



**Texas Education Agency (TEA)
Information Task Force (ITF)
August 4, 2020**

Zoom
10:00 a.m. – 2:00 p.m.

Meeting Minutes

Call Meeting to Order

Nancy Dunnam, ITF Chair

Nancy Dunnam called the ITF meeting to order at 10:00 a.m.
Roll call of the ITF members was taken by Stephanie Sharp.

ITF Members Present:

Nancy Dunnam, David Taylor, David McKamie, Linda Raney, Dana Braun, Jennifer Carver, Joel Garcia, D'Lynne Johnson, Debby Wilburn, Sandra Kratz, Pablo Martinez, Kim O'Leary, Brenda Padalecki, Linda Roska, Nina Taylor, Yolanda Walker, John Newcom, Scott Lewis, Traci Pesina, John Shaffer

TEA Staff Present:

Terri Hanson (ITS-BMD), Leanne Simons (ITS-BMD), Jamie Muffoletto (ITS-BMD), Jeanine Helms (ITS-BMD), Stephanie Sharp (ITS-BMD), Leticia Ollervidez (ITS-BMD), Scott Johnson (ITS-BMD), Candice DeSantis (ITS-BMD), Nora Rainey (TEA/State Funding)

Others Present:

Tamara Kavanagh (Skyward)

Approve Meeting Minutes from July 8, 2020 ITF Meetings Action Item

Nancy Dunnam called for a motion to approve the meeting minutes from the July 8, 2020 ITF meeting.

Pablo Martinez made a motion to approve the minutes.

Traci Pesina seconded the motion.

Vote: Passed

Comment: Nancy requested the need to update the member list with new or removed members on the agenda within the meeting minutes.

1. Expand Crisis Code Reporting **Discussion Item**

Since 2008, PEIMS has allowed the collection of student level Crisis Code information for health or weather-related events that impact a group of students, and may require additional funding, education or social services. A Crisis Code event is designated by the Commissioner of Education and requires the reporting of data for affected students based upon guidance from TEA. The data is also used to inform policy makers and support best practice. The current TSDS PEIMS data structures allow one CRISIS-CODE per student per school year.

On Thursday, March 19, 2020, Governor Greg Abbott issued Executive Order GA-08 ordering that schools shall temporarily close due to the COVID-19 crisis. The Commissioner of Education designated COVID-ID as a crisis, and nine (9) new CRISIS-CODE values were defined for reporting in the 2019-2020 TSDS PEIMS Summer Collection.

It is anticipated that COVID-19 will continue to have an impact on Texas education in the 2020-2021 school year, potentially enough to merit an additional crisis designation by the Commissioner. In addition, other unpredictable events could occur that impact a group of students.

TEA proposes to expand the reporting of Crisis Codes to allow more than one to be reported for a student in a school year.

Presentation:

Jeanine Helms presented the proposal which includes:

1. Add new TX-CrisisImpacts sub-complex type to the StudentExtension complex type as optional in the PEIMS Fall, Summer, and Extended Year Collections.
2. Move existing data element CRISIS-CODE (E1054) to the sub-complex type TX-CrisisImpacts on the StudentExtension complex type.
3. Add TX-CrisisImpacts and CRISIS-CODE reporting guidance in TEDS.
4. Update existing TSDS reports to reflect the changes in this proposal.
5. Add data validation rules to reflect the changes in this proposal.

ITF Discussion:

ITF Chair, Nancy Dunnam called for additional questions or comments. Hearing none, she confirmed this is only a discussion item, not an action item. Jeanine confirmed that it was discussion only as this has been published in the TEDS Addendum on July 1, 2020.

2. 2020-2021 New Student Attribution Code Action Item

Since 1997, PEIMS has included the collection of student level attribution codes to determine individual student enrollment circumstances. On July 17, 2020, the Texas Education Agency (TEA) provided guidance that would allow eligible open-enrollment charter schools to enroll students outside their approved attendance/geographic boundary for the 2020-2021 school year. Eligible open-enrollment charter schools who enroll a student outside their approved attendance/geographic boundary will be required to submit a waiver to TEA and submit an attribution code for the students in PEIMS that informs the agency as to whether the student resides within or outside of the charter's approved attendance/geographic boundaries.

