| **Members:**
Nancy Dunnam, Chair
David McKamie, Vice Chair
Diane Borreson
Aaron Daitz
Belinda Dyer
Dara Fuller
Adrian Garcia
Patty Streat
Keitha Ivey
Debbie Largent
Kim O'Leary
Brenda Padalecki
Tom Priem
Linda Roska
Judi Sparks
Janet Spurgin
Peggy Sullivan | ***Information Task Force (ITF) Meeting Minutes May 20, 2014*** | **10:00 AM to 2:00 PM**
William B Travis Bldg.
Webinar Meeting
Hosted from
Room **G-100, PDC7** |

Members attending:	*Tom Priem, Nancy Dunnam, Linda Roska, Judi Sparks, Brenda Padalecki*
Members attending via Webinar:	*David McKamie, Diane Borreson, Aaron Daitz, Dara Fuller, Patty Streat, Debbie Largent, Kim O'Leary, Peggy Sullivan*
Alternates attending via Webinar:	*Scott Lewis representing Janet Spurgin*
Others Attending:	*Terri Hanson, Bryce Templeton, Fernando Garcia, Amanda Callinan, Tessie Bryant, Nina Taylor, Esteban Reyes, Howard Morrison, Jessica Snyder*
Others Attending via Webinar:	*Jeanine Helms, Glenn Shelton*

Call the Meeting to Order: **Nancy Dunnam, ITF Chair** **The ITF meeting was called to order at 10:00 AM**		
Approval of the February 18, 2014 Meeting Minutes Nancy verified there was a quorum, then she introduced the meeting minutes from the February 18, 2014 ITF meeting and asked for comments and corrections. Aaron Daitz requested two changes: 1) that the minutes reflect the revised ECDS timeline kindergarten (KG) collection of June 1 through July 31, 2014, and 2) Prekindergarten (PK) collection August 1 through October 31, 2014. Aaron also requested the minutes state that the PK collection is optional, not mandatory. Nancy Dunnam called for a motion to approve the minutes. Tom Priem motioned and Brenda Padalecki seconded and the motion passed unanimously. Bryce Templeton introduced Amanda Callinan to the committee.	**Action Item**	

Part A. Foundation High School Program Data Reporting Change for 2014-2015 Legacy Collection, C199
 	
Bryce Templeton reminded the ITF committee that during the January 21, 2014 ITF, the committee approved the use of code table C088 for the seven new FHSP data elements. Although the code table would have worked well in PEIMS, it did not support the TREx system. Bryce introduced a new code table, C199 – FHSP-INDICATOR-CODE, that would replace the C088 on these seven FHSP data elements. Unlike C088, C199 differentiates between students who have completed and students who are pursuing.
 	
C199 - FHSP-INDICATOR-CODE
 	
    • 1 - Student is not Pursuing or Participating (Submissions 1 and 3)
    • 2 - Student is Pursuing (Submission 3 Only)
    • 3 - Student has Completed (Submissions 1 and 3)
	Action Item	

