

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 September 23, 2014



10:00 AM to 12:00 PM
 William B Travis Bldg.
 Webinar Meeting
 Hosted from
 Room **G-100, PDC7**

Members attending:	<i>Nancy Dunnam, Belinda Dyer, David McKamie, Brenda Padalecki, Tom Priem, Linda Roska, Judi Sparks</i>
Members attending via Webinar:	<i>Diane Borreson, Aaron Daitz, Dara Fuller, Adrian Garcia, Keitha Ivey, Kim O'Leary, Patty Streat, Peggy Sullivan</i>
Alternates attending via Webinar:	<i>Scott Lewis representing Janet Spurgin, Sandra Kratz representing Debbie Largent</i>
Others Attending:	<i>Melody Parrish, Terri Hanson, Leanne Simons, Bryce Templeton, Melanie Ulrich, Fernando Garcia, Amanda Callinan</i>
Others Attending via Webinar:	<i>Jeanine Helms, Mark Stehouwer</i>

Call the Meeting to Order:	Nancy Dunnam, ITF Chair
Nancy Dunnam called ITF meeting to order at 10:00 AM.	

Approval of the May 20, 2014 Meeting Minutes	Action Item
Nancy Dunnam introduced the meeting minutes from the May 20, 2014 ITF meeting and asked for comments and corrections. Judi Sparks noted that a few corrections need to be made. The minutes were approved but Nancy asked that they be read for consistency. Judi motioned and Tom Priem seconded.	

Economic Disadvantaged Code PEIMS Reporting for 2014-2015	Discussion Item
<p>Bryce Templeton introduced this item by reviewing the Community Eligibility Provision (CEP) school lunch program and the impact that this new program is having on schools determining and reporting the Economic Disadvantaged Code in the PEIMS submission process. CEP schools are not allowed to disburse and collect the official National School Lunch Program (NSLP) application forms. CEP schools only have access to the direct certification list provided to them by the Texas Department of Agriculture Child Nutrition Program and the use of a locally developed income survey form to determine the economic disadvantaged status of each student. All students who are matched to the direct certification list are eligible for a free lunch in the eyes of the Texas Department of Agriculture.</p> <p>Bryce further explained that the E-Rate program provides technology discounts of different amounts for schools based on the percentage of eligible free and reduced price lunch students. As a result of the current Economic Disadvantaged reporting instructions, the CEP schools would be negatively impacted because the TEA has required that the students on the direct certification lists be coded as Other Economic Disadvantaged per</p>	

the Economic Disadvantaged Code table. Students who are coded as Other Economic Disadvantaged are not currently included in the E-Rate computations because of the E-Rate program rules enforced by the Universal Services Administration Company (USAC) that currently excludes the students on Temporary Assistance for Needy Families (TANF) benefits as eligible students for the E-Rate student count. As a result, the E-Rate discount for the CEP schools would decline to zero percent if a data reporting policy change were not enacted.

Bryce stated that the TEA is forming a work group to consider the economic disadvantaged coding guidelines for the 2015-2016 school year and if any additional changes are needed.

Meanwhile for the 2014-2015 school year, all schools, CEP participants and other NSLP participants, are being instructed to report all students matched to the direct certification list as Economic Disadvantaged Code 01 – Eligible for a Free Lunch. This reporting guidance change does not change the total number of economically disadvantaged reported by a school district; only the distribution over the three economic disadvantaged types is changed.

Nancy Dunnam asked how the information would be disseminated. Bryce stated that the guidance was published on the TEA PEIMS webpage and had also been emailed to the ESCs and the PEIMS software vendors with an attached request to share with their customers. Bryce illustrated the guidance document from the TEA website.

Aaron Daitz stated that there are over 100 CEP campuses in Houston ISD and he wanted clarification on the correct way to code CEP. Bryce stated that Houston would code all students from any campus matched on the direct certification list as 01- Eligible for a Free Lunch. The CEP campus students not matched to the direct certification list would be surveyed with a local income survey form and determined to be either 00 - Not Economically Disadvantaged or 99- Other Economically Disadvantaged.

Peggy Sullivan mentioned that there has been misinformation passed around the schools on when to report the specific Economic Disadvantaged Codes. Bryce stated that the guidance provided by TEA should eliminate this confusion if read and applied by all schools.

