

<p>Members: Nancy Dunnam, Chair David McKamie, Vice Chair Diane Borreson Dara Fuller Adrian Garcia Keitha Ivey Debbie Largent Kim O'Leary Pablo Martinez David Marx Brenda Padalecki Linda Roska Nancy Smith Judi Sparks Janet Spurgin Peggy Sullivan Dennis Telas Yolanda Walker</p>	<h1 style="margin: 0;">Texas Education Agency</h1> <h2 style="margin: 0;">Information Task Force (ITF)</h2> <h3 style="margin: 0;">Meeting Minutes</h3> <h3 style="margin: 0;">January 10, 2017</h3>		 <p style="margin-top: 20px;">10:00 AM to 2:00 PM William B Travis Bldg. 1701 N. Congress Ave. Austin, Texas 78701 ToMeeting Hosted from room 3-102</p>
<p>Members Attending via GoToMeeting:</p>	<p><i>David McKamie, Dianne Borreson, Pablo Martinez, Sr., Dara Fuller, Adrian Garcia, Dennis Telas, Keitha Ivey, Debbie Largent, Brenda Padalecki, Nancy Smith, and Peggy Sullivan</i></p>		
<p>Members Attending:</p>	<p><i>Linda Roska and Yolanda Walker</i></p>		
<p>Alternates Attending via GoToMeeting:</p>	<p><i>David Taylor for Nancy Dunnam, Lynn Heatherly for Judi Sparks, Lois King with Nancy Smith</i></p>		
<p>Others Attending:</p>	<p><i>Melody Parrish (TEA ITS), Terri Hanson (TEA ITS BMD), Leanne Simons (TEA ITS BMD), Bryce Templeton (TEA ITS BMD), Scott Johnson (TEA ITS BMD), Candice DeSantis (TEA ITS BMD), John Reese (TEA ITS BMD), Melissa Lemons (TEA ITS BMD), Jeanine Helms (TEA ITS BMD), Glenn Shelton (TEA ITS BMD), Nina Taylor (TEA Research and Analysis), Quentin Suffren (Academics), Brenda Richmond (TASBO/Austin ISD), and Tom Canby (TASBO)</i></p>		
<p>Call the Meeting to Order: David McKamie called the meeting to order at 10:02 on January 10, 2017.</p>	<p>David McKamie, ITF Vice Chair</p>		
<p>Approval of the December 13, 2016 ITF Meeting Minutes</p> <p>David McKamie introduced the meeting minutes from the December 13, 2016 ITF meeting and asked the committee members for any comments or corrections. No changes were requested for the meeting minutes.</p> <p>Dara Fuller made a motion to accept the November 15, 2016 ITF Meeting Minutes as presented. Brenda Padalecki seconded the motion.</p> <p>The motion passed unanimously.</p>	<p>Action Item</p>		

Staff Roles for Auxiliary Staff	Action Item
<p>The Texas Education Agency (TEA) is proposing to expand the Staff Role ID reporting to classify non-academic auxiliary staff into role categories to facilitate the School Performance Reviews that are conducted under the oversight of the Texas Legislative Budget Board (LBB).</p> <p>Yolanda Walker presented the Staff Roles for Auxiliary Staff proposal to the ITF Committee. She explained that the codes 058 (Other District Professional) and 080 (Other Campus Professional) would be retired and broken out into more detailed codes. This modification would be beneficial in determining how district expenses are being distributed across nonacademic roles as well as determining financial instability of schools. Tom Canby from the Texas Association of School Business Officials (TASBO) stated that the expansion of the Role IDs fulfills an essential need for districts to understand financial management. He continued by stating that the information is currently collected manually by the Legislative Budget Board (LBB). Tom Canby also mentioned that the list of expanded Role ID codes were generated by a project team made up of business managers from multiple districts of various sizes (ex. Cypress Fairbanks ISD, Wylie ISD, Richardson ISD, Austin ISD, and Wimberley).</p> <p>Bryce Templeton presented the proposal to the committee. Part A covered the expansion of the current 058 and 080 Role IDs into additional codes and illustrated those to the committee. Part B adds a new data element to the staff employment complex (Auxiliary Role ID) and creates a new code table with roles for all auxiliary staff that are not considered to be professional staff of the school district. Bryce explained that all employees of a school district would be reported with either an Auxiliary Role ID or a Professional Role ID. In some cases, a staff person could be both. The reporting for each of these fields is driven off of the Object code in the staff person's payroll data. For example, if a teacher (ROLE ID 087) teaches classes all day and then drives a bus route before/after school, then the teacher is currently reported with two payroll records with Object Codes 6119 (Professional Salaries and Wages) and 6129 (Auxiliary Salaries and Wages).</p> <p>Part A</p> <ul style="list-style-type: none"> • <i>Revise C021 – ROLE-ID code table</i> <ul style="list-style-type: none"> ○ <i>Delete 058 – Other Campus Professional Personnel from C021 – ROLE-ID code table</i> ○ <i>Delete 080 - Other Non-Instructional District Professional Personnel from the C021 – ROLE-ID code table</i> ○ <i>Add additional non-instructional district professional personnel auxiliary ROLE-ID codes to C021</i> <ul style="list-style-type: none"> ▪ <i>Textbook Manager</i> ▪ <i>Legal Services</i> ▪ <i>Communication Professionals</i> ▪ <i>Research/Evaluation Professionals</i> ▪ <i>Internal Auditor</i> ▪ <i>Security</i> ▪ <i>Information Technology Professionals</i> ▪ <i>Food Service Professional</i> ▪ <i>Transportation</i> ▪ <i>Athletics</i> ▪ <i>Custodial</i> ▪ <i>Maintenance</i> ▪ <i>Business Services Professionals</i> ▪ <i>Other District Exempt Professional Auxiliary</i> ▪ <i>Other Campus Exempt Professional Auxiliary</i> 	