Peggy Sullivan asked why Code 2 in the C199 code table does not include "participating" as well. Bryce Templeton explained that submission 3 is preliminary graduate data that captures intent and is not graduate data. Jessica explained that Curriculum wanted to distinguish between pursuing and completed and have this data available in the 3rd submission. Linda Roska asked if a student could be reported as having completed in the Summer submission, referring to Edit 20335. Bryce explained that the Summer submission is for capturing intent of the student which could include the completed status of students who have just graduated from high school. Glenn Shelton reiterated that the completed status was important to TREx and that C199 allows comparability between PEIMS and TREx codes. Nancy Dunnam called for a motion to approve; **Debbie Largent motioned to approve the replacement of code table C088 with the new code table C199 for the seven Foundation High School Program data elements on the PEIMS 203 data record; and Brenda Padalecki seconded the motion. The motion passed unanimously.** _____ **Part B. Foundation High School Program Data Reporting Change for 2014-2015 TSDS Collection, TX-GraduationProgramIndicatorType** Fernando Garcia summarized TSDS's implementation of the changes approved in the legacy system for the Foundation High School Program data elements. The C199 code table is known as TX-GraduationProgramIndicatorType in TSDS. Peggy Sullivan asked when the 2014-2015 TSDS data standards would be published, and Bryce Templeton stated it would be July 1st, but mentioned that the software vendors would get early notice. Debbie Largent asked if 2013-2014 seniors are affected, and Bryce explained these seniors will be reported with a Graduation Type Code of '33' for the 2013-2014 school year. Jessica Snyder clarified that students cannot graduate under the full FHSP in 2013-2014, and that FHSP begins with the 2014-2015 school year starting with the first time ninth graders and any 10th, 11th, or 12th grade student who "opts in" to the FHSP. Nancy Dunnam called for a motion to approve; **Judi Sparks motioned to approve the replacement of code table C088 with the new code table C199 for the seven Foundation High School Program data elements in the TSDS; and Tom Priem seconded the motion. The motion passed unanimously.**	
Part A. District and Campus Performance Indicator Data Reporting Change for 2014-2015 Legacy Collection Bryce Templeton explained that the TEA is further refining exemptions as a result of the proposed TAC rule, 19 TAC 61.1023. Based on the refinement of the proposed TAC rule after public comment, Bryce stated that the TEA program area is proposing three changes. 1. For the 2013-2014 school year, the Texas Juvenile Justice Department (TJJD), county district 227-622, and its campuses, be exempted from reporting the 10 Community and Student Engagement indicators. Nancy Dunnam commented on the use of the word "residential." Bryce clarified that TJJDs are overnight detention facilities for students who have engaged in criminal activities. 2. The requirement to eliminate all TJJD campuses (juvenile detention centers) at non-TJJD districts based on the reporting of the Student Attribution Code would not work because the Student Attribution Code is an attribute of the student and not the campus, and that students in juvenile detention centers are generally enrolled in multiple campuses during the course of a school year. Bryce then stated that PEIMS will publish and edit for the 2013-2014 school year the list of the TJJD campuses (about 85) that will be exempt from reporting the 10 indicators. The list will be provided by Shannon Housson in Performance Reporting and will be non-negotiable. Aaron mentioned that any AEP with 0 reported in the 400 and 500 records are also exempted. 3. For the 2014-2015 school year, the code table for the Statutory Reporting and Policy Compliance data element, C088, would be changed to a new code table dedicated to the purpose of this data element. This change request was also based on public comment, but it is too late to change the code table for the 2013-2014 school year. Bryce stated that this would make it easier for schools to understand the response they were providing to the TEA for this data element. C200 STATUTORY-REPORTING-AND-POLICY-COMPLIANCE-INDICATOR-CODE	**Action Item**

- o 1 - No (Not In Compliance)
- o 2 - Yes (In Compliance)

Nancy Dunnam called for a motion to approve; **Aaron Daitz motioned to approve the replacement of PEIMS code table C088 on the Statutory Reporting and Policy Compliance data element with PEIMS code table C200; and Diane Borreson seconded the motion. The motion passed unanimously.**

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Part B. District and Campus Performance Indicator Data Reporting Change for 2014-2015 TSDS Collection

Fernando Garcia stated that the requirements for the TSDS system are identical to the Legacy system, summarized the TSDS proposal, and introduced C200 (STATUTORY-REPORTING-AND-POLICY-AND-COMPLIANCE-INDICATOR-CODE).

Nancy Dunnam called for a motion to approve; **Tom Priem motioned to approve the replacement of PEIMS code table C088 on the Statutory Reporting and Policy Compliance data element with PEIMS code table C200 in the TSDS; and Aaron Daitz seconded the motion. The motion passed unanimously.**

Public School District School Board Information Requests for 2014-2015 Legacy Collection	**Action Item**

**Public School District School Board Information Requests for 2014-2015
Legacy Collection**

Amanda Callinan asked permission to present the proposed 2014-2015 PEIMS data collection first, then the Survey Monkey collection. Nancy Dunnam granted permission to deviate from the order on the agenda.

Amanda Callinan summarized the data collection proposal, and Bryce Templeton and Amanda fielded questions and concerns regarding the data collection.

TEA will add two new data elements to the 010 District record as follows:

1. **TOTAL-NUM-SCHOOL-BOARD-REQUESTS (E1556)** indicates the total number of requests submitted <u>outside of a school board meeting</u> by a member of the district's board of trustees (school board) for information, documents, and records as specified in TEC SECTION 11.1512.

   The total number will be reported in submission 3 only and must be blank in submissions 1, 2, and 4.

   The data collection period is from June 1 through May 31 of each year.

   This data is not reported by Open Enrollment Charter Schools.

2. **TOTAL-COST-SCHOOL-BOARD-REQESTS (E1557)** indicates the cost of fulfilling the total number of requests submitted <u>outside of a school board meeting</u> by a member of the district's board of trustees (school board) for information, documents, and records as specified in TEC SECTION 11.1512.

   The total cost will be reported in submission 3 only and must be blank in submissions 1, 2, and 4.

   The data collection period is from June 1 through May 31 of each year.

   This data is not reported by Open Enrollment Charter Schools.

Nancy Dunnam asked who in the school districts would be responsible for collecting and submitting the data collection and the committee agreed that the responsibility would likely fall to the Superintendent to delegate.

The committee discussed how districts would calculate cost and asked if the TEA would provide guidelines. Bryce mentioned that the legislation provides no guidelines nor does it require the TEA to provide guidelines to the districts. Questions arose regarding the calculation of work hours, CPU usage, programming time, etc. Nancy Dunnam asked if the TEA could add a business rule to exclude CPU time and Bryce commented that we would need approval from the TEA program area. Bryce thought that the TEA program area would not support any kind of reporting standard in the absence of the same in the legislation.

