



NY Schools Data Analysis Technical Assistance Group

DATAG

136 Everett Road
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www.datag.org

Procedures Manual Revised 2018.10.11

DATAG Mission

- To provide a leadership role in identifying, cataloging, and modeling best practices in the analysis and use of data for New York schools.
- To assist schools in understanding performance assessments in order to effect changes in curriculum and instruction to meet New York educational standards.
- To support the use of data to inform and improve curriculum, instruction, and assessment, as well as guide professional development and district comprehensive or strategic planning.

DATAG’s primary means of fulfilling its mission is through four quarterly meetings/conferences each school year. DATAG regularly presents three one-day membership meetings in the fall, winter, and spring and one two day Summer Conference that is typically held in July. The meetings and conference offer relevant presentations by practitioners, researchers, and NYS Education Department representatives. In addition to data analysis, presentations often focus on the responsibilities of district data coordinators, effective facilitation of data groups, and balanced approaches to the use of data in schools. The meetings and conference also provide opportunities for networking and a forum for important conversations about the intelligent, responsible, and ethical uses of data for the benefit of students and school systems.

DATAG’s governing documents are, in order of precedence, the Constitution, the By-Laws, and the Procedures Manual.

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2. Leadership

A. Officers

The elected Officers are: Chair, Program Director, Associate Program Director, Secretary, and Treasurer. (See Constitution, Article III)

The Chair shall

- be the official spokesperson of the organization, and preside at Board, Officers' Committee, and membership meetings,
- nominate members for roles or positions as required unless membership is specified by the Constitution or By-Laws,
- perform other duties as necessary to assist the organization in achieving its stated purposes, and
- serve a one year term, may serve more than one term, and is expected to serve as Past Chair upon conclusion of service.

The Program Director shall

- serve as the chair of the Program Committee which plans all DATAG regular meetings/conferences, with topics that span the range of the interests of the membership,
- take responsibility for all program arrangements and coordination of the quarterly meetings and conferences, including program, facility, and food arrangements,
- solicit proposals for presentations from the membership for upcoming meetings/conferences immediately following each meeting, with a final reminder being sent 1 week prior to the submission deadline,
- select presentations with guidance of the Program Committee that are suitable given the theme of the conference or that have broad appeal to the membership in light of the mission of DATAG,
- notify presenters of the status of their proposals,
- coordinate the meeting/conference schedule with the Program Committee,
- provide the preliminary and final meeting/conference programs for distribution to the membership in a timely manner,
- serve as a member of the Officers' Committee, and
- serve a one year term.

The Associate Program Director shall

- assist the Program Director in planning and implementing all program arrangements and in the coordination of the quarterly meetings/conferences,
- serve as the vice-chair of the Program Committee which plans all DATAG regular meetings/conferences,
- assume the responsibilities of the Program Director, if the Program Director cannot fulfill the duties of his or her office,
- serve as a member of the Officers' Committee, and
- serve a one year term, and is expected to serve as Program Chair the following year.

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The Secretary shall

- take minutes at all meetings of the organization, including Board of Directors and Executive Committee meetings,
- file minutes and maintain them in an accessible format,
- take responsibility for all organization correspondence and keep copies of all correspondence on file,
- acts as historian by maintaining all records of the organization,
- serve as a member of the Officers' Committee, and
- serve a two-year term, and may serve for more than one two-year term.

The Treasurer shall

- manage all financial affairs and budgeting of the organization,
- maintain banking accounts in the organization's name,
- provide payment of the duly authorized expenses of the organization,
- present Treasurer's Reports to the Board of Directors at quarterly Board meetings.,
- develop the proposed budget for the following year, and present it to the Board of Directors for approval at its Spring meeting,
- serve as a member of the Officers' Committee, and
- serve a two-year term, and may serve for more than one two-year term.

B. Board of Directors

DATAG is operated by a Board of Directors under the direction of the Chair. The role of the Board of Directors is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of DATAG, so as to support the organization's purposes and needs.