Excerpt from the reporting guidance document:

Regardless of the kind of NSLP offered by a Texas public school, students who are determined to be eligible for a free lunch by virtue of being on a direct certification list as provided by the Texas Department of Agriculture should be coded with Economic Disadvantaged Code 01 – “Eligible For Free Meals Under The National School Lunch And Child Nutrition Program”. For the 2014–2015 school year Economic Disadvantaged Code 01 should be interpreted to mean “Student is eligible for free lunch based on an approved NSLP application or direct certification under the NSLP”. Students who are found on a direct certification list are categorically eligible for a free lunch under the NSLP.

Regardless of the kind of NSLP offered by a Texas public school, students who are reported as Economic Disadvantaged Code 02 – “Eligible For Reduced–price Meals Under The National School Lunch And Child Nutrition Program” must be determined as eligible with an approved NSLP application. No exceptions exist for this rule.

Any other student who is determined to be economically disadvantaged through a means other than an official NSLP application or direct certification under the NSLP should be coded Economic Disadvantaged Code 99 – “Other Economic Disadvantage”. This would include Temporary Assistance for Needy Families (TANF) students, Supplemental Nutrition Assistance Program (SNAP) students, and any other student who may be determined to be economically disadvantaged through the use of locally developed income survey forms. Examples include, but are not limited to, Pre-Kindergarten eligibility

<p><i>applications related to economic disadvantage status, migrant students, runaway students, and homeless students.</i></p> <p><i>Schools that do not offer the NSLP to enrolled students must code all students as either 00 –“Not identified As Economically Disadvantaged” or 99 – “Other Economic Disadvantage” based on the results of a locally developed income survey form.</i></p>	
<p>School Board Information Request PEIMS Reporting for 2014-2015</p> <p>At the last ITF meeting, when the PEIMS reporting requirements for the School Board Information Request were presented, there were concerns regarding how schools would calculate the costs to fulfill these information requests. The PEIMS staff obtained permission from the TEA legal office to offer the Texas Attorney General’s Public Information Request Cost Recovery Guidelines to the public schools for determining this information.</p> <p>Amanda Callinan explained the Attorney General’s costing guidance, posted on the PEIMS data standards webpage, can be used to determine the cost for school board data requests. Amanda reiterated that districts do not have to use this particular guidance since the legislation has no costing requirements.</p> <p>Reference</p> <p>Texas Administrative Code</p> <p><u>TITLE 1</u> ADMINISTRATION</p> <p><u>PART 3</u> OFFICE OF THE ATTORNEY GENERAL</p> <p><u>CHAPTER 70</u> COST OF COPIES OF PUBLIC INFORMATION</p> <p>RULE §70.3 Charges for Providing Copies of Public Information</p>	<p>Discussion Item</p>
<p>2014-2015 Discipline Data Edits for the Legacy and TSDS PEIMS Systems</p> <p>Bryce Templeton introduced this item by stating that the truancy data is collected on the PEIMS 425 Disciplinary Action Data record, but there are no classroom removal actions allowed for the truancy reasons. The only two actions allowed are that truancy charges were filed and the result was either a fine assessed or no fine assessed.</p> <p>The TEA PEIMS staff have discovered that schools are reporting data implying that students were removed with the Official Length of Disciplinary Assignment and the Actual Length of Disciplinary Assignment fields being reporting with values greater than zero. To remedy this situation, TEA will add a new fatal discipline validation edit for the 2014-2015 school year that requires these fields to be reported with zero (0).</p> <p>The following discipline data (truancy) edit logic will be added to the legacy and TSDS PEIMS systems to ensure better data quality.</p> <p>When truancy is reported (discipline action reason codes 42-45), the official length of disciplinary assignment, actual length of disciplinary assignment, and the disciplinary length difference reason codes must be ‘00’ since schools do not remove students to a disciplinary setting in cases of truancy.</p>	<p>Discussion Item</p>
<p>2015-2016 Texas Student Data System PEIMS Data Approval Forms – SAF to SOA</p> <p>Melanie Ulrich presented the Legacy PEIMS Superintendent Approval Form (SAF) and TSDS Statement Of Approval (SOA) data approval forms. Melanie emphasized that the SOA form would be consistent across all organizations. Melanie described how the principal and the superintendent forms would be the same in the TSDS system whereas in the Legacy PEIMS EDIT+ system, they are different forms. The new SOA form will allow for electronic signatures.</p> <p>The texts and titles of the old LEA and ESC SAF (Superintendent Approval Form) and PAL (Principal Approval Letter) forms are being updated to accurately reflect the approver’s responsibilities.</p>	<p>Action Item</p>

