

Members:
 Nancy Dunnam, Chair
 David McKamie, Vice
 Chair
 Dianne Borreson
 Aaron Daitz
 Belinda Dyer
 Dara Fuller
 Adrian Garcia
 Keitha Ivey
 Beverly Meyer
 Debbie Largent
 Kim O'Leary
 Brenda Padalecki
 Tom Priem
 Linda Roska
 Janet Spurgin
 Peggy Sullivan

**Information Task Force (ITF)
 Meeting Minutes
 April 9, 2013**



10:00 AM to 2:00 PM
 William B. Travis Bldg
 Room 1-110A

Member Attending: *Nancy Dunnam, Dara Fuller, Adrian Garcia, Brenda Padalecki, and Linda Roska*

Members via Webinar: *Aaron Daitz, Keitha Ivey, Debbie Largent, Kim O' Leary, Peggy Sullivan, and Beverly Meyer*

Alternates via Webinar: *Cathleen Freeman, Judi Sparks, and Sandra Kratz*

Alternates Attending: *Brenda Richmond, Patty Streat*

Others Attending: *Bryce Templeton, Terri Hanson, Candice DeSantis, Cindy Laster, Tessie Bryant, Nina Taylor, Tony Walette, and Sandra Bloor*

Call the Meeting to Order:

Nancy Dunnam called the meeting to order at 10:00 a.m.

Approval of the January 22, 2013 ITF Meeting Minutes

Nancy Dunnam introduced the minutes from the January 22, 2013 ITF Meeting and asked for any needed corrections. Having no corrections offered, Nancy Dunnam called for a motion to accept the minutes as presented.

Dara Fuller made a motion to approve the January 22, 2013 ITF Meeting Minutes as presented. Tom Priem seconded the motion and the motion passed unanimously.

Action Item

Sunset Review of the 060 Employment Payroll Accounting – Tony Walette

Tony Walette presented to the committee the sunset review for the 060 Employment Payroll Accounting record. Tony explained that the Performance Reporting Division uses this data in calculating average salaries and uses the teachers FTE by program derived from information reported on the 060 record in the annual Performance Report.

Action Item

ITF Discussion

None.

ITF Recommendation

Brenda Padalecki made a motion to approve the Sunset Review of the 060 Employment Payroll Accounting record and to continue the collection of the 060 Employment Payroll Accounting data record through the 2015-2016 school year. Brenda Richmond seconded

<p>the motion and the motion passed unanimously.</p>	
<p>Sunset Review of the 090 Staff Data - Responsibilities Tony Walette</p> <p>Tony Walette presented to the ITF Committee the need to continue collecting the 090 Staff Responsibilities Data Record. The information collected provides the job responsibilities of all professional district and ESC staff and the time spent performing professional duties and if applicable, the number of students receiving services. This data allows the TEA to calculate the Portion of a Full Time Equivalent (PFTE) that corresponds with each job responsibility. The sum of the PFTE for teachers and the number of students involved are used to determine class size and the student teacher/ratio. The job responsibility (ROLE) is used to identify various groups of staff for reporting total FTE by group and identifying groups of staff for funding considerations and evaluations of programs. The ROLE and SERVICE are used to determine classes being taught by teachers not certified in the content area of their respective class.</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u> Dara Fuller made a motion to approve the Sunset Review of the 090 Staff Responsibilities Data and to continue collecting the 090 Staff Responsibilities data record through the 2015-2016 school year. Brenda Richmond seconded the motion and the motion passed unanimously.</p>	<p>Action Item</p>
<p>Sunset Review of the 030 District Finance Data - Budget Tony Walette</p> <p>Tony Walette presented to the ITF Committee the need to continue collecting the 030 District Finance Data – Budget Record. It provides information to the School Financial Audits division that can be used to determine compliance with IDEA Maintenance of Effort guidelines. The data is also used to create the mandated annual Budget Financial file and to report the fund balance through the Academic Excellence Indicator System District Report Cards.</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u> Peggy Sullivan made a motion to approve the Sunset Review of 030 District Finance Data Budget and to continue the collection of the 030 District Finance Data Budget record through the 2015-2016 school year. Dara Fuller seconded the motion and the motion passed unanimously.</p>	<p>Action Item</p>
<p>Sunset Review of the 032 Financial Actual Data Record – Tony Walette</p> <p>Tony Walette presented to the ITF Committee the need to continue collecting the 032 District Finance Data – Actual Record. This information is used to monitor districts for grant requirement compliance and NCLB and IDEA MOE audits and annual audit reviews required by law. It also allows the Agency to monitors FSP Indirect Cost compliance and calculates the LEA indirect cost rates as required by law. The Actual Financial Standard file is created by Forecasting and Fiscal Analysis to report actual expenditures by object, function and program and to report revenues as required by law.</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u> Brenda Richmond made a motion to approve the Sunset Review of the 032 District Finance Data – Actual and to continue collecting the 032 District Finance Data – Actual data record through the 2015-2016 school year. Tom Priem seconded the motion and the motion</p>	<p>Action Item</p>