The Board of Directors consists of the elected officers and other members representing educators from New York State. The Board of Directors generally meets in person four times a year, conducts business by email and phone conferences when the need arises, and submits constitutional changes and elections of Board members for membership votes at membership meetings. (See Constitution, Articles IV-V.)

Board of Directors members shall be Regular Members of the organization, who, prior to election, shall have been active in the organization for two years. The Board of Directors shall serve staggered three-year terms. Board members may serve more than one consecutive or nonconsecutive three year term.

Major responsibilities of the Board of Directors are to:

- plan and schedule regular meetings and conferences,
- uphold all legalities related to DATAG's Constitution, By-Laws and legal statuses,
- lead and advise the organization in accordance with its mission,
- organize the Board of Directors, officers, and committees,
- oversee and monitor organizational policies and procedures,
- manage DATAG's finances, including the adoption and oversight of the annual budget,
- oversee the planning for, and evaluation of, DATAG programs and services,

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- review organizational and programmatic reports,
- promote the organization to DATAG's constituencies and the community at-large, and
- assist with fundraising and the formation of strategic partnerships.

Expectations for members of the Board of Directors are to:

- act in the best interests of DATAG, and make recommendations based on their experience and vantage point,
- be familiar with DATAG's policies and procedures,
- avoid conflicts of interest and make notice of them when they arise,
- attend and participate in meetings and DATAG's annual conference,
- actively serve on committee(s) of the Board of Directors,
- serve as a DATAG representative and/or liaison to other organizations,
- help communicate and promote DATAG's mission and programs to the community,
- be familiar with DATAG's finances, budget, and financial/resource needs, and
- financially support DATAG in a manner commensurate with one's ability.

Meetings and time commitment:

- The Board of Directors generally meets in person four times per year, typically at the regularly scheduled DATAG three quarterly meetings (Fall, Winter, and Spring) and the Summer Conference.
- Additional phone meetings will be scheduled as needed.
- Members are required to attend a minimum of 60% of Board of Directors meetings in order to retain their seat on the Board of Directors.

Emergency Board Meetings

In addition to regularly scheduled in-person and telephone meetings, an emergency meeting of the Board of Directors may be called for good and sufficient reason. Such a meeting of the Board may be via telephone or in-person. The following procedure will be used to call such an emergency meeting of the board:

- Any officer may call a meeting of the Officers Committee for the purpose of determining whether a good and sufficient reason exists to call an emergency meeting of the Board of Directors. This meeting may be held via telephone. A minimum of 3 officers must participate.
- Upon approval of a majority of the officers (at least 3 must agree) that good and sufficient reason exists, an emergency meeting of the Board of Directors will be scheduled.
- Where practicable, at least 2 business days' notice will be given prior to the date of the emergency meeting of the Board.

Expenses and reimbursement:

Board members will have expenses paid by DATAG as follows:

- Board members are exempt from the annual Membership Fee and from fees for DATAG Meetings and the Summer Conference.
- Hotel and meal expenses at Meetings and Conference will be covered as follows:

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- One night for each of the three membership meetings. A second night previous to a morning Board meeting for those with over two hours travel time or other extenuating circumstances as approved by the Board.
- Two nights for the Summer Conference.
- One Board dinner at each Meeting and Conference. The Board may approve an additional meal at a business meeting for the Summer Conference. No alcoholic drinks may be provided at DATAG expense at any time.
- Lunches and refreshments during Board Meetings.
- Board members who incur expenses for travel or other conference or meeting costs for a Board approved activity, such as attendance as a DATAG representative at another organization, may apply for reimbursement.