Part B

- Add new element *AUXILIARY-ROLE-ID* to the *StaffEducationOrgEmploymentAssociationExtension Complex Type* for the Fall submission
- Add new code table *C213 – AUXILIARY-ROLE-ID*

Code Table ID	Name	XML Name	Date Issued	Date Updated
C021	ROLE-ID	TX-StaffRoleType	4/2/1987	3/1/2017
Code	Translation			

100	Textbook Manager
101	Legal Services
102	Communications Professionals (Including but not limited to Public Information Officer, Community Liason)
103	Research/Evaluation Professionals (Including but not limited to Analysis, Grant Writers)
104	Internal Auditor
105	Security (Including but not limited to Chief of Police, Investigators, Police Officers)
106	Information Technology Professionals (Including but not limited to Programmer/Analyst, Network Specialist, Database Administrator, PEIMS Coordinator, Other)
107	Food Service Professional (Including but not limited to Dietician)
108	Transportation
109	Athletics (Other than Athletic Director)
110	Custodial
111	Maintenance
112	Business Services Professionals (Including but not limited to Accounting, Budget, Professional Payroll Staff)
113	Other District Exempt Professional Auxiliary - Assign this role to district staff who are professional-level, non-instructional staff who cannot be classified in any other role regardless of where assigned. Physical work location is not a determining factor.
114	Other Campus Exempt Professional Auxiliary - Serves as a professional staff member at one or more campuses. Do not use this role unless no other role applies to the staff member.
PARAPROFESSIONAL/OTHER	
033	Educational Aide Performs routine classroom tasks under the general supervision of a certified teacher or teaching team
036	Certified Interpreter A state or nationally certified interpreter for the deaf who translates/transliterates for students who are deaf or hard of hearing, according to ARD committee recommendations. (Certified interpreters may be either professional or para-professional, depending on district classification)

- Add business validations to support the new element
- Revise report *PDM1-111-001 Individual Staff Profiles*
- Revise report *PDM1-111-002 Staff Roster*
- Revise report *PDM1-111-004 Non-Classroom Responsibility Data*
- Revise report *PDM1-110-006 Staff FTE by Role*

Bryce presented the following chart to illustrate the reporting that would be required.

Each person reported through the 30040 – *StaffExtension Complex Type* is required to have a value reported for either the Auxiliary Role ID in the 30050 - *StaffEducationOrgEmploymentAssociationExtension Complex Type* and/or the Role ID in

the 30090 - StaffResponsibilitiesExtension Complex Type.

The reporting of the correct Role ID and Auxiliary Role ID for each staff person reported through the StaffExtension Complex Type is controlled by the Object Codes reported on the 30060 – PayrollExtension Complex Type. It is possible for a single staff person to have both an Auxiliary Role ID and a Role ID if the person is paid as a professional and a support person evidenced by multiple payroll entries.

Object Code from Payroll Data for Staff Person	Role ID Reported?
6119 - Salaries Or Wages-Teachers And Other Professional Personnel	Yes
6129 - Salaries Or Wages For Support Personnel	No
6119 - Salaries Or Wages-Teachers And Other Professional Personnel AND 6129 - Salaries Or Wages For Support Personnel	Yes
Staff Type Code	Role ID Reported?
3 - Contracted Professional Staff (Instructional and Non-Instructional with ROLE-ID in C021 code table)	Yes

ITF Discussion

Dennis Telas asked Bryce Templeton when a sunset was last done on the ROLE-ID and Bryce responded that the last sunset review occurred three years ago and that ROLE-ID would be reviewed later this year.