passed unanimously.	
<p>Sunset Review of the 203 School Leaver Data - Student – Tony Walette</p> <p>Linda Roska presented to the ITF Committee the need to continue collecting the 203 Student Leaver Data Record. Graduation, dropout, and other leaver data are used for state and federal reporting purposes. The data is also used in calculating district dropout and graduation rates to monitor exiting students from districts and to apply appropriate intervention.</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u></p> <p>Aaron Daitz made a motion to approve the Sunset Review of the 203 Student Leaver Data record and continue collecting the 203 Student Leaver Data record through the 2015-2016 school year. Patty Streat seconded the motion and the motion passed unanimously.</p>	Action Item
<p>Sunset Review of the 425 Student Disciplinary Action Record</p> <p>Bryce Templeton presented to the ITF Committee the need to continue collecting the 425 Student Disciplinary Action Record. This information is required by TEC 37.020 in reporting Expulsions, Disciplinary Alternative Education Program Placements, and Out of School Suspensions. Performance-Based Monitoring division uses the 425 record to monitor PEIMS Data Integrity, Special Accreditation Investigations for Excessive DAEP Placements, and Evaluating Disciplinary Alternative Education Programs Electronically. Additionally, the in-school suspension data collected is mandated by IDEA and the truancy data is mandated by No Child Left Behind (NCLB).</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u></p> <p>Adrian Garcia made a motion to approve the Sunset Review of the 425 Student Discipline Data record and to continue collecting the 425 Student Discipline Data record through the 2015-2016 school year. Aaron Daitz seconded the motion and the motion passed unanimously.</p>	Action Item
<p>Sunset Review of the 435 Student Restraint Data Record</p> <p>Brent Pitt presented to the ITF Committee the need to continue collecting the 435 Student Restraint Data Record. This information is used by the Division of Federal and State Education Policy (IDEA) to respond to ad hoc requests from the Texas legislature and the information collected is mandated by TEC 37.0021.</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u></p> <p>Dara Fuller made a motion to approve the Sunset Review of the 435 Student Restraint Data record and to continue collecting the 435 Student Restraint Data record through the 2015-2016 school year. Brenda Richmond seconded the motion and the motion passed unanimously.</p>	Action Item
<p>TSDS StudentGPS™ Dashboard Security</p> <p>Terri Hanson updated the committee on the Automated Process of Dashboard Access for LEA users through TEAL item by stating that the document is being finalized and will be sent out at the end of the week or early next week (April 15, 2013) for an email vote.</p>	Discussion Item

<p><u>ITF Discussion</u> Will this give districts the option to automate the process? Yes Will notifications to the individual users of logins stay the same? Yes</p> <p><u>ITF Recommendation</u> TEA will send out a refined proposal to the ITF committee for an email vote.</p>	
<p>Texas Student Data System – TEDS Updates Tessie Bryant</p> <p>Tessie Bryant presented a proposal to the committee to modify the Student Extension Complex Type. Tessie explained that after further review and testing the StudentExtension complex type for PEIMS, the student's demographics and characteristics are submitted by E0212 DISTRICT-ID. The proposal is to delete the E0266 CAMPUS-ID data element in the TX-StudentCharacteristics Complex Type. This modification will allow the student's demographics and characteristics to be submitted by a district.</p> <p><u>ITF Discussion</u> None.</p> <p><u>ITF Recommendation</u> Brenda Richmond made a motion to approve the proposal to delete the E0266 CAMPUS-ID data element in the TX-StudentCharacteristics Complex Type in the TSDS Texas Education Data Standards. Dara Fuller seconded the motion and the motion passed unanimously.</p>	Action Item
<p>Other Business: None.</p>	Action Item
<p>Upcoming ITF Meetings</p> <p>The next ITF meetings are scheduled as follows: May 14, 2013 (Webinar Meeting)</p> <p>Dara Fuller made a motion to adjourn the meeting and Tom Priem seconded the motion. The meeting adjourned at 11:00am.</p>	Discussion Item