<p>There will be 3 versions of the SOA: principal, superintendent, and executive director, just as there are now, with small adjustments to the wording in each version appropriate for each organization type.</p> <p>Nancy Dunnam stated there should be an emphasis in the form on responsibility. Terri Hanson said that the signature would be for the "PEIMS data approver" and that the signature is based on the person's role. Melanie then clarified this would be for 2014-2015 and beyond even though the proposal reads for 2015-2016.</p> <p>Brenda Padalecki made a motion to approve the use of the new Statement of Approval form for the TSDS system. Tom Priem seconded the motion and the motion passed unanimously.</p>	
<p>TSDS Incident Management System (TIMS) System for Third Party Support Vendors</p> <p>From the beginning of the Texas Student Data System (TSDS) project, the Texas Education Agency has maintained the position that the data loaded to the Operational Data Store (ODS) belongs to the school that loaded the data, and that the TEA staff do not have the ability to look at this data.</p> <p>Recently, during the ITF and Policy Committee on Public Education Information (PCPEI) meetings, the TEA presented the option for a support requestor to allow Level 2 and above (Level 3 and Level 4) support staff to see the data from the above mentioned sources with specific approval of the person submitting a support ticket. This provision was approved with the condition that the ability of the support person to not see the data was the default setting. This measure was approved by ITF and PCPEI in order to allow the data owner to decide if the support staff should be able to see the data relevant to the support request.</p> <p>With TEA now allowing third party vendors to provide Level 2 support, the escalation screen needs to be modified to state that the support staff at the ESC, <u>Certified Vendor</u>, or TEA may access the data. See the "After" Escalate to Level 2 screenshot below.</p> <p>Melanie Ulrich presented the escalation screen modification that is needed to include certified vendors.</p> <p>ITF members asked who these vendors would be. Terri Hanson stated that if an SIS vendor, or any other company went through the required TSDS training and achieved the required certification that they would be permitted to provide the TSDS support for school districts.</p> <p>Nancy Dunnam stated that vendors have no accountability and that if their support is not timely or correct, then the ESCs would be blamed for district data issues because TEA runs analyses and associates districts with a particular ESC. Terri Hanson explained this is a wording change on the TIMS screen, not a policy change that the ITF is considering. The policy to allow certified vendors to provide TSDS support to school districts has already been decided at the upper management level of TEA.</p> <p>Nancy Dunnam called for a vote on this item. Having some members voting against this item, a Roll Call Vote was applied with the following results: 5 votes for, 5 votes against, and 6 abstain votes. Nancy Dunnam stated the topic would be sent to the PCPEI for their consideration.</p> <p>Nancy Dunnam – Against</p> <p>David McKamie – Against</p> <p>Adrian Garcia – Against</p> <p>Keitha Ivey – Abstain</p> <p>Brenda Padalecki – Abstain</p> <p>Tom Priem – Abstain</p>	<p>Action Item</p>

<p>Scott Lewis – Abstain</p> <p>Judi Sparks - Against</p> <p>Linda Roska – Abstain</p> <p>Belinda Dyer – Abstain</p> <p>Dianne Borreson – For</p> <p>Aaron Daitz – For</p> <p>Sandra Kratz – For</p> <p>Kim O’Leary – For</p> <p>Patty Streat – For</p> <p>Dara Fuller - Against</p>	
<p>2014-2015 TSDS PEIMS Report PDM2-100-012 (Formerly EDIT+ PRF3D017) - Mid-Year Financial Accountability Rating Indicators</p> <p>Bryce Templeton presented the PDM2-100-012 report and explained it had been reviewed as part of the TSDS application development and it has been determined that TEA no longer needs the Percent of Operating Expenditures for Instruction column.</p> <p>Belinda Dyer explained the field was left over from the old 65% spending requirement.</p> <p>David McKamie explained that the data element may be relevant to schools even if it is not required and that accountants may appreciate having the report available to calculate the administrative cost ratio.</p> <p>David McKamie made a motion to leave the report intact as is and not delete the Percent of Operating Expenditures for Instruction column from the report. Judi Sparks seconded the motion and it passed unanimously.</p>	<p>Action Item</p>
<p>2014-2015 TSDS PEIMS Reports – Elimination of the Turnaround Reports</p> <p>Fernando Garcia presented the turnaround reports proposal. He explained that the Turnaround reports were initially developed to audit the movement of data from one EDIT+ database to another. Since the TSDS architecture consists of just one single database, the need for re-verification has been eliminated. He noted that there were a total of 19 reports that could be eliminated. Nancy Dunnam asked if we intend on eliminating the reports entirely. Terri Hanson stated that the reports will be entirely deleted. It was also stated that reports that cannot be run until all district data has been submitted, such as the Presumed Under-reported Leavers report, would still be run and then displayed after the submission or resubmission window was closed.</p> <p>Adrian Garcia made a motion to approve the deletion of the Turnaround Reports from the TSDS PEIMS system. Brenda Padalecki seconded the motion and the motion passed unanimously.</p>	<p>Action Item</p>
<p>2014-2015 PEIMS Edit Modification for Discipline Data Collections</p> <p>Fernando Garcia presented the discipline data complex type and explained that the Behavior Location Code must be moved from one complex to another in order for the discipline data to correctly load to the TSDS PEIMS system. Fernando stated that the data element E1083 - BEHAVIOR-LOCATION-CODE must be moved from the DisciplineIncidentExtension Complex Type to the StudentDisciplineIncidentAssociation Extension Complex Type. Both of these complex types are in the Disciplinary Interchange.</p> <p>Nancy Dunnam verified that this is a permanent change and not just for 2014-2015. TEA staff verified this fact.</p> <p>Peggy Sullivan made a motion to approve the movement of the Behavior Location Code from the DisciplineIncidentExtension Complex Type to the</p>	<p>Discussion Item</p>