For the 2020-2021 school year, TEA is proposing the addition of one new code and the revision of the translation of a current code in code table STUDENT-ATTRIBUTION-CODE (C161).

Presentation:

Jamie Muffoletto presented the proposal which includes:

1. Update STUDENT-ATTRIBUTION-CODE (C161) code table:
 - a. Revise translation of code 01 to Open Enrollment Charter School: Within Attendance/Geographic Boundaries
 - b. Add new code 31 – Open Enrollment Charter School: Outside Attendance/Geographic Boundaries
2. PEIMS Collection Reports Impact
3. Add and revise data validations rules to support reporting of student attribution codes for charter schools.

ITF Discussion:

ITF Chair, Nancy Dunnam called for questions or comments.

David McKamie asked if the addition of a new attribution code would affect the census block reporting as students would be reported with a census block group number that was not within the geographic boundary of the charter school.

Jamie explained that the census block is reported for each student who is economically disadvantaged and clarified how this will be reported. If the child was identified as economic disadvantaged, and accepted into an Open-enrollment Charter school, a census block group number outside of the geographic boundary would be reported for that student.

David McKamie also asked if this is due to COVID or was in the works already.

Jamie responded that that the new attribution code is based on COVID. Information related to the new attribution code is also included in the 2020-2021 Enrollment and Attendance FAQ.

ITF Chair, Nancy Dunham called for additional questions or comments. Hearing none, she requested a motion.

ITF Action:

Kim O’Leary made a motion to approve the proposal.

Brenda Padalecki seconded the motion.

Vote: Passed

3. 2020-2021 Crisis Code Discussion Item

Since 2008, PEIMS has allowed the collection of student level Crisis Code information for health or weather-related events that impact a group of students, and may require additional funding, education or social services. A Crisis Code event is designated by the Commissioner of Education and requires the reporting of data for affected students based upon guidance from TEA. The data is used to inform policy makers and support best practice.

It is anticipated that COVID-19 will continue to have an impact on Texas education in the 2020-2021 school year.

TEA proposes the addition of six new codes to the Texas Education Data Standards Crisis Code table (C178) and to the Texas Records Exchange (TREx) Code table (TC45) for use in the 2020-2021 school year.

Crisis Codes 8A-8C would be reported to TEA through the ODS no later than September 21, 2020 based on student enrollment on September 14, 2020.

Crisis Codes 9A-9C would be reported to TEA through the ODS no later than November 6, 2020 based on student enrollment on October 30, 2020.

Both sets of Crisis Codes would also be included in the 2020-2021 PEIMS Fall Submission.

Both sets of Crisis Codes would be transmitted between LEAs via TREx

Presentation:

Jamie Muffoletto presented the proposal which includes:

1. Update the CRISIS-CODE (C178) code table for the collection of crisis code data in the PEIMS Fall Submission.
 - a. Add six new codes to the CRISIS-CODE (C178) code table for use in the PEIMS Fall Submission:
 - i. 8A – COVID19: On September 14, 2020 student is being instructed on-campus.
 - ii. 8B – COVID19: On September 14, 2020 student is being instructed through the remote synchronous method.

- iii. 8C – COVID19: On September 14, 2020 student is being instructed through the remote asynchronous method.
 - iv. 9A – COVID19: On October 30, 2020 student is being instructed on-campus.
 - v. 9B – COVID19: On October 30, 2020 student is being instructed through the remote synchronous method.
 - vi. 9C – COVID19: On October 30, 2020 student is being instructed through the remote asynchronous method.
- b. Remove codes 08 and 09 from the CRISIS-CODE (C178) code table since they are replaced by codes 8A-8C and 9A-9C above.
- 2. Update CRISIS-CODE (E1054) Data Element Reporting Requirements in StudentExtension complex type to provide 2020-2021 guidance.
 - 3. Update and add PEIMS data validation rules to reflect Crisis Code reporting requirements.
 - 4. Update the CRISIS-CODE (TC45) code table for the collection of crisis code data in the Texas Records Exchange (TREx).
 - a. Add six new codes to the CRISIS-CODE (TC45) code table for use in the Texas Records Exchange:
 - i. 8A – COVID19: On September 14, 2020 student is being instructed on-campus.
 - ii. 8B – COVID19: On September 14, 2020 student is being instructed through the remote synchronous method.
 - iii. 8C – COVID19: On September 14, 2020 student is being instructed through the remote asynchronous method.
 - iv. 9A – COVID19: On October 30, 2020 student is being instructed on-campus.
 - v. 9B – COVID19: On October 30, 2020 student is being instructed through the remote synchronous method.
 - vi. 9C – COVID19: On October 30, 2020 student is being instructed through the remote asynchronous method.
 - b. Remove codes 08 and 09 from the CRISIS-CODE (TC45) code table since they are replaced by codes 8A-8C and 9A-9C above.