David McKamie inquired whether the project team had considered using the fields found in AskTED. Tom Canby responded that it had been considered but that the manual collection currently used extends beyond the AskTED fields. Brenda Richmond of TASBO/Austin ISD included that, regarding the PEIMS Coordinator, that the person is not always classified as such in AskTED.

Peggy Sullivan asked if Part A of the proposal only related to professionals to which Bryce Templeton confirmed that it only applies to professional staff. He went on to give an example of a district that has its own police department may classify their police chief as professional staff and the rank officers as auxiliary staff.

Dennis Telas asked where the statutory requirement was to collect this data to which Tom Canby referred him to the proposal which listed multiple TEC codes that supported the collection (ex. TEC 7.009). Dennis then requested that the explanatory information in the parentheses in the ROLE-ID code table be expanded so that the end user is more confident in which role to select.

Keitha Ivey inquired as to why the C022 – SERVICE-ID table could not be expanded with new Service IDs instead of the ROLE-ID table since the Service IDs are more fluid than Role IDs. Bryce Templeton responded that the ROLE-ID and SERVICE-ID accrues FTEs which is then applied to payroll – this could be an issue. He also included that it would take more steps to reach the same conclusion. Bryce concluded that TEA would need to study this approach for feasibility.

Tom Canby also included that the expansion of the Role IDs provides a more efficient, readily accessible review of aggregated data. He also stated that Service IDs are primarily used for teachers and the TEA Standard Report, which is used by districts to understand staffing patterns, displays the ROLE-ID and not SERVICE-ID.

With the new Auxiliary Role ID, every employee would be reported with a ROLE-ID or AUXILIARY-ROLE-ID and some may possibly report with both depending on their position at the district.

There was some concern regarding the business rules and how they are currently written. Bryce stated that they would require review. Keitha Ivey stated that the auxiliary staff would not have a service id – Bryce confirmed this statement.

Bryce asked the ITF SIS vendors for their input. Lynn Heatherly (ESC 20) stated that she was currently without an opinion as she is still trying to absorb the content. Nancy Smith

<p>(Skyward) agreed with Lynn and therefore did not provide any detail on how this would be programmed. After further discussions, Nancy Smith and Lynn Heatherly agreed that if this passed and was posted in the TEDS Final, which is published on March 1, then it was reasonable to have their software modified for the 2017-2018 school year. Brenda Richmond also stated that their vendor said that this change was not a major issue.</p> <p>Yolanda Walker was asked to comment on the timeline to which she stated that this would be implemented in the 2017-2018 school year and reported in submission 1 and therefore this data would be available in February 2018.</p> <p><u>ITF Action</u></p> <p>Adrian Garcia made a motion to approve the deletion of the 058 and 080 Role ID codes from the C021- ROLE-ID code table and to expand the C021 – ROLE-ID code table to include more detailed non-instructional district professional personnel auxiliary codes. The ITF Committee also included the addition of new element AUXILIARY-ROLE-ID along with new code table C213 – AUXILIARY-ROLE-ID.</p> <p>Dara Fuller seconded the motion. The motion passed unanimously.</p>	
<p>Update Data Standards for HOMELESS-STATUS-CODE to reflect ESSA definition</p> <p>With the passage of the Every Student Succeeds Act (ESSA), the definition of homeless children and youth under the McKinney-Vento Act was updated. In order to comply with the ESSA, the TSDS homeless reporting requirements need to be updated.</p> <p>Bryce Templeton introduced the proposal to retire code 1 and add code 5 to the C189 – HOMELESS-STATUS-CODE code table. Due to changes in the McKinney Vento Act and ESSA, the phrase “or are awaiting foster care placement” is no longer valid for determining a student to be homeless.</p> <ul style="list-style-type: none"> • Update E1082 – HOMELESS-STATUS-CODE by deleting “or are awaiting foster care placement” from definition • Revise C189 – HOMELESS-STATUS-CODE code table <ul style="list-style-type: none"> ○ Delete code 1 – Student lives in a shelter, transitional housing, or is awaiting foster care at any time during the current school year. ○ Add code 5 – Student lives in a shelter or transitional housing at any time during the current school year. <p><u>ITF Discussion</u></p> <p>Dennis Telas stated that the language being removed is also found in the Title I Indicator Code code table C122 and asked if it would be removed from there as well. Bryce Templeton stated that TEA would need to review that with the Title I group, but that it is likely the C122 code table needs to be revised as well.</p> <p>Nancy Smith inquired if current students identified with a code of 1 should be changed to a 5. Bryce explained that each student would need to be reviewed as the definition has changed and therefore some students who were only coded homeless because of the fact that they were “awaiting foster care placement” would no longer be identified as homeless and none of the codes would be applicable unless other circumstances of the students living arrangements would qualify the student as homeless.</p> <p>The ITF committee asked when this would take effect. Bryce replied that the change took effect in December of the 2016-2017 school year but, due to the timing of when the information was conveyed, TEA would be unable to make the change until the 2017-2018 school year.</p> <p><u>ITF Action</u></p> <p>Dennis Telas made a motion to approve the deletion of code 1 from the C189- HOMELESS-STATUS-CODE code table and add code 5 as described above.</p> <p>Debbie Largent seconded the motion. The motion passed unanimously.</p>	<p>Action Item</p>

