Members:	Information Task Force (ITF) Meeting Minutes January 8, 2013	
Members: Nancy Dunnam, Chair David McKamie, Vice Chair Dianne Borreson Aaron Daitz Belinda Dyer Dara Fuller Adrian Garcia Stephanie Hazlewood Keitha Ivey John McCauley Debbie Largent Kim O'Leary Brenda Padalecki Tom Priem Linda Roska Janet Spurgin Peggy Sullivan	***Information Task Force (ITF) Meeting Minutes January 8, 2013***	THE STATE OF TEXAS **10:00 AM to 2:00 PM William B. Travis Bldg. G-100, PDC 7**
Members Present:	*Nancy Dunnam, David McKamie, Dianne Borreson, Belinda Dyer, Dara Fuller, Stephanie Hazlewood, Tom Priem, and Linda Roska*	
Members via Webinar:	*Aaron Daitz, Keitha Ivey, John McCauley, Beverly Meyer (attending with John McCauley), Kim O'Leary, Brenda Padalecki, and Debbie Largent*	
Alternates Present:	*Brenda Richmond*	
Alternates via Webinar:	*Cathleen Freeman*	
Others Attending:	*Melody Parrish, Bryce Templeton, Terri Hanson, Candice DeSantis, Cindy Laster, Tessie Bryant, Leanne Simons, Nina Taylor, Priscilla Flores, Hyma Chilakapati, Brent Pitt, Nancy Rinehart, Tony Wallette, and Mike Murphy*	

Call the Meeting to Order: Nancy Dunnam called the meeting to order at 10:01 a.m.	
Approval of the October 30, 2012 ITF Meeting Minutes Nancy Dunnam introduced the minutes from the October 30, 2012 ITF Meeting and asked for any needed corrections. Having no corrections offered, Nancy Dunnam called for a motion to accept the minutes as presented. **ITF Discussion** None. **ITF Recommendation** David McKamie made a motion to approve the October 30, 2012 ITF Meeting Minutes. Stephanie Hazlewood seconded the motion and the motion passed unanimously.	**Action Item**
Sunset Review of the 045 Staff ID Change Record- **Candice DeSantis** Candice DeSantis summarized the proposal that the 045 Staff ID Change Record be deleted from the PEIMS Data Standards. Candice explained that SEDS collects information on the 040 Staff Identification/Demographic record to identify staff members in the PID database. The Prior ID on the 045 record indicates to the load system that the reported staff field is a correction to a STAFF-ID that was reported in error in a previous submission. The PID database number is used to link with the other data from the PEIMS collection as authorized by TAC §61.1025. Due to the Unique ID implementation of the Texas Student	**Action Item**

Data System (TSDS) Unique ID System, the PRIOR-ID is no longer needed in the PEIMS submission as no staff demographic updates will be made based on the PEIMS data submitted. All staff demographics will be updated through the TSDS Unique ID application interface. **ITF Discussion** None. **ITF Recommendation** Tom Priem made a motion to accept the proposal of deleting the 045 Staff ID Change Record from the PEIMS Data Standards for the 2013-2014 school year. Stephanie Hazlewood seconded the motion and the motion passed unanimously.	
Sunset Review of the 105 Student ID Change Record- **Candice DeSantis** Candice DeSantis summarized the proposal that the 105 Student ID Change Record be deleted from the PEIMS Data Standards. Candice explained that SEDS collects information on the 100 Student Identification record to identify students in the PID database. The Prior ID on the 105 record indicates to the load system that the reported student field is a correction to a STUDENT-ID that was reported in error in a previous submission. The PID database number is used to link with the other data from the PEIMS collection as authorized by TAC §61.1025. Due to the Unique ID implementation of the Texas Student Data System (TSDS) Unique ID System, the PRIOR-ID is no longer needed in the PEIMS submission since student demographic updates will not be made based on the PEIMS data submitted. All student demographic information will be updated through the TSDS Unique ID application interface. **ITF Discussion** None. **ITF Recommendation** Stephanie Hazlewood made a motion to accept the proposal of deleting the 105 Student ID Change Record from the PEIMS Data Standards for the 2013-2014 school year. Brenda Richmond seconded the motion and the motion passed unanimously.	**Action Item**
Adding Program Intent Codes for the Pre-Kindergarten Program - **Bryce Templeton/Belinda Dyer** Bryce reminded the committee that recently the Agency had added Program Intent Code 32 - Pre-Kindergarten to the PEIMS data collection. Belinda Dyer discussed how the PROGRAM-INTENT-CODE identifies the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the PROGRAM-INTENT-CODE, not the demographic makeup of the students served. Belinda Dyer discussed the proposal to revise Program Intent Code 32 for clarity and separation, and to add the three new Program-Intent-Codes for the Pre-Kindergarten Program due to Statutory requirements Sec 29.1532(a)(3) to identify the sources of funding for the prekindergarten classes. 32 – Prekindergarten – Regular Education 33 – Prekindergarten – Special Education 34 – Prekindergarten – Compensatory Education 35 – Prekindergarten – Bilingual Education Bryce Templeton stated that Belinda Dyer had previously presented these changes to the	**Action Item**