C. Board Procedures

Voting:

Business at Board of Director meetings cannot be conducted unless a quorum of the membership is present. A quorum for Board of Directors meetings is defined as nine Board members with voting privileges. (See Constitution, Article V, Sec. 4)

The following are the procedures for e-mail voting for the DATAG Board of Directors:

- Any officer may submit a proposal to the Board for an email vote.
- During the period between the selection of any new officer and the beginning of an officer's term, that officer-elect shall also be able to submit a proposal to the Board.
- Format: Proposals submitted for email votes should be accompanied by an explanation of why an email vote is necessary, rather than waiting for the next regularly scheduled in-person or phone Board meeting. The person submitting the proposal should include in the email the actual proposal, clearly separated from the reason for submitting by email and any supporting arguments or information.
- Timeline: The person submitting a proposal for email voting will establish a deadline by which all members of the Board of Directors must vote. This deadline will be no earlier than three business days (Monday through Friday, excluding legal holidays) following the submission of the proposal
- Discussion and voting: each Board member may choose to vote yes or no, to vote and include comments, or to request that the Board take more time for discussion. Voting will proceed unless the officer(s) who initiated the proposal agrees to postpone.
- Required voting: ALL board members must vote. ALL board members must vote in the affirmative for a proposal to pass.
- Tallying: Following the conclusion of the voting timeline, the Board Secretary shall tally the votes and send an email message to all Board members with a determination of whether the proposal has passed. This message shall include the number of votes for and against, the number of stated abstentions, the total number of members voting, and the language of the proposal as passed or defeated.
- The Secretary shall maintain all emails recording votes taken via email in the organization's minutes.

- A proposal will fail if ANY of the following events occur:
 - The deadline for submitting votes has passed, and ANY Board member fails to vote
 - ANY Board member votes against the proposal.
- Proposals that are passed using this method shall take effect as soon as the determination is communicated to the Board, unless the proposal itself states otherwise.
- Failure of a proposal submitted for e-mail voting shall not preclude such proposal from again being submitted to the Board for vote at a subsequent regularly scheduled in-person or phone meeting of the Board.

D. Additional Leadership Opportunities

Other annual leadership positions (committee chairs, etc.) shall be nominated by the Chair and confirmed by a majority of the Board of Directors.

Opportunities are available for DATAG members to exhibit leadership by serving on committees and presenting or volunteering for various roles at membership meetings and the Summer Conference.

E. Committees

Committee members are drawn from the Board of Directors and the regular membership. The Standing Committees of the Board of Directors are the Executive (Officers) Committee, Program Committee, Member Services Committee, Finance Committee, Organizational Development Committee, and the Nominating Committee. Additional committees may be named by the Board of Directors to meet the needs of the organization. Each committee is charged with the responsibility of accomplishing the tasks set for it by the Board.

Committee chairs are nominated by the DATAG Chair and confirmed by a majority vote of Board of Directors members in attendance at a Board of Directors meeting. (See By-Laws, Part III)

The role of a committee chair is to organize meetings, facilitate discussions of committee members, and finalize the products or planning the committee was asked to accomplish. Committee chairs are responsible for preparing presentations for Board of Directors on the results of committee work. Such presentations shall be scheduled as needed and as indicated in Board of Directors minutes. Approval of assignments to DATAG committees is conducted through a majority vote of Board of Directors members in attendance at a Board of Directors meeting.

3. Nominations and Elections

A. Nominations Committee Responsibilities:

The responsibilities of the Nominations Committee are to:

- prepare priorities for board composition in terms of needs, skills, relationships, etc.,
- meet with prospective board members and recommending candidates to the board,
- recommend a slate of officers to the board,
- conduct orientation sessions for new board members,
- suggest new, non-board individuals for committee membership,
- nominate replacements for Board members who resign or otherwise leave during their term,
- nominate representatives to outside organizations.