Peggy Sullivan stated that the legislation was passed last session, and that the districts should be aware of this new requirement. Amanda Callinan mentioned a new district requirement in section d

of the same legislation that districts should also be aware of. Nancy Dunnam asked if the Data Standards could include a reference to section d of the legislation in case the districts are unaware of the legislation. Bryce Templeton stated that the definitions contain a site reference to the reporting requirements.

Debbie Largent mentioned that some districts do not charge members of the board for data requests, and Bryce clarified that the TEA is not collecting what the districts charge; the TEA is collecting what it cost the districts to fulfill the requests.

Diane Borreson asked how the districts would go about documenting the data requests, and Bryce explained that the legislation does not give any guidance in this area and that each district would have to devise its own procedures for documenting the data requests.

Kim O'Leary asked if Open Enrollment Charter schools would submit a blank or a N/A, and Bryce responded that they would be submitting a blank. This reporting requirement is not applicable to charter schools.

Nancy Dunnam asked if we could provide clarification in the Special Instructions area of the code table that states that ESCs do not have to report this data. Bryce stated that the special instructions will be revised to include this change.

Nancy Dunnam expressed concern in the quality and consistency of these two data elements and proposed that these two data elements not be collected in PEIMS. She stated that the purpose of the ITF committee is to ensure that PEIMS collects quality data, and that the quality of these data elements is questionable. Peggy Sullivan questioned the quality of the data we would be collecting, and Judi Sparks mentioned that the Performance Indicator collection provided some guidelines, unlike HB 628. Nancy commented that if the data has to be collected in PEIMS, there should be guidelines and standards in place.

Nancy Dunnam approved of the motion only if it is determined that the data has to be collected in PEIMS. Nancy requested that the minutes reflect the ITF committee recommends that the data not be collected in PEIMS. All but one committee member disagreed with the Agency's proposal to collect this data through the PEIMS system.

Despite the disagreement with the Agency's proposal, Nancy Dunnam called for a motion to approve; **Dara Fuller motioned to approve the addition of the TOTAL-NUM-SCHOOL-BOARD-REQUESTS (E1556) and TOTAL-COST-SCHOOL-BOARD-REQUESTS (E1557) data elements to the 010 PEIMS record; and Peggy Sullivan seconded the motion. The motion passed unanimously.**

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Public School District School Board Information Requests for 2014-2015
TSDS Collection

Fernando Garcia presented the TSDS school board information request collection proposal and explained the implementation is identical to the legacy system and includes the same two data elements and the same business rules and edits.

Nancy Dunnam called for a motion to approve; **Tom Priem motioned to approve the addition of the TOTAL-NUM-SCHOOL-BOARD-REQUESTS (E1556) and TOTAL-COST-SCHOOL-BOARD-REQUESTS (E1557) data elements to the TSDS; and Aaron Daitz seconded the motion. The motion passed unanimously.**

Public School District School Board Information Requests for 2013-2014 **Survey Monkey**	**Informational Item**

Amanda Callinan presented the 2013-2014 school board request data collection as an informational item. Amanda explained that for 2013-2014, the school board request totals and costs will be collected in Survey Monkey, and a link to the survey would be included in a To The Administrator Addressed letter to be released by May 31, 2014. Judi suggested the letter explain that the collection will be a PEIMS collection starting in 2014-2015.

The committee discussed the collection timeline, and Amanda verified that the collection period for the Survey Monkey collection is nine-months, and the collection period for PEIMS in the 2014-2015 school year is 12 months. David questioned whether the 2013-2014 collection timeframe could be modified to a 12-month period with a start date of June 1, 2013. Amanda stated that the legislation was effective September 1, 2013. Bryce stated that 2013-2014 would have to be an anomaly, but the PEIMS collections in the future would be for a 12-month period. Terri explained that we had to take the fiscal year, school year, and PEIMS submissions into account when determining the collection period.

Early Childhood Data System (ECDS) Data Collection for 2014-2015
Addition of E1558 and DC153
 	
Fernando proposed the creation of a new data element and new code table which would meet the reporting requirements for counts of students in a class and the number of classes per teacher. The data element proposed is E1558, STUDENT-INSTRUCTION-TYPE, and the new code table proposed is DC153, STUDENT-INSTRUCTION-TYPE. The new code table differentiates between full-day and half-day programs and whether the half-day programs are AM or PM.
 	
Add:
 	
• New PK data element – E1558 - STUDENT-INSTRUCTION-TYPE – indicates PK student instruction type
 	
   • New PK related code table DC153 – STUDENT-INSTRUCTION-TYPE
 	
   DC153 - STUDENT-INSTRUCTION-TYPE   -   StudentInstructionType
 	
      • 01 - Full Day
      • 02 - Half day A.M.
      • 03 - Half day P.M.
 	
