

## **I. Introduction**

As part of the larger process of district-wide data management to inform the decision making of Oakland Unified School District educators and administrators, the district's leadership has established a data governance process to ensure the overall success of the data management and decision support efforts. To oversee this process, Oakland Unified School District has empowered the Data Governance Executive Board. In this role, the Data Governance Executive Board will recommend data management policies and procedures that will contribute to the ultimate success of Oakland's education system by defining policies and procedures governing the quality, availability, use, and security of educational data that will serve to inform curricular programming, classroom learning, student interventions, and related educational services.

## **II. OUSD Data Management Mission Statement**

To improve teaching, learning and the systems that support the educational programs of the District through the timely delivery and appropriate use of information, applying best practices for the efficient and effective collection and management of data and maintenance of systems.

## **III. Goals**

- III.a Prioritize data management initiatives in line with student achievement goals, the data governance's board mission and guiding principles.
- III.b Define and maintain data quality standards, policies and procedures.
- III.c Champion district-wide culture of data quality and accountability.
- III.d Identify and assign authoritative data sources, owners, access and support services.
- III.e Determine and ensure security and confidentiality of all educational data.

To these ends, the leadership of Oakland Unified School District (OUSD) has constituted this governance process and executive board to oversee the district's education data management efforts. For the initial membership of the District's Data Governance Executive Board, see Exhibit 1.

## **IV. Guiding Principles**

Given the scope of our assignment, limitations of time, and the need to build a strong consensus among all Oakland Unified School District Data Governance Executive Board members, we commit to the following guiding principles:

- IV.a Prioritize on the basis of value to student learning.
- IV.b Manage through consensus and deliver as a team.
- IV.c Allow all to engage by getting others to contribute.
- IV.d Make and honor commitments but make no commitments for others.
- IV.e Go direct to the person or the problem and seek out the root cause(s).
- IV.f Value collaboration and information sharing.
- IV.g Respect each other and value differences.
- IV.h Manage by fact and not by assumption, rumor or personal agenda.
- IV.i Evaluate impact of work on schools.
- IV.j Take responsibility for the team's success.

## **V. Operation of the Board**

The general guidelines for the operation of this governance process are outlined below as a framework for decision making, action, and support:

### **V.a Membership**

- V.a.1 The Data Governance Executive Board will be comprised of representation from the district offices and schools.
- V.a.2 Board members shall represent leadership from district departments and schools.
- V.a.3 Board members must be authorized to make decisions for their department or school.
- V.a.4 Board membership shall consist of at least 50% school representation.
- V.a.5 Membership on the Board is on an annual basis beginning with the first Data Governance Executive Board meeting of each school year. The Board may choose to modify membership at its discretion.

### **V.b Meeting Management**

- V.b.1 The Data Governance Executive Board Chair will act as facilitator of all Board meetings but may delegate this role to another party depending upon circumstances.

- V.b.2 The Data Governance Executive Board will meet monthly at the outset of this process (for the first year) but may meet quarterly or more frequently as required.
- V.b.3 Board meetings shall be open to all district personnel.
- V.b.4 The board secretary is responsible for documenting all decisions made by the board.
- V.b.5 All relevant Data Governance documentation shall be made easily available.

## **V.c Decision-Making**

- V.c.1 The total number of seats (votes) allotted to the board is 20 of which 10 are school based members
- V.c.2 A voting quorum is a majority of the total seats (11) including 5 school seats and 6 central office seats
- V.c.3 The total number of board members required to pass a vote is 51% (11) of the total seats (20)
- V.c.4 Where a primary board member cannot attend a board meeting, their assigned alternate is empowered to vote in their place.
- V.c.5 Participation via teleconference or conference call is an acceptable means for voting.
- V.c.6 Votes may be: Pass, Reject, Need More Information or Abstain.
- V.c.7 Emergency decisions may be brought to the board between board meetings through ad hoc meeting, email, conference call, or any combination of these. The same voting rules apply as with standard Executive Board meetings.

## **V.d Changing Bylaws**

- V.d.1 Bylaws may be changed by the same voting criteria as the board.
- V.d.2 As the mission and work of the Oakland Unified School District Data Governance Executive Board evolves through Board activity and accomplishment, the district will work with the Board to modify this charter.