B. Nominations Process: Board Members

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A Nominations Committee consisting of three or more members of the Board of Directors, recommended by the Nominations Committee Chair and approved by the Board, shall submit the names of five or more Regular members in good standing to be considered for appointment to the Board of Directors. Five nominees shall be approved by a majority of the Regular members present prior to the conclusion of the annual membership meeting. (See Constitution, Article IV, Sec. 2)

The Nominations Committee is guided in the nominating process by its mandate to preserve regional and institutional representation. The types of educational institutions represented on the Board of Directors include BOCES, Regional Information Centers, School Districts, and consultants serving school districts. The Nominations Committee cannot recommend employees of vendors. The Nominations Committee will attempt to ensure that the Board of Directors maintains a balanced representation of all regions of the state. (See By-Laws, Part II, Article II)

If a Board member who is a member of the Nominations Committee is interested in running for another Board term or Officer's position, they shall recuse themselves from the Nominations Committee's consideration of all positions he or she is seeking. In the event that the recusal process causes the Nominations Committee to consist of less than three members, the Board will appoint temporary replacement(s) for the position(s) affected by the recusal to bring the Nominations Committee back to at least three. Temporary replacements shall vote only on the positions affected by the recusal.

Criteria for Board Members: (See Constitution, Article IV, Sec. 4)

- Must currently be a Regular member of the organization.
- Must have been an active participant of the organization for two years.

In addition, the Nominations Committee shall consider:

- record of service to DATAG and commitment to continued service,
- professional qualifications, and
- past or current membership on the Board of Directors

C. Election Process: Board Member Elections (see By-Laws, Part II, Article II)

The Nominations Committee Chair will nominate five candidates for the Board of Directors on a single slate no later than 14 days prior to the Annual Membership Meeting. The balloting process for Board of Directors will occur during the annual membership meeting in the Spring. Election to the Board requires a simple majority of voting by members in attendance to approve the slate presented by the Board. The election of Board Members is generally conducted in open forum by a show of hands.

The Nominations Chair or their delegate will notify the new board member(s) of their approval by the board and confirm their understanding of the responsibilities.

D) Board Member Orientation

New Board members, once elected, shall be added to the Board listserv. They shall also be invited to join, as non-voting participants, in virtual Board meetings between the time of their election and the beginning of their terms on July 1.

The Nominations Chair will arrange training for new Board members.

4. Organizational Development

A. Organizational Development Committee Responsibilities

The responsibilities of the Organizational Development Committee are to:

- review the Constitution and By-Laws as needed or requested,
- present suggested By-Law amendments to the Board,
- present draft constitutional amendments to the Board for revision and presentation to the membership,
- research procedural questions as necessary,
- coordinate the development and organization of policies and procedures, and
- ensure that current versions of the Constitution and By-Laws are posted on the website.

B. Procedures Manual

The Organizational Development Committee will regularly review and maintain the DATAG Procedures Manual. The Procedures Manual was established in 2012 to archive all common practices within the organization. Such a document will maintain the rich history of the organization as well as allow for smooth transitions as roles and responsibilities of individuals change.

The Procedures Manual can be amended by a majority vote of the Board of Directors at a regularly scheduled Board of Directors meeting.

5. Programming: Meetings and Conferences

A. Program Committee Responsibilities

The responsibilities of the Program Committee are to:

- plan the quarterly conferences and other educational events,
- oversee new program development,
- monitor and assess existing programs,
- initiate and guide program evaluations,
- facilitate discussions about program priorities, and
- encourage presentations from various regions of the state.

B. Meetings: Fall, Winter, Spring

The Program Committee tasks include completing hotel contracts and arranging logistics at the hotel including accommodations, food, etc.; advertising the meetings; printing programs and nametags; providing supplies and materials for meetings including books, etc.; and offering hospitality and support to presenters.

A general announcement regarding upcoming meetings and conferences should be sent out approximately six weeks prior to a meeting and two weeks prior to the call for presenter's deadline. The final program should be distributed to members approximately one month prior to the meeting/conference.

The general format for each meeting will include an opening and welcome by the DATAG Chair, a whole group presentation by a keynote speaker, and three sets of breakout sessions with lunch provided within the day.

The Spring Meeting is also the Annual Membership Meeting. Business at the annual meeting cannot be conducted unless a quorum of the membership is present. A quorum for conducting business at the annual membership meeting is defined as 40 regular members with voting privileges from ten different educational organizations. (See By-Laws, Part IV)

B.1. Registration

Online registration is offered for each meeting/conference. A list of registered members will be posted regularly on the listserv prior to each meeting/conference. Registration will be managed by a person designated by the Board, in collaboration with the Membership Chair and the Treasurer.

