

# District 97 Data Governance - Now/Next Update

Committee of the Whole Meeting  
April 23, 2024





# Meet the Data Governance/ State Reporting Team

April 2024

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# Data Governance Update

April 2024

01 **OUR WHY**

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02 **ALIGNMENT**

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03 **COMMITTEE WORK**

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04 **CURRENT WORK AND  
TIMELINE**

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05 **FUTURE WORK**

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# The Big Idea



# Our Why

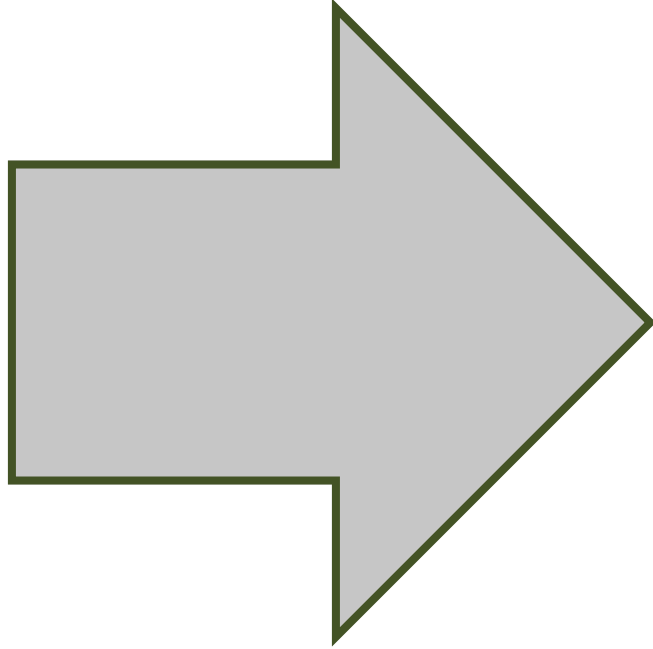
We aim to deliver secure, precise, timely, and actionable insights, ultimately supporting informed decision-making and promoting trust and credibility in our data reporting.



# ALIGNMENT: Board Policy and District Practice

District Now/Next Systems Change:  
Oak Park D97 Board presentation plan:

- 1) **State Reporting**
- 2) **Onboarding/Automation**
- 3) **SIS/Registration**

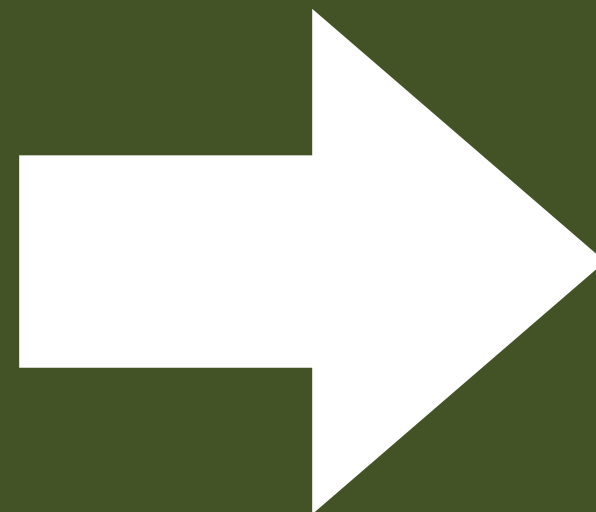
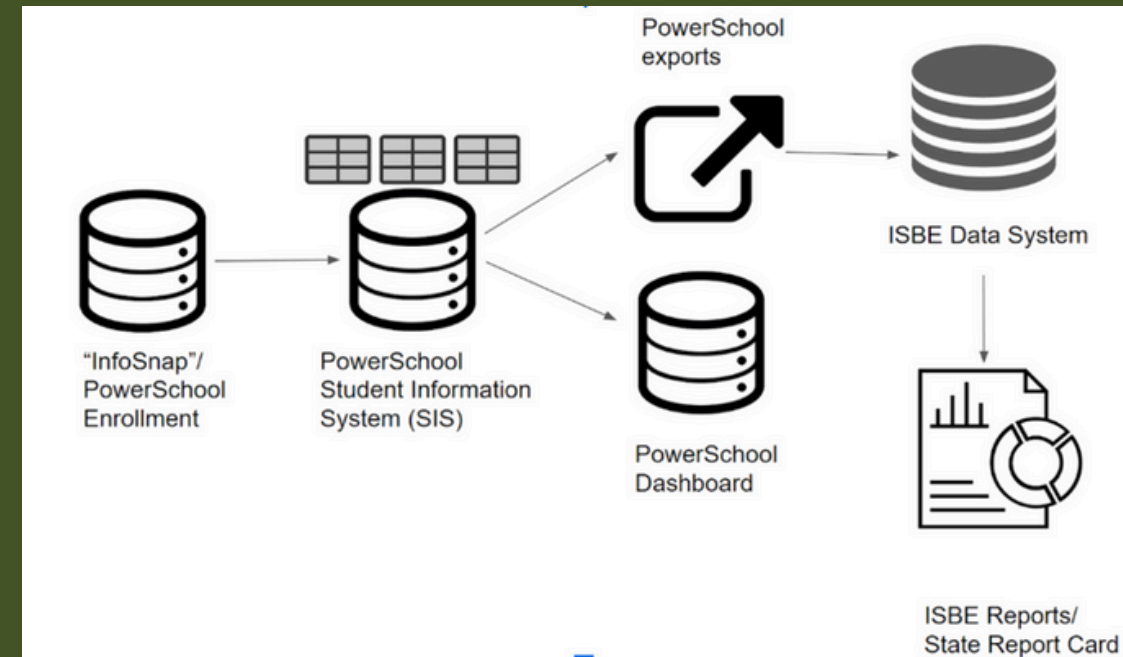