<p>Student Discipline Incident Association Extension Complex Type. Tom Priem seconded the motion and the motion passed unanimously.</p>	
<p>TSDS ECDS Reporting Requirement Changes</p> <p>Fernando Garcia presented 2 TSDS-ECDS reporting requirement changes:</p> <ol style="list-style-type: none"> 1) With E1558 STUDENT-INSTRUCTION and related code table DC153 being previously approved by the committee, it is no longer necessary to collect E0170 NUMBER-STUDENTS-IN-CLASS in any of the ECDS collection years. Fernando also made note of the fact that though this data element is not needed for ECDS, it will not be eliminated from TSDS, as this data element is still being used for staff responsibility reporting. 2) In order to streamline the PK school type selection process for the end users, the customer requested changes for 2014-2015 to Code Table DC152 PK-SCHOOL-TYPE. The proposal was to eliminate 4 of the entries: Private for profit, Family day Home Child Care Program, Non-Profits, and Faith Based. <p>Nancy Dunnam suggested that unless these changes were specific only to 2014-2015, that they should be approved for 2014-2015 and subsequent years.</p> <p>Judi Sparks made a motion to approve the deletion of data element E0170 - Number of Students in Class from the ECDS data collection and to eliminate the Private for profit, Family day Home Child Care Program, Non-Profits, and Faith Based PK School Types from the DC152 PK-School-Type code table for the ECDS reporting. Tom Priem seconded the motion and it passed unanimously.</p>	<p>Action Item</p>
<p>Data Governance For Texas Records Exchange System</p> <p>Terri Hanson presented on the data governance for the Texas Records Exchange (TREx) system. Terri stated that since the inception of the TREx system, the data governance process has not regularly reviewed the data elements that are added to the TREx Data Standards. Typically when the PEIMS system has elements added, the TEA PEIMS staff, in conjunction with other TEA program area staff, have determined whether or not the data elements should be added to the TREx system. Occasionally, there are elements added that are not in the PEIMS system and these items have not been through the data governance process. The ITF committee members were in favor of reviewing the proposed changes to the TREx system. Melody Parrish stated that districts could make suggestions about the addition of certain data because they are in the field using this data to enroll students in school.</p> <p>In January, TEA staff will present the TREx Data Standards to the ITF committee to establish a baseline for all future changes to the TREx system.</p>	<p>Discussion Item</p>
<p>ITF Charter</p> <p>Melody Parrish presented the ITF charter and explained it is a working document that would be posted on the TEA website with the governance documents.</p> <p>Purpose</p> <p>Data governance plays a key role in the Texas Education Agency's overall data management system by establishing and implementing processes, policies, and procedures to facilitate the integration of data activities and products across business capability areas and maintaining standardized data definitions and associated metadata.</p> <p>TEA Data Governance Mission Statement – The Data Governance mission is to ensure that the highest quality data is collected, used and made available to key stakeholders through coordinated efforts within the agency for the purpose of improving efficiency, protecting privacy and enabling better decision making by policymakers and educators.</p> <p>Organization and Responsibilities</p>	

