Members:		
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* *May 14, 2012*	 **10:00 AM to 2:00 PM** **William B. Travis Bldg** **Hosted in Room 1-110A** **Webinar Meeting**
Member Attending:	*Linda Roska and Belinda Dyer*	
Members via Webinar:	*Nancy Dunnam, David McKamie, Dianne Borreson, Dara Fuller, Adrian Garcia, Brenda Padalecki, Tom Priem, Aaron Daitz, Keitha Ivey, Debbie Largent, Kim O' Leary, Peggy Sullivan, and Beverly Meyer*	
Alternates via Webinar:	*Cathleen Freeman, Judi Sparks, Brenda Richmond and Patty Streat*	
Alternates Attending:		
Others Attending:	*Bryce Templeton, Terri Hanson, Candice DeSantis, Cindy Laster, Tessie Bryant, Tiffany Martin*	

Call the Meeting to Order: Nancy Dunnam called the meeting to order at 10:00 a.m.	
Approval of the April 9, 2013 ITF Meeting Minutes Nancy Dunnam introduced the minutes from the April 9, 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. Peggy Sullivan made a motion to approve the April 9, 2013 ITF Meeting Minutes as presented. Aaron Daitz seconded the motion and the motion passed unanimously.	Action Item
Approval of the April 18, 2013 ITF Meeting Minutes Nancy Dunnam introduced the minutes from the April 18, 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 April 18, 2013 ITF Meeting Minutes as presented. Tom Priem seconded the motion and the motion passed unanimously.	Action Item
Sunset Review of the PEIMS 033 District Finance Data-Shared Services Arrangement Actual Record Belinda Dyer presented to the ITF Committee the need to continue collecting the 033 District Finance Data-Shared Services Arrangement Actual Record. The Financial Compliance division uses the SSA actual financial data reported on the 033 record to verify the accuracy of the reporting of Shared Service Arrangement expenditures. The department also uses	Action Item

the 033 SSA record data to prepare required reports for the commissioner, State Board of Education, legislature, governor, and Federal program monitors. TEC 29.007 allows school districts to enter into written contracts to jointly operate special education programs and requires the TEA to monitor compliance with federal and state laws. The Financial Compliance division uses data from the 033 SSA Actual Finance Data record to monitor Shared Service Arrangements for grant requirement compliance and Federal Fiscal Compliance & Reporting division uses data for IDEA MOE audits and reviews required by law. In addition, the Financial Compliance division uses data from the 033 record to monitor SSA expenditures according to their budget and reviews revenues and expenditures for the preceding years. The Financial Compliance division also monitors the FSP Indirect Cost compliance and calculates the LEA indirect cost rates. **ITF Discussion** None. **ITF Recommendation** Adrian Garcia made a motion to approve the Sunset Review of the 033 District Finance Data-Shared Services Arrangement Actual Record and to continue collecting the 033 District Finance Data-Shared Services Arrangement Actual Record through the 2015-2016 school year. David McKamie seconded the motion and the motion passed unanimously.	
Sunset Review of the PEIMS 500 Flexible Attendance Data – Student Record Belinda Dyer presented to the ITF Committee the need to continue collecting the 500 Flexible Attendance Data – Student Record. The 500 record provides Flexible Attendance Program data for those LEAs/schools that are approved to participate in the Flexible Attendance Programs. The flexible attendance program is a required program that TEA must offer and collect data. There are three (3) unique programs that generate attendance data on the Flexible Attendance data record: 1. Optional Flexible School Day Program (OFSDP), 2. High School Equivalency Program (HSEP) 3. OFSDP Credit/Promotion Recovery Program. **ITF Discussion** None. **ITF Recommendation** Aaron Daitz made a motion to approve the Sunset Review of 500 Flexible Attendance Data – Student Record and to continue collecting the 500 Flexible Attendance Data – Student Record through the 2015-2016 school year**.** Dara Fuller seconded the motion and the motion passed unanimously.	**Action Item**
Sunset Review of the PEIMS 505 Special Education Flexible Attendance – Student Record Belinda Dyer presented to the ITF Committee the need to continue collecting the 505 Special Education Flexible Attendance – Student Record. The Financial Compliance division uses data from the 505 Special Education Flexible Attendance Data - Student record to report the special education flexible attendance for each eligible special education student enrolled in an approved Flexible Attendance Program. The data from the 505 record is used to collect the special education flexible attendance. The Student Attendance Accounting Handbook documents all of the attendance accounting rules for this program including the special education eligibility information and attendance coding instructions. **ITF Discussion** None.	**Action Item**