- ✓ Cross-functional work to support operational practices/decisions (staffing, district metrics)
- ✓ Reimagine and developing a more efficient and effective way to support new and existing staff in D97
- ✓ SY25 Registration Planning

# SY24 Now/Next: Data Governance

Siloed  
approach  
under 1 staff  
member

Prior to SY23



Coherent leadership and  
governance

Cross-functional team of  
15 staff across 5  
departments

Checks and balances

Beginning in SY23

# State Reporting

## Now:

The organization encountered challenges related to ownership confusion, incomplete data processes, data cleanup, disparate systems, and the need for skill development; with some technical systems and foundational elements already in place.

## Next:

We will/have establish cross-functional, collaborative teams with trust in a shared goal, streamline data to a central location for system support, ensure clarity among business owners in each area of work, adopt a team approach during key deadlines, and document standard operating procedures and resources, including timelines and our annual cycle.





# State Reporting Data Process Update - What

- Leveraging systems in PowerSchool
- Training staff on how and where to enter data
- Developed clarity in business owners and process changes
- Clean up of data entry process
- Training of multiple staff for continuity
- Connecting systems for efficiency

# State Reporting - How

Sept - Oct. 2023

Nov - Dec. 2023

January 2024

February - July 2024

- ✔ Audit systems and process
- ✔ Determine business owners & processes for data review and entry

- ✔ Develop timelines and process work streams
  - Clean up systems (ongoing)

- ✔ Draft process map for data execution
- ✔ Ensure staff has access to systems/data
- ✔ Begin to implement timelines and new systems of data review and uploads

- Review, evaluate, make changes and document all process
- Submit & finalize state reporting by deadlines

# Benefits/Outcomes

- Cross-functional team approach
- Cross training
- New systems put in place for efficiency and accuracy
- Data we can trust
- Building ownership and accountability

# Onboarding/Automation

## Now:

The organization faces challenges such as confusion on ownership, incomplete data processes, a substantial need for data cleanup, disparate systems, the necessity for skill development, high turnover, reliance on manual data entry by multiple staff, and labor-intensive data requests across various departments; we do have dedicated and hardworking individuals, a foundation with an automation system, technical systems, and foundational elements in place.

## Next:

- Implement a clear and transparent common process map for onboarding, transfers, and exiting of staff
- Follow a continuous improvement model for ongoing collaboration
- Utilize trained staff for reviewing and auditing instead of manual creation
- Fosters cross-functional collaborative teams with trust in a joint goal
- Streamline data to a common location to support larger systems and work
- Ensure clarity of "business owners" for each area of work
- Document standard operating procedures and resources, including timelines and an annual cycle
- Centralizes all data requests, turning them into automated reports customized for the tasks at hand.