ITF Discussion:

Nancy Dunnam began the discussion by stating the premise of ITF is to add data elements based on legislation or by State Board of Education ruling. She did not see anything in this proposal about the legality of collecting this information.

Terri Hanson stated this is the request of the Commissioner of Education. Terri stated that TEA would be able to provide the information on the authority to collect the data. Nancy requested this information so the ITF committee can review the legal requirements since districts have many things to do during the start of the school year. Nancy added that if ITF gets away from the standard of requiring legal authority to collect data, it could set a bad precedence.

Terri Hanson will get statement from TEA legal on authority to collect data which is similar to the statement TEA made at the end of last year regarding collecting crisis codes in the PEIMS Summer submission. There will also be a To the Administrator Addressed letter going out on Thursday, August 6th concerning Crisis Codes.

Traci Pesina asked why “as of 9/14”. She also asked when we upload to TSDS, is it only crisis code interchange files or all Fall PEIMS records. Terri responded this is a similar situation to Harvey, but instead of a weekly submission, we are requiring two points in time at the beginning of the school year. There are three PEIMS Fall interchanges, Education Organization, StudentExtension, and StudentSchoolAssociation that would need to be reported in order to report the crisis code data.

Terri also addressed the September 14th date as the date the commissioner picked for the beginning of the new school year snapshot. TEA understands that some districts have changed their start date to the beginning of September which would mean some districts will only be in session for one or two weeks, but the ability to capture which instructional method is being used for each student is still needed.

Pablo Martinez asked if this has an impact on funding. Terri replied no, this does not impact the attendance funding calculations. Attendance will be reported separately and will be used to determine funding.

David McKamie asked the following questions: 1) Why use this method of submission in TSDS? 2) Instead of reporting per student, why did we not do a summary total if it does not affect funding? 3) What is the advantage? Terri replied that data is collected at the most granular level, which is the student level. In doing so, it allows us to have demographic information so that analysis can be done on different populations.

David stated that analysis may be done as to why a percent of students are asynchronous or synchronous, such as are the students economically disadvantaged. Terri confirmed the data will be analyzed to inform policy makers and pointed out the statewide totals are posted by certain demographics. Terri added that there are requirements for serving remote students and this data will be used to ensure we are supporting students in the best way possible.

Nancy stated she agrees with all educational data points that are being said, however “might be, could be” does not meet the guidelines of ITF approval. Terri stated that TEA will provide the commissioner’s authority to collect this data.

Traci Pesina asked if TSDS is going to be ready to support smaller submissions. Past experience with system slowness is also a concern especially with the increase in data collections such as Fall Class Roster. Terri confirmed with Traci that she was referring to the performance issues experienced recently. TEA addressed this with the ESCs and Vendors during the summer training. Terri added that the extra servers will not be in place yet in September but with the small amount of data being reported, we do not anticipate long processing timeframes.

Kim O’Leary agreed with Nancy and added that she has new collections such as Charter Waitlist and other submissions at the same time, and this is a lot for LEAs to take on. Kim

clarified that the crisis codes will be in two submissions and left in the PEIMS Fall submission.

Joel Garcia wanted to clarify what the urgency is to get this data in September and October as opposed to the PEIMS Fall submission. Terri replied that in regard to the Fall submission, the data is not available until early February due to the resubmission process. To support school districts and policies, and COVID remote instruction, the Commissioner needed the data sooner.