Fernando Garcia proposed that the previous data element E1078 PK-PROGRAM-TYPE-CODE and code table C185 PK-PROGRAM-TYPE be dropped since the aforementioned data element and code table would replace these.
 	
Drop:
 	
• Data element – E1078 - PK-PROGRAM-TYPE-CODE (only from ECDS, not the PEIMS), and related Code Table C185-PK-PROGRAM-TYPE-CODE (only from ECDS, not the PEIMS).
 	
Nancy Dunnam commented that districts do not think in terms of "AM" and "PM". Nancy verified with Howard Morrison that this collection has nothing to do with funding and commented that there are programs that are funded half-day but carry out full-day instruction. Terri Hanson emphasized that this data collection is to collect instruction data and is not funding related.
 	
There was a discussion about how districts would classify programs into the "AM" and "PM" categories since some of the software systems do not have these classifications. Brenda Padalecki commented that Northeast ISD's software is set up with AM and PM categories. Tom Priem, Judi Sparks, and Terri Hanson concluded that many districts would have to use the Master Schedule module and create business rules that provide classification guidelines.
 	
Nancy Dunnam called for a motion to approve; **Tom motioned to approve dropping E1078 - PK-PROGRAM-TYPE-CODE and code table C185 - PK-PROGRAM-TYPE-CODE from the ECDS collection only and adding the new data element E1558 - STUDENT-INSTRUCTION-TYPE and its code table DC153 – STUDENT-INSTRUCTION-TYPE to the ECDS data collection; and Aaron seconded the motion. The motion passed unanimously.**	

Texas Student Data System Bilingual/ESL Modification for 2013-2014 and 2014-2015
 	
Terri Hanson presented this item to the ITF committee.
 	
In reviewing the Fall Snapshot PEIMS data loads, it was discovered that E0896 PARENTAL-PERMISSION-CODE data element was only being reported for students who are in the BIL and ESL student programs. If a student was not in a BIL or ESL program but is a LEP student, the Parental Permission Codes are not being reported. In order for TSDS PEIMS to accommodate the collection of this data, the following changes are proposed:
 	
• Add E0896 PARENTAL-PERMISSION-CODE to the StudentExtension Complex Type
 	
   • Remove E0896 PARENTAL-PERMISSION-CODE and PEIMS references from StudentESLProgramAssociation Complex Type.
 	
   • Remove E0896 PARENTAL-PERMISSION-CODE and PEIMS references from StudenBilingualProgramAssociationExtension Complex Type.
	Discussion Item

Texas Student Data System Economic Disadvantaged Modification for 2014-2015 Terri Hanson presented this item to the ITF committee. In reviewing the E1387 ECONOMIC-DISADVANTAGE data element, the values for this data element is either Yes or No (Boolean value) and does not provide the same detailed data as provided by E0785 ECONOMIC-DISADVANTAGE-CODE (C054) which is:	**Discussion Item**

• 00 - Not identified As Economically Disadvantaged
 	
• 01 - Eligible For Free Meals Under The National School Lunch And Child Nutrition Program
 	
• 02 - Eligible For Reduced-price Meals Under The National School Lunch And Child Nutrition Program
 	
• 99 - Other Economic Disadvantage, Including:
 	
    a) from a family with an annual income at or below the official federal poverty line
 	
    b) eligible for Temporary Assistance to Needy Families (TANF) or other public assistance
 	
    c) received a Pell Grant or comparable state program of need-based financial assistance
 	
    d) eligible for programs assisted under Title II of the Job Training Partnership Act (JTPA)
 	
    e) eligible for benefits under the Food Stamp Act of 1977
 	
The following changes are being proposed to the TSDS system.
 	
• Retire E1387 ECONOMIC-DISADVANTAGE data element by marking it 'NOT USED BY TEA'.
 	
• Modify E0785 ECONOMIC-DISADVANTAGE-CODE data element to be used in the TSDS Collection	

Other Business Nancy Dunnam asked if there is any other business to discuss. Terri Hanson announced that TEA will no longer be providing printed copies of ITF materials in the ITF meetings next school year because TEA has purchased iPads to check out to the committee members during the meetings.	**Discussion Item**
Upcoming ITF Meetings for the 2014-2015 School Year Bryce said he is in the process of developing dates for the 2014-2015 school year, and that there will be two ITF meetings for each PCPEI. Bryce verified that he would continue to provide a Go To Meeting option for those who cannot attend in person.	**Discussion Item**
Adjournment Nancy Dunnam called for a motion to adjourn the ITF meeting; Aaron Daitz motioned to adjourn; Tom Priem seconded the motion. The ITF meeting adjourned at 11:55 AM.	