# Onboarding/ Automation Update - What

- Audit of current reality - systems, process, why
- Created teams and understanding with joint vision/purpose
- Developed systems to automate manual processes
  - Consistent, reliable and efficient
- Clean up of data entry process
- Reimagine systems for betterment of our staff and organizational experiences
- Connecting systems for efficiency
- Addressing student systems as well to streamline their experience/access with online tools

# Onboarding/Automation - How

Sept - Oct. 2023

Nov - Dec. 2023

January 2024

February - July 2024

- ✓ Key staff individual process maps
- ✓ Develop cross-functional team with common vision/goals and timeline
- ✓ Identify all key connections and ways to enhance structures with work

- ✓ Evaluate and review staff process maps to inform common, single process map
- ✓ Develop/reimagine new process map for onboarding new staff
- ✓ Develop 2.0 version of Automation process

- ✓ Draft process map for staff onboarding

- Develop process map for staff changes
- Communicate to key staff on changes and impacts
- Train staff on new systems and structures
- Automate additional HR systems

# Benefits/Outcomes

- Identification of gaps in district systems/practices
- Predictability
- Security
- Organizational change & development of standard workflows
- Systems integration/interoperability
- Benefits in unknown future systems (i.e. timeclock system)

# Registration/SIS

## **Now:**

The previous family registration process includes an additional clunky step, lacks site-based training for PowerSchool data entry and management, registers only new students and renters annually, presents opportunities for streamlining multilingual accessibility, benefits from a competent registrar and SIS data manager, and offers historical data and processes for continuous improvement.

## **Next:**

The organization aims for universal family registration, initiating the process earlier to inform staffing and student support decisions, implementing a more efficient and streamlined registration system with ongoing communication, facilitating in-year registration for building support, and ensuring consistent staff training across all buildings.



# Registration/ SIS Update - What

- Audit of current reality - systems, process
  - Determine key stakeholder groups to collaborate and seek feedback
- Identify areas of strength and areas for improvement
- Rethink timelines
- Alignment with equity policy & previous decisions for all students/families to register each year
- Streamline and connect data systems to ensure data integrity

# Registration/SIS - How

Sept - Oct. 2023

Nov - Dec. 2023

January 2024

February - July 2024

- ✔ Review and update system with PowerSchool
- ✔ Ensure connections to systems are functioning
- ✔ Address issues from previous year

- ✔ Gather feedback from dept/staff leaders on forms/pages
- ✔ Develop & begin to execute communication plans
- ✔ Update system

- ✔ Finalize registration pages
- ✔ Review and finalize translation options for families
- ✔ Testing phase before launch

- ✔ Communicate to all channels
- ✔ Launch registration for Kindergarten and new students - Feb.
- ✔ Launch for all students/families - Feb. March
  - Board Presentation/communication regarding updates/changes
  - Review and Evaluate

# Benefits/Outcomes

- Alignment of practices with beliefs
- Consistent & clarity in practices aligned with Board policies
- Ability to leverage data to make decisions
- Completion while families/students are in school (greater ability to help families)
- Training and consistency in buildings
- Time to review, support, and ensure accuracy

# Future Work



# State Reporting/Data Analytics

- Train and support staff in discipline data entry/reporting
- Train and support staff in student course enrollments
- Scheduling for SY25
- Updating documentation of all state reporting elements
- Documentation of annual cycle of data

# Onboarding/Automation

- Finalize system process map for all key stakeholders
- Continued automation of staff account creation, moves and changes with operational systems
- Continue to refine and update as district systems change/adapt
- Communicate changes and impact to district operations to support staff and buildings

# Registration/SIS

- Provide support to new/existing families in completion
- Continue to review/audit and clean up data;
- Training for key staff
- Key changes for 2024-2025
  - All families will register and prove residency
    - 78% submitted, April 23, 2024
    - 0% in April 23, 2023 (opened May 2)
  - Support with section planning, hiring, classroom resources
- Prepare schedules/courses/sections/materials for 2024-2025



# Thank you!

Taking our data to the next level to support D97!