## VI. Roles and Responsibilities

Role	Description	Assignment
Executive Sponsor	<ul style="list-style-type: none"> <li>▪ Ultimate authority.</li> <li>▪ Responsible for the Data Governance Executive Board.</li> <li>▪ Assigns the Data Governance Executive Board Chair</li> <li>▪ Holds the Board accountable for specific and timely outcomes.</li> </ul>	Superintendent of Schools
Chair	<ul style="list-style-type: none"> <li>▪ Preside over the general operations of the Data Governance Executive Board.</li> <li>▪ Liaison to the Executive Sponsor</li> <li>▪ Assist in developing the maintenance and enforcement of the Board charter.</li> <li>▪ Oversee plan reviews, and ensure that issues are addressed in a timely manner.</li> <li>▪ Direct any and all liaison, partnering, and grant work associated with the mandate of the Data Governance Executive Charter.</li> <li>▪ Assign a board member to act as Secretary in the absence of the Secretary at the board meetings.</li> </ul>	Assistant Superintendent
Secretary	<ul style="list-style-type: none"> <li>▪ Records all decisions and votes made by the DG Executive Board</li> <li>▪ Manages the DG Executive Board Google Drive documentation folders</li> <li>▪ Ensures a quorum is available before voting</li> </ul>	Data Quality Manager
The Data Governance Executive Board	<ul style="list-style-type: none"> <li>▪ Champion data quality and management throughout the district.</li> <li>▪ Prioritize data-related initiatives in line with district priorities.</li> <li>▪ Make or advise on policy decisions regarding the appropriate collection and use of data for the district.</li> <li>▪ Approve and enable working groups to recommend and implement data management solutions.</li> </ul>	See the list in <b>Exhibit 1</b> of this Charter.

	<ul style="list-style-type: none"> <li>▪ Review and approve (or reject) recommendations made by the work groups.</li> <li>▪ Communicate data management modified expectations, policies and procedures to district, school and community partners.</li> <li>▪ Define protocol and data sharing with external partners.</li> </ul>	
Work Team	<ul style="list-style-type: none"> <li>▪ Analyze and recommend solutions to action plan initiatives to the board.</li> <li>▪ Implement solutions approved by the board.</li> <li>▪ Report implementation results to the board.</li> </ul>	Sponsor, DQ Analyst, Data Owners, Primary Data Users, Subject Matter Experts, TS Data Analyst, as needed
Data Quality Initiative Sponsor	<ul style="list-style-type: none"> <li>▪ Champion desired data management initiative.</li> </ul>	Board Member
Data Quality Analyst	<ul style="list-style-type: none"> <li>▪ Lead work teams in analyzing data management issues and recommending and implementing solutions.</li> </ul>	Data Quality Management Team Member
Tech Services Analyst	<ul style="list-style-type: none"> <li>▪ Work team member.</li> <li>▪ Provide systems and data related support during data management issue analysis, recommendation and solution implementation.</li> <li>▪ Setup and maintain data quality monitoring for data management solutions.</li> </ul>	Tech Services Team Member
Data Owners	<ul style="list-style-type: none"> <li>▪ Work team member.</li> <li>▪ Primary owner for the data at hand.</li> <li>▪ Primary data and associated procedures decision maker within the work team.</li> </ul>	Authoritative Data Owner
Primary Data Users	<ul style="list-style-type: none"> <li>▪ Work team member.</li> <li>▪ Provide process and procedural support during data quality issue analysis, recommendation and solution implementation.</li> <li>▪ Support data management quality.</li> </ul>	Key school and district office data entry and analysis personnel
Subject Matter Experts	<ul style="list-style-type: none"> <li>▪ Provide expertise in data management issue analysis, solution recommendation and implementation.</li> </ul>	Department and school experts

## VII. ASSUMPTIONS

The Oakland Unified School District Data Governance Executive Board will operate under the following assumptions:

Assumption	Description
Governance Board Consensus and Mutual Support	<ul style="list-style-type: none"> <li>▪ Consensus will drive the deliberations of the Data Governance Executive Board where mutual respect and the opportunity to speak one’s mind will be observed.</li> <li>▪ Once agreement is reached, decisions of the Data Governance Executive Board will enjoy the full support of all Data Governance Executive Board members.</li> </ul>
Support of the Superintendent and the Oakland Unified School District Leadership Team	<ul style="list-style-type: none"> <li>▪ The data management effort and the movement towards data-driven decision making in Oakland Unified School District schools hereby undertaken has the full backing and support of the District’s leadership.</li> <li>▪ District leadership will in turn do all in their power to see that the effort receives the resources and public support required to make a success of this effort.</li> </ul>
Resource Constraints	<ul style="list-style-type: none"> <li>▪ The Data Governance Executive Board will ensure resource constraints are cleared to enable work teams to define and implement solutions.</li> </ul>

**Exhibit 1**

**VIII. SIGNATURES**

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