now posted. Forums were removed due to the new hosting service that had to be used. This year we will not have online registration for the conference but may be able to do for next year.

User Conference:

Ruth Moore reported on the conference as Dawn Cruz was not able to attend this meeting. The agenda was passed out and a decision was made to replace one of the Advanced Data Mining and Processing Lists sessions (Session 3) with a session on Custom Forms. There will be no speaker this year. Instead, a pre-conference session has been added for new and prospective customers. Also, 5 minutes has been added to each session. New this year – if 3 people sign up for the conference from your district, the 4th person is free. Finally, if anyone is interested in taking ownership of the user conference in the event that Dawn “she rocks” Cruz steps down, please let us know!

Trustee positions:

Two new applications for Trustees (and General Membership) were received by Katy Morrison prior to the start of this meeting. **They included:**

Teresa Coolman (Reading Schools) – Finance (General Member/Trustee)
Kevin Kickbush (Farwell) – Student (Trustee)

There was a unanimous vote by the Steering Committee to approve Teresa and Kevin as Trustees. That leaves one open Trustee position to fill.

Note: One must be a General Member in order to be on one of the following sub-committees: - **User Conference**, **Student RFEs** (Request For Enhancements) or **Finance RFEs**. Steve George will then give those members who choose to sit on either RFE Sub-Committee a non-disclosure agreement to be signed so that voting rights via the Skyward web site can be set up. Should any RFE Sub-Committee member fail to vote without valid reason, they will be given a reminder that they must vote prior to the next deadline. If that same member fails to do so, they will be asked to step down from that Sub-Committee. General Members may attend any MSUG meetings virtually via the MI-Sky.com web site. Officers must attend in person with the exception of one meeting per year.

New Race Reporting:

How do users get their local codes into the new Federal codes on Skyward? Currently there is no utility available to copy the codes over – **Steve George will check into this**. The Federal Race codes are what will eventually be used for MSDS (2010-2011 school year). Users also have to validate the Federal codes. Per Walled Lake, there is a way for parents to enter (and validate) the codes via Family Access – call Skyward for assistance if necessary (SM/FM/FA/CF/District Application Settings).

Skyward Updates:

Per Steve George, an RMA for MSDS version 2 was to come out the week we had the meeting. Lots of issues with MSDS!! Another RMA came out today (10/6).

Grad Requirements – there is a fairly new feature (4-year graduation plan) where it automatically puts in the course requests and you can have different types of plans (college, voc ed, etc)

Russ will be doing the Data Warehousing training – email Diane if you want an Ilinc session to view this module. This module would have to be purchased and Skyward would refund your one-time investment if you do not like the module. This module is cheaper than other 3rd-party modules and it is integrated into Skyward.

Other discussion items:

1-Adding an informational message to Skypac and teacher login screens:

- Login To Pac
- Click on System Admin/System/Dist config
- Click on District Information Configuration
- Put your message in the Database Purpose field and click OK
- The message will now show up in red on Skypac and teacher login screens
- Just blank out message when it is no longer applicable

We need to know if there is a way for the message to appear on the Family Access side.

2-How to increase your seconds for Web Browsing if you get knocked off doing RFE's:

- PA/CA/DS/CF/CF(WC) has the option

3-How to set up Family Access so parent can choose which language they want screens in:

- Login to Pac
- Click on Product Setup/Student Management/Family/Family Access
- Click on Configuration/District Display Settings
- Check box that says “Allow users to translate Family Access into other languages”

4-Walled Lake implemented the new Child Care module that they asked for and they love it. It works with Payschool and you have to have Fee Management in order to implement this new module – contact Diane if you are interested in seeing this module.

5-When will the FID report be available in Skyward – Steve?

6-Is there a timeline when PAC will no longer be available? Not at this time. Skyward needs more beta testers for the web version of Special Ed starting in January.....

7-Adult Sales Tax for Food Service – there was an issue where even though it looked like the tax was being applied on the cashier side, it was not being taken out on the reporting side. An RMA was sent out and Farmington is testing it this week.

8-Custom Forms (on web side) are great to use – and teachers can see them (unlike the old Skypac UDF forms). You can put existing database fields on your form as well as user-defined fields. Contact Skyward for set-up instructions.

9-Per Diane, 96 districts in Michigan are now on Skyward. She will be attending most of the state conferences so you may see her there!

RFE Discussion:

No RFE’s were discussed today – that will be saved for the December meeting! A reminder on how to vote: We are only going to be voting **Yes, No** or **Abstain** from now on – no more high, medium, lows. Please make sure you review/vote on the RFE’s by **Tuesday, December 1st** – end of day.

Meeting adjourned at 12:00 pm