DATAG members may select a colleague from their agency to attend a meeting if they are unable to attend. There will be no charge for the substitution. The substitute must indicate the member for whom they are substituting. The substitution option does not apply to non-paying members such as Board members or Honorary members.

All registrations are for individuals. There is no discount for groups.

Five seats are available at each meeting/conference for State Education Department representatives at no charge. The DATAG Chair or the Chair's designee will periodically contact an SED representative to communicate this offer. SED participants shall register.

B.2. Call for Proposals

Call for Presenter Proposals will be posted to the website shortly after each meeting/conference. Deadlines for such documents will occur approximately six weeks prior to the next meeting/conference. The Program Committee members will review all proposals within a week after the deadline to build the next quarterly meeting program.

B.3. Meeting/Conference Technology Support

A technology support liaison may be appointed to provide conference presenters with presentation equipment and support.

6. Summer Conference

A. Summer Conference Committee Responsibilities

The Summer Conference Committee is responsible to plan and coordinate the half-day pre-conference and two-day summer conference, typically held in July. The Summer Conference Chair works closely with the Program Director and members of both the Summer Conference and Program committees to ensure the arrangement of accommodations and balance of offerings.

The responsibilities of the Summer Conference Committee are to:

- plan the Summer Conference,
- monitor and assess Summer Conference programs, and
- facilitate discussions about program priorities.

B. Compensation to Summer Conference Presenters

Presenters at the Summer Conference will have one conference fee waived. Membership fees will still apply. Multiple presenters presenting at the same session will divide the discount equally. Each will pay the membership fee, plus the remainder when their share of the discount is subtracted from the total conference fee. The fee waiver does not apply to the pre-conference day fee or to the last day single day fee.

7. Vendors

Vendors of products and services of interest to DATAG members are invited to participate in the Summer Conference. Fees for vendors will be proposed by the Summer Conference Chair and approved by the Board of Directors.

A vendor liaison for the Summer Conference may be appointed if sufficient vendor involvement is anticipated. The vendor liaison will contact vendors in the Fall via e-mail/letter to solicit participation in the Summer Conference. Vendors are offered the opportunity to purchase a table or two in the lobby to display their product. Vendors are also offered the opportunity to submit a presentation proposal and purchase a breakout session slot, dependent on Program Committee approval.

Vendors are expected to provide any exhibit items needed by making their own arrangements with the hotel (technical equipment, including computers, electrical equipment, etc.). The vendor liaison will make arrangements with the hotel regarding logistical items including tables, chairs, and Internet access. Each vendor is responsible for display materials and equipment, DATAG assumes no liability for damage, theft or loss related to vendors' materials or equipment. Vendors are responsible for making any shipping or transportation arrangements with the hotel.

Vendors may sponsor receptions or hospitality breaks. Vendors are responsible for all costs associated with their participation in the DATAG conference, including but not necessarily limited to transportation, lodging, and registration fees. Each vendor representative is expected to pay full conference registration fees and may obtain rooms at the conference room rate.

8. Finance and Treasurer

A. Finance Committee Responsibilities

The responsibilities of the Finance Committee are to:

- prepare and review budgets, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and to maintain consistency between the budget and the organization's mission and plans,
- report to the board any financial irregularities, concerns, opportunities,
- recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount),
- design financial reports and ensure that reports are accurate and timely ,
- oversee short and long-term investments, unless there is a separate investments committee
- recommend selection of the auditor and work with the auditor, and

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- advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

B. Budget and Financial Reports

DATAG's fiscal year begins on July 1 and ends on June 30. The Treasurer will present a report of the current budget at each quarterly Board of Directors' meeting. In addition, the Treasurer will prepare a budget for the coming year, prior to the Spring meeting for review by the Board of Directors prior to formal adoption. After being adopted, the Budget for the coming year will be posted on the DATAG website.