PCPEI Committee Members

- Appointed by the Commissioner of Education to provide input and feedback on potential changes to data-related collections, reports and policies by the Texas Education Agency.
- PCPEI Chair is appointed by the Commissioner of Education.
- PCPEI members will be engaged to provide ongoing review, feedback and input on data-related matters at the request of the TEA Data Governance Board. Membership may include representatives from Education Service Centers, local education agencies, and other state agencies/Texas legislative offices.
- 20-30 representatives in policy or leadership positions from Education Service Centers, local education agencies, schools and/or other state agencies (e.g., ESC directors, district superintendents or assistant superintendents or their designee).
- Serve as advisors to the TEA Data Governance Board (DGB), making recommendations for PEIMS collections to TEA DGB.
- Serve as final approval on the Texas Student Data System (TSDS) studentGPS® Dashboards.
- May solicit input from Information Task Force (ITF) Committee as needed via email, phone or webinar rather than in-person meeting.

ITF Committee Members

- Appointed by the PCPEI Committee, but may be consulted by members of the TEA Data Governance Board to provide input and feedback on potential changes to data-related standards, collections, privacy and access issues, submissions, and reports by the Texas Education Agency.
- ITF Chair is appointed by PCPEI Committee members.
- 15-20 representatives in technology, data management, or data analysis positions from Education Service Centers, local education agencies, schools and/or other state agencies (e.g., ESC PEIMS staff, district PEIMS coordinators or data managers, district assessment and/or accountability staff, school data managers)
- Serve as advisors to PCPEI Committee and makes recommendations to PCPEI regarding the PEIMS mandated data collections and on TSDS studentGPS® Dashboards.
- ITF members serve in an advisory role with no final decision making authority.

Both PCPEI & ITF Committee Members:

- Participate in monthly/quarterly meetings (in person or via webinar/TETN)*
- Engaged to provide information requests via phone, letter, webinar or email between meetings.
- Assist TEA Data Governance Board and ITS/SEDS (Information Technology Service/Statewide Education Data Systems) Division at the Texas Education Agency with development and dissemination of communications materials regarding Data Governance activities and policies by sharing information with peers.
- May resign the position in writing with two weeks' notice prior to next meeting.
- Required to attend all meetings, in-person or electronically, or send designate in Advisor's place and to respond to all requests for information or input within a timely manner. Inactive Advisor's may be replaced at Chief Data Officer or Commissioner of Education's discretion.

<ul style="list-style-type: none"> • *In-person meetings will be limited to 2-3 times per year <p><u>Data Advisory Groups</u></p> <ul style="list-style-type: none"> • Data Advisory Groups may be formed on an as-needed basis. These groups will provide guidance to ensure TEA is meeting end user requirements. Membership is voluntary. Advisory group opportunities will be posted on the Texas Student Data System website. <p>Documentation Support by the Texas Education Agency</p> <p>Governance Committee will require the following documentation support provided by TEA staff:</p> <ul style="list-style-type: none"> • Agendas will be distributed at least 72 hours in advance of meetings. • Meeting minutes will be taken and distributed to group members and interested others in a timely manner and posted on-line. • Action items listing responsible parties will be documented in the meeting minutes. • All documents slated for review will be delivered electronically to group members at least 72 hours in advance of the meeting. • Data standards/decisions will be available in a standard format electronically. 	
<p>Other Business</p> <p>Bryce Templeton mentioned that the October 14 meeting will be a webinar and that he does not anticipate a lot of business.</p> <p>Aaron Daitz stated that he is retiring from Houston ISD effective September 30, 2014 and as a result is resigning from the ITF committee. Cathleen Freeman (Houston ISD ITF Alternate) will be taking over the duties of the PEIMS Coordinator for Houston ISD.</p> <p>Adrian Garcia expressed concerns about the ability of TSDS to sustain a regular level of performance with the regular outages of the TEAL security system. Melody Parrish stated that the ITS-SEDS department was aware of and addressing these concerns.</p> <p>Tom Priem made a motion to adjourn the meeting and Judi Sparks seconded the motion. The meeting adjourned at 12:15 pm.</p>	<p>Discussion Item</p>
<p>Upcoming ITF Meetings for the 2014-2015 School Year</p> <p>October 14, 2014</p> <p>January 6, 2015</p> <p>January 20, 2015</p> <p>March 10, 2015</p> <p>April 7, 2015</p> <p>May 12, 2015</p>	<p>Discussion Item</p>