Joel asked what new support or policies are being considered with this new data. Terri replied until TEA gets the data, we will not have details on how this data will be used. Joel pointed out that knowing the benefit of what this data will be used for will be helpful, especially considering from a district's perspective, the district has back to back September, November and December submissions. Additionally, Joel has concerns about the processing timeframes in TSDS. Terri responded TEA will get a statement from the commissioner and legal to justify the collection of this data and the potential use(s) of the data.

Nancy stated she was unaware TEA has access to the ODS. Terri replied that we do not normally, but during crisis situations, like with Harvey, we needed an interim collection before PEIMS.

Nancy asked what roles are needed for this collection. Terri replied that the ODS Data Loader role was necessary to load this data.

Nancy stated this proposal is listed as a discussion item and asked Terri to please relay ITF concerns to the commissioner, which Terri responded that she would.

Pablo Martinez added, being the largest district, Houston ISD, reporting this data is a massive burden for them. To add to that, Houston ISD has upgraded to a new SIS system, which is a huge job as well. Adding this component to it is more stressful. Terri replied that TEA understands and will express the committee's concerns to the commissioner.

Nancy agreed with David on collecting totals instead of individual student data. Nancy asked the committee if they could see a true benefit of collecting this information.

Linda Rainey had two concerns: 1) How reliable is the data going to be due to amount of stress districts are under? 2) Is TEA going to reach out to the vendors to ensure this is an easy transition?

Kim O' Leary also had a question for Terri. She stated they have a large amount of virtual campuses, not affected by COVID, and would those students need to report a crisis code. Terri clarified that Kim is referring to Texas Virtual School campuses and TEA should be able to exclude them from reporting this data.

Nancy wanted to add that September 14th is when the enrollment tracking file is due as well.

John Newcom had two questions. 1) Will the ODS be updated with the TEDS Addendum and Post Addendum information by October, or will there be an update to the ODS prior to October? 2) What about the uploading of data? John wanted to clarify that only three

interchanges are needed and that they need to pass batch and file processing. This is a concern due to the amount of data verification/validation that typically needs to occur for PEIMS Fall Submission.

Terri responded that Candice DeSantis will check on updates to ODS. For the second question, Terri replied that there are a limited number of interchanges and complex types that are to be included. Mandatory data elements are required, and the files will have to pass the XSD validation. TEA will set up a vendor webinar to address some of these issues in the next few weeks.

Jennifer Carver thanked John for his good observations and noted that a separate vendor webinar is welcomed.

Brenda Padalecki asked what happens to districts who do not submit by September 14th or October 30th. Terri stated those dates are the 'as of' dates, the due dates of the submissions is a week after. If data is not submitted by the due date, someone from the TSDS team will work with the district to ensure the data is submitted.

Kim O'Leary asked, if there would be an extension process like PEIMS. Terri replied that the requirement is to send in the data and the TSDS team will work with any district that needs assistance.

Nancy requested that when Terri speaks to the commissioner, she asks how this data is going to be utilized, which Terri confirmed she would.

Nancy called for any other comments or questions. Hearing none, Terri added if there are any other questions to email Jamie or Terri.

4. Code Table DC154 ASSESSMENT-TITLE-CODE Update Discussion Item

In May 2020, Pearson requested to remove the "Work Sampling System" assessments from the Commissioner's List of approved assessment instruments for 2020-2021. This request was accepted.

TEA is proposing to remove the following codes from DC154, ASSESSMENT-TITLE-CODE:

- 57 - BOY PK Work Sampling System English
- 58 - BOY PK Work Sampling System Spanish
- 75 - EOY PK Work Sampling System English
- 76 - EOY PK Work Sampling System Spanish

Presentation:

Stephanie Sharp presented the proposal which includes:

1. Modify Code Table DC154, ASSESSMENT-TITLE-CODE to remove the following codes:
 - a. 57 - BOY PK Work Sampling System English
 - b. 58 - BOY PK Work Sampling System Spanish
 - c. 75 - EOY PK Work Sampling System English
 - d. 76 - EOY PK Work Sampling System Spanish
2. TSDS Collection Reports Impact
3. Data Validation Rule Changes

ITF Discussion:
None.