C. Tax Exemption

DATAG is exempt from federal income tax under Internal Revenue code section 501(c) (3). The treasurer is responsible for maintaining DATAG's tax exempt form, and ensuring that the current form is posted on the website.

D. Audits

The Treasurer, working with the Finance Committee, shall arrange for periodic external audits of DATAG's finances and financial procedures as directed by the Board. The full audit report shall be submitted to the Board.

9. Member Services

A. Member Services Committee Responsibilities

The responsibilities of the Member Services Committee are to:

- facilitate membership renewal and retention,
- recruit new members and outreach to the membership,
- maintain a membership directory,
- promote awareness of membership benefits,
- Develop and maintain informational material which describes the benefits of membership,
- Develop and implement strategies to identify members' talents and interest to promote networking,
- Develop and implement strategies for welcoming new members,
- Develop and implement strategies for integrating members into the work of the organization, and
- Prepare an appropriate honor to members deserving recognition for years of service or other criteria.

B. Membership Dues (See Constitution, Article VI; By-Laws, Part I.)

Any interested person may join DATAG by paying dues, including staff from for-profit companies, non-profit organizations, K-12 education, BOCES organizations, RICs, the State Education Department, and higher education. All DATAG memberships are individual.

Annual membership begins on July 1 and ends on June 30, and dues are generally collected along with the conference fees for the Annual Summer Conference.

When a person registers for the Summer Conference, the yearly membership fee is included. Attendance at the pre-conference session is an additional cost. The Board of Directors will also establish a fee for persons only attending one day of the Summer Conference.

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This membership fee entitles members to attend the three one-day meetings at no additional cost. The Board of Directors will also establish a one-time meeting fee. After paying a one-time meeting fee, any individual who attends a second membership meeting will be offered an annual membership rate less the fee already incurred.

Membership dues and conference fees are not pro-rated and are not refundable.

C. Use of Membership Information

DATAG's membership directory is not released to the public. Current meeting registration is distributed on the Listserv.

D. Volunteers

The Membership Committee recruits volunteers for assistance at DATAG functions.

E. DATAG Honorary Membership

The DATAG Constitution defines an Honorary Member in Article II. Section 2. Part A as follows:

Honorary membership –persons who are recognized by the DATAG Board of Directors as educational leaders who contribute to or support DATAG goals. Honorary membership is conferred by the Board of Directors and honorary members are invited guests at DATAG meetings or Conferences.

An honorary membership is a unique privilege bestowed on a small number of individuals who have made exceptional contributions to DATAG and meet the criteria below. Once designated as an honorary member, an individual retains this status for life.

Honorary Membership Criteria

The honorary member has demonstrated the following over five years or more:

- Has been a regular member and an active participant of meetings and conferences
- Has contributed in significant ways to the development and growth of DATAG as an organization
- Has contributed to or supported DATAG goals in some of the following ways:
 - Regularly offering presentations at summer conference or meetings
 - Regularly contributing to forum discussions in a challenging, positive, provocative way
 - Volunteering their time to assist the organization
- Has exemplified the three components of the DATAG Mission in their work
 - To provide a leadership role in identifying, cataloging, and modeling best practices in the analysis and use of data for New York schools.
 - To assist schools in understanding performance assessments in order to effect changes in curriculum and instruction to meet New York educational standards.
 - To support the use of data to inform and improve curriculum, instruction, and assessment, as well as guide professional development and district comprehensive or strategic planning.

Honorary Member Recommendation Procedure

- A candidate can be recommended to the Board by any current board member of DATAG.
- The attached Recommendation Form must be filled out and submitted to the Board Secretary. Additional supporting documentation may be submitted.

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- The Board will review all materials and determine membership status by majority vote.

F. Excellence in Education Recognition Award

The Membership Committee is responsible for soliciting nominees and selecting the Award Recipient of the Excellence in Education, Dr. Gerald E. DeMauro Award. This award recognizes an individual who has made a significant contribution to the educational performance of students by promoting data driven policies.

