

INFORMATION MEMORANDUM

To: Bibb County Board of Education & Superintendent Dr. Dan A. Sims

From: Kevin Adams, Chief Information Officer

Subject: Data Governance Update

Summary:

This memo serves to update our Superintendent and Board of Education on the important work taking place in our district surrounding Data Governance (managing the people, processes, and technology to protect the integrity, privacy, and security of our data). Moving forward, we will provide periodic updates to keep everyone aware of what is taking place throughout the district. These updates will also provide an opportunity to continue aligning board policies with best practices regarding applicable data privacy and security laws such as FERPA.

Current Updates:

During the 2022-2023 school year, our Chief Information Officer, Kevin Adams, was provided an opportunity to participate in the CoSN Early Career K-12 CTO Academy. This engaging experience presented Mr. Adams with exposure to the increasing demands for strong data governance practices. While BCSD has diligently aligned practices with applicable laws, there are always opportunities for improvements in practices and documentation of those practices.

Mr. Adams collaborated with the entire Senior Cabinet to establish a District Data Governance team that is cross-functional in nature and involves representation of departments throughout the district while also involving our Executive Officers to provide school-level perspective. This team began meeting monthly in February 2023 with an established purpose of “The BCSD Data Governance Team exists to ensure data governance expectations are developed for, communicated to, and utilized by all stakeholders.” They immediately set out to develop content that could be shared with district leaders to then be redelivered to all staff members. To jumpstart that work, the entire team engaged in a book study on Linnette Attai’s “Protecting Student Data Privacy”.

These initial “lessons” on data governance were provided in the months of March, April, and May of 2023. Using feedback from these sessions, the BCSD Data Governance Team determined it would be beneficial to design content that could be delivered throughout the year in multiple formats. The team will utilize the 2023-2024 school year to develop and package multiple “episodes” of data governance. The first episode has been shared with district leaders as of

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August 2023 and is being delivered to staff during the month of September. Subsequent “episodes” will be created by the team and shared in a similar manner. Leaders have multiple options for delivering content that can be utilized which includes an assessed version delivered through our Learning Management System (LMS), Canvas. Episode 1 – “Overview of a Strong Start” provides a synopsis of data governance that addresses elements of integrity, privacy, and security of our data. Along the way, staff will explore FERPA, phishing, cybersecurity, PII, secure file sharing, digital resource vetting, and be introduced to a GaDOE course on “Educational Data Privacy.”

Ultimately, the collective efforts of our BCSD Data Governance Team and all district leaders will yield improved practices concerning data governance. We have adopted a quote from Maya Angelou as our philosophical approach to this important work – “Do the best you can until you know better. Then when you know better, do better.” We have already seen evidence of school and district staff reviewing their practices around student data and adjusting to better align with best practices to maintain the integrity, privacy, and security of our data.

BCSD Data Governance Team Members

- Kevin Adams, Chief Information Officer, Technology Services
- Jamie Cassady, Assistant Superintendent of Student Affairs
- Donna Jackson, Executive Officer
- Steve Jones, Executive Officer
- Nelson Render, Executive Officer
- Elaine Wilson-Beverly, Executive Director of Procurement
- Monica Radcliff, Director of Instructional Technology
- Melva Sullivent, Director of Technology Operations
- Michelle Lenderman, Director of Media Services
- Dara Foy, Director of Research, Evaluation, Assessment and Accountability (REAA)
- Laren Carlton, Elementary RTI Coordinator
- Anthony Chase-Hill, Network Data and Security Coordinator
- Christian Patterson-Hurt, Title I Instructional Technologist
- Lewanna Stubbs, Human Resources Coordinator
- Connie Chin, Senior Data Analyst
- Amanda Erceg, Special Education Instructional Coach
- Naomi Oates, Student Information System Manager