<p>Update HOME-LANGUAGE-CODE Code Table Name and XML Name</p> <p>The HOME-LANGUAGE-CODE code table has historically been linked to the element HOME-LANGUAGE-CODE (E0895), but with the addition of the STUDENT-LANGUAGE-CODE (E1590), it now represents two elements. The TEA is proposing to update the code table C092 – HOME-LANGUAGE-CODE to simply be LANGUAGE-CODE while the XML Name will be updated to TX-LanguageType.</p> <p>Melissa Lemons presented this proposal explaining the need to align the C092 – HOME-LANGUAGE-CODE code table with the elements that use it. She explained that it could be confusing for an end user to see the HOME-LANGUAGE-CODE associated with the HOME-LANGUAGE-CODE code table and then the STUDENT-LANGUAGE-CODE also associated with the same table. Updating the table to be LANGUAGE-CODE code table to better represent two elements would be less confusing. She also mentioned the need to update the XML Name as well as it currently is TX-HomeLanguageType.</p> <p><u>ITF Discussion</u></p> <p>There were no questions or discussions regarding this change.</p> <p><u>ITF Action</u></p> <p>Dennis Telas motioned to approve the change in the name of code table C092 from Home Language Code to Language Code.</p> <p>Dianne Borreson seconded the motion. The motion passed unanimously.</p>	<p>Action Item</p>
<p>Post-Secondary Industry Certifications for FHSP students</p> <p>For the 2017-2018 school year, House Bill 2804 revamps the Texas public school system accountability ratings measures. The Commissioner of Education is revising the collection methodology of the previously approved Post-Secondary Industry Certification data element that was previously approved, by replacing the simple “earned” or “did not earn” codes (Code Table C211) with actual industry certification codes for the 2017-2018 public school accountability ratings.</p> <p>Quentin Suffren introduced the newly updated post-secondary industry certification list that would be used in Domain 4 accountability. The final list is due out next week as it is still open to public comment. Dennis Telas asked if there would be an “other” field that users could select. Quentin responded that there would not be an “other” option. Keitha Ivey asked if there was a way to have other certifications considered. Quentin explained the process on how to have a certification considered. Keitha Ivey then verified that this information was only reported for students who were graduates and had a certification. Bryce Templeton confirmed her statement.</p> <p>With no other questions, David McKamie requested that the committee make a motion.</p> <p><u>ITF Action</u></p> <p>Peggy Sullivan made a motion to approve the revised list of Post-Secondary Industry Certifications.</p> <p>Dennis Telas seconded the motion. The motion passed unanimously.</p>	<p>Action Item</p>
<p>Other Business</p> <p>Dennis Telas asked TEA, regarding the A-F and Chronic Absenteeism and if there was any expansion of the data collection system needed or if school districts need to calculate this on their own. Bryce Templeton responded that the Superintendents Report provides a percentage of attendance, but it does not drill down to the student level. Dennis then inquired if this information was needed by districts – to which several committee members said it was necessary. TEA was tasked with analysis for the development of a report to meet this need.</p> <p>David McKamie asked if there was anything major that impacts PEIMS and TSDS coming</p>	<p>Discussion Item</p>

<p>out of the legislation that has been reviewed. Bryce Templeton responded that the TEA ITS Business Management Division has identified 21 bills that could potentially have a PEIMS impact.</p> <p>Peggy Sullivan asked how long the legislative session will last. Bryce Templeton stated that the session ends on May 29, 2017.</p>	
<p>Upcoming ITF Meetings</p> <p>March 7, 2017</p> <p>April 11, 2017</p>	<p>Discussion Item</p>