5. TREx Code Table Updates

Discussion Item

To align code table translations between the Texas Records Exchange (TREx) and the Texas Education Data Standards (TEDS), the TREx Data Standards team performed a comparison analysis to identify codes and translation text discrepancies between the two documents.

Update TREx code tables in the Data Standards to mimic verbiage in corresponding TEDS code tables.

Presentation:

Leticia Ollervidez presented the proposal which includes:

1. Update code and translations for the following TREx code tables.
 - A. TC06 - DISCIPLINARY-ACTION-CODE
 - B. TC07 - DISCIPLINARY-ACTION-REASON-CODE
 - C. TC13 - GRADUATION-PROGRAM-TYPE
 - D. TC26 - BILINGUAL-PROGRAM-TYPE-CODE
 - E. TC30 - UNSCHOOLED-ASYLEE-REFUGEE-CODE

ITF Discussion:
None.

Other Business

Discussion Item

Brenda Padalecki wanted to provide advance notice to the committee about her upcoming retirement on September 30th. She added that the last meeting she will be in attendance is September 15th. Leanne Simons congratulated Brenda on her retirement and service to ITF.

She requested if Brenda has a suggestion on a replacement, please provide the name to Leanne and/or Jamie.

Nancy asked the committee if they have any input, issues or concerns regarding TWEDS. She also asked if anyone on the committee thought people are using the online standards as much as they did the printed data standards. Nancy added that she is finding her users are not trying to learn it and just wanted to check if the committee had any suggestions.

No additional feedback response was provided by committee members.

Leanne responded to Nancy that TEA did receive feedback during the summer training about TWEDS. Some people do prefer the PDF versions as opposed to searching. Please report any issues or difficulties so they can be addressed. TEA wants to know about issues. David Butler's team is working on training for TWEDS.

Nancy added that the TWEDS search does not search unless you are in the specific section you need to search. Leanne replied that we understand the limitations of the search feature. We will go back and assess the search requirements.

Jamie stated that she would send out the calendar items for the upcoming meetings.

Adjournment

ITF Chair, Nancy Dunnam called for additional questions or comments. Hearing none, she requested a motion to adjourn.

Brenda Padalecki made a motion to adjourn.

Traci Pesina seconded the motion.

Vote: Passed

The meeting was adjourned at 11:02 a.m.

After Meeting Update

On August 5, 2020, Terri Hanson and Leanne Simons presented the concerns of the committee to the Commissioner of Education, Mike Morath. The original proposal will be changed to reflect the following guidance:

~~Crisis Codes 8A-8C would be reported to TEA through the ODS no later than September 21, 2020 based on student enrollment on September 14, 2020.~~

Crisis Codes 8A-8C would be reported to TEA through the ODS no later than October 5, 2020 based on student enrollment on September 28, 2020.

Code Table Id	Name	XML Name	Date Issued	Date Updated
C178	CRISIS-CODE	TX-CrisisIndicatorType	07/31/2008	8/15/2020
Code	Translation			
00	Student Was Not Affected By A Health Or Weather Related Crisis			
08	Reserved For Future Health Or Weather Related Crisis			
09	Reserved For Future Health Or Weather Related Crisis			
8A	COVID19: On September 28 44, 2020 student is being instructed on-campus.			
8B	COVID19: On September 28 44, 2020 student is being instructed through the remote synchronous method.			
8C	COVID19: On September 28 44, 2020 student is being instructed through the remote asynchronous method.			
9A	COVID19: On October 30, 2020 student is being instructed on-campus.			
9B	COVID19: On October 30, 2020 student is being instructed through the remote synchronous method.			
9C	COVID19: On October 30, 2020 student is being instructed through the remote asynchronous method.			
10	Reserved For Future Health Or Weather Related Crisis			
11	Reserved For Future Health Or Weather Related Crisis			
12	Reserved For Future Health Or Weather Related Crisis			
13	Reserved For Future Health Or Weather Related Crisis			
14	Reserved For Future Health Or Weather Related Crisis			
15	Reserved For Future Health Or Weather Related Crisis			