The Nominee Criteria: The Nominee shall demonstrate outstanding leadership in promoting the data driven policies of an organization that affect the educational performance of students. The Nominee can have any role within their organization.

Nomination Procedure:

- A candidate can be nominated by any active member of DATAG, one nomination per individual.
- DATAG Board members are excluded from making nominations and from receiving the Award.
- The nominee may or may not be a member of the DATAG.
- The Membership Committee will establish a procedure and deadlines for submission. Late submissions will not be considered.
- Award recipients are eligible for re-nomination five years after the receipt of the award.

Award Granting Process:

- The award will be presented at an appropriate time during the Summer Conference.
- The person will address a breakout session.
- The person will be given accommodation on one night of the summer conference.
- The person does not need to be a member of DATAG.
- There is no expectation that the person will become a member of DATAG.
- There is no conference fee associated with this award. If the person wants to attend the conference, he/she will need to pay as others do. There is no expectation the person will attend the conference except for the breakout session they are doing and be available for the award presentation.

10. Electronic Communications

A. Electronic Communications Committee Responsibilities

The responsibilities of the Electronic Communications Committee are as follows:

- To maintain and update the DATAG web page
- To maintain the DATAG Board and DATAG general listservs
- To investigate and propose initiatives for new uses of technology to improve DATAG's operations and communications

B. DATAG Web Site

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The Electronic Communications Committee will work with a vendor approved by the Board to develop and maintain the DATAG website.

Presentations from both quarterly meetings and the Summer Conference provide relevant information to members. Therefore, all presentations and related materials, if available, will be posted within a week after the meetings and conference.

C. DATAG Listserv

- The purpose of the listserv is to promote discussion of issues related to data and education, to share best practices, to post job openings, and to announce professional development opportunities.
- Anyone may join the DATAG listserv, including paying and non-paying DATAG members. Inclusion in the list and removal from the list are made by request of participants on the list and are not monitored in any way, except for preventing spam and unwanted email.
- Maintaining the listserv - The DATAG Chair may delegate the responsibility of maintaining and updating the listserv to any DATAG member with the approval of the Board of Directors.
- Changes in status - Members whose email address change or who leave the employment that links them to DATAG listserv are requested to inform the Listserv Manager so that the member database and listserv can be updated to reflect correct contact information
- Joining and Leaving the list -Any person may join the listserv by sending a subscription request and any person may leave the list by sending an unsubscribe request.
- Moderating the listserv - The list is unmoderated, but DATAG reserves the right to moderate the list if necessary.

D. Listserv Guidelines

The following Listserv Guidelines shall be distributed and posted for listserv participants:

Why do we have guidelines? We consider this platform a place where we can exchange ideas, ask questions and discuss issues. It is more of a community than a group. We want our participants to enjoy the dialogue. We look forward to engaging with you!

- Our listserv is open to whomever wishes to subscribe. However, all discussions should be related to educational issues and the education profession. We ask that all participants follow the listserv expectations.
- Soliciting of opinions by news personnel is not permitted.
- Posts that are to promote individuals, products, corporations, events or marketing of seminars are not permitted unless they are sponsored by NYS Local Education Agencies. Anyone determined to be soliciting for their business will be addressed by the DATAG Board.
- Posts relating to educational programs sponsored by NYSED, Regional Information Centers (RICs), BOCES or NYS Local Education Agencies will be permitted.
- Job postings for NYSED, Regional Information Centers (RICs), BOCES, and NYS Local Education Agencies (LEA) are permitted.
- We expect posts to be respectful of the opinions of others and maintain a professional discourse.

PRIVACY and DISCLAIMER POLICY

The DATAG listserv is for educational and informational purposes only. The content posted on the listserv by members and non-members, including links to external sites, does not represent an endorsement of that content by the listserv owners or managers. All content on the listserv is

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provided without warranty of any kind. The owners, managers, moderators, and members/non-members are not liable for the use of the content posted on the listserv and members/non-members agree to use the content at their own discretion.

E. Board Listserv

The DATAG Board listserv will be maintained for purposes of communication among Board members.