ITF Recommendation	
Aaron Daitz made a motion to approve the Sunset Review of 505 Special Education Flexible Attendance – Student Record and to continue collecting 505 Special Education Flexible Attendance – Student Record through the 2015-2016 school year. Dara Fuller seconded the motion and the motion passed unanimously.	
Sunset Review of the PEIMS 510 Career & Technical Education (CTE) Flexible Attendance – Student Record Belinda Dyer presented to the ITF Committee the need to continue collecting the Financial Compliance division uses data from the 510 Career & Technical Education (CTE) Flexible Attendance Student record to collect the Career and Technical Education (CTE) flexible attendance data for each eligible CTE student enrolled in an approved Flexible Attendance Program. The Student Attendance Accounting Handbook documents all of the attendance accounting rules for this program including the career and technical education eligibility information and attendance coding instructions. **ITF Discussion** None. **ITF Recommendation** Aaron Daitz made a motion to approve the Sunset Review of 510 Career & Technical Education (CTE) Flexible Attendance Student record and to continue collecting the 510 Career & Technical Education (CTE) Flexible Attendance Student record through the 2015-2016 school year. Dara Fuller seconded the motion and the motion passed unanimously.	**Discussion Item**
Discipline Length Difference Reason Codes Revision Bryce Templeton presented a proposal to the committee to add a new code to the DISCIPLINE-LENGTH-DIFFERENCE-REASON-CODE C166 code table. Bryce explained it was discovered that there was a special instruction on the Actual Length of Disciplinary Assignment that requires schools to report the Actual Length of Disciplinary Assignment without any student absences that may have occurred during the disciplinary removal term. This rule was copied to the PEIMS 425 reporting instructions and it has been requested by PEIMS users that TEA add a new Length Difference Reason Code to accommodate this reason for the 2013-2014 school year. **ITF Discussion** Dara Fuller asked for confirmation that this new code would indicate if a student's discipline assignment would be extended or not based on a student's absences. Bryce Templeton replied that extended should not be used in the circumstance. Bryce stated that maybe modified is not the correct terminology. Dara stated that she didn't understand why this new code was needed, why code 99 couldn't be used. Judi Sparks asked if code '01' – Term modified by district could be used in this circumstance. Bryce replied we could use this code; however, it is generally used for different reasons. Judi stated that the new code would be used specifically for absences and Bryce confirmed yes. David McKamie stated that this new code would be of use to the ESC when analyzing the data and this would be good information when doing the analysis. Brenda Richmond stated that using the word modified wasn't clear. Bryce suggested changing the words modified/reduced to just reduced. Nancy Dunnam suggested a change to the verbiage and Bryce recommended changing reduced to decreased. It was agreed that the verbiage in codes 01, 02, 03, 10, & 11 change from modified to decreased. Keitha suggested adding a business rule to the Data Standards regarding extending discipline assignment passed the last day originally assigned must be on another 425 record. Bryce recommended the business rule to read	**Action Item**

"For no reason can a student disciplinary placement be extended past the student actual length of disciplinary assignment without a new incident being processed."	
ITF Recommendation	
David McKamie made a motion to approve the proposal to add a code 11 – Term Decreased due to student absences to the DISCIPLINE-LENGTH-DIFFERENCE-REASON-CODE C166 code table and modify codes 01, 02, 03 & 10 to read "decreased" instead of "modified". Tom Priem seconded the motion and the motion passed unanimously.	
ITF Recommendation	
Keith Ivey made a motion to add a new business rule for the 425 Discipline Record business rules and add the new business rule as follows: For no reason can a student disciplinary placement be extended past the student actual length of disciplinary assignment without a new incident being processed. Dianne Borreson seconded the motion and the motion passed unanimously.	
Non Campus Based Codes Revisions Bryce Templeton presented a proposal to retire Non Campus Based Code 02 and breaks out the choices for schools that are more descriptive of the current instructional technologies and methods that are being used in schools today. Specifically, Video Conferencing was generically grouped in with the Code 02 – Electronic/Internet/Correspondence Course code. Four new codes would be added to better report the non campus based instruction under the former code: 11: Correspondence Course (By postage mail or electronic mail) 12: Video Conferencing Course 13: Online/Internet Based Course (Not a TxVSN Course) 14: Computer Based or Computer Assisted Course (Digital Curriculum Products). **ITF Discussion** David McKamie brought up a new form of course instruction through Project Share and was wondering where this type of course would most fit in the codes provided. There was discussion amongst the ITF committee regarding Project Share courses. It was determined that PEIMS staff would need to further research before an informed decision could be made regarding coding of these non campus based instruction courses through Project Share. It was also stated that some districts are over reporting code 06- Non-campus teacher providing instruction at another district facility. Nancy Dunnam requested a query be run to determine how many districts were using code 06. This issue will be revisited at the July 16, 2013 ITF meeting. **ITF Recommendation** Dara Fuller made a motion to approve the proposal to retire Non Campus Based Code 02 and add Codes 11, 12, 13, & 14 as presented. Dianne Borreson seconded the motion and the motion passed unanimously.	
Other Business: None.	**Discussion Item**
Upcoming ITF Meetings	**Discussion Item**

The next ITF meetings are scheduled as follows:	
July 16, 2013	
Aaron Daitz made a motion to adjourn the meeting and Debbie Largent seconded the motion. The meeting adjourned at 11:18am.	