Texas Association of School Business Officials (TASBO) Coordinating Task Force (CTF). Belinda Dyer stated that the CTF group has approved this proposed change for the financial accounting reporting standards. **ITF Discussion** Nancy Dunnam asked about certain EDIT+ reports that were missing the current Program Intent Code 32. Bryce Templeton stated that change requests are in place to update the reports in question for the fall and midyear submissions. Belinda Dyer stated that her department would be reviewing all of the financial EDIT+ reports and asked Nancy Dunnam to send her a list of the reports in question. Belinda also stated that there would be a review of the current budget and financial actual allocation process as it relates to the current maintenance of effort (MOE) reviews that are taking place. **ITF Recommendation** Aaron Daitz made a motion to accept the proposal to modify Program Intent Code 32 and add Program Intent Codes: 33 – Prekindergarten – Special Education 34 – Prekindergarten – Compensatory Education 35 – Prekindergarten – Bilingual Education to the PEIMS Data Standards for the 2013-2014 school year. Stephanie Hazlewood seconded the motion and the motion passed unanimously.	
Proposal to Add District of RDSPD Service for RDSPD Funding – **Presented by Bryce Templeton/Brent Pitt** Bryce Templeton reminded the ITF committee of the previous action, from 2008, where the Agency changed the special education attendance reporting to include the RDSPD Indicator Code so that TEA could calculate the special education FTEs that were associated with RDSPD students. This data is used to divide the RDSPD financial allotment among the various RDSPD SSAs. Brent Pitt explained to the committee that some school districts are members of multiple RDSPD SSAs, and the data does not tell TEA from which RDSPD a student received RDSPD services. TEA is proposing to add a new data element, District of RDSPD Service, for calculating all of the RDSPD Funding from the PEIMS data. Currently, Brent Pitt is making personal contact to determine the correct level of funding for the RDSPDs that have school districts who are members of multiple RDSPDs. He explained that by adding the RDSPD District of Service to both the fall and summer collections, the planning for funding distribution and the finalization of the RDSPD funding will be achieved through the data and the data only. TEA would add the RDSPD District of Service data element to the 163 Student Special Education record for the fall and the 405 Student Special Education Attendance record for the summer. **ITF Discussion** ITF asked about charter schools participating in a SSA. Bryce Templeton stated that under the current rules a charter school can physically participate in a SSA, but that the non-profit charter schools must account for, and report, all of their own financial data related to the participation in the SSA. Governmental charter schools report data based on governmental accounting rules, not non-profit accounting rules. Belinda Dyer stated that the Financial Accountability Resource Guide (FARG) is in the beginning stages of being rewritten and recommendations are being encouraged. The charter school rules would certainly be revisited during the rewrite. **ITF Recommendation** Tom Priem made a motion to add District of RDSPD Service to the 163 Special Education	**Action Item**

record and the 405 Special Education Attendance record in the PEIMS Legacy System for the 2013-2014 school year. Stephanie Hazlewood seconded the motion and the motion passed unanimously.	
Proposal to Add New Reason Restraint Code to Code Table C173 for 2013-2014 – Bryce Templeton/ Priscilla Flores The Texas Education Agency has determined that an additional Restraint Reason Code is needed to comply with legislative mandates. Bryce Templeton and Priscilla Flores presented a proposal to add a new Restraint Reason Code to the C173 RESTRAINT-REASON-CODE PEIMS code table for the 2013-2014 school year. This code would allow TEA to capture the complete Restraint Reasons as required by statute. The new code would allow schools to identify and report the law enforcement restraints performed on school property or school sponsored events off campus that are related to a student who is threat to themselves, others, and and/or property. The new Restraint Reason Code proposed is code 08-Restraint by School District Police Officer/School Resource Officer (under MOU with School District/Charter School) Performing Law Enforcement Duties on School Property or During a School-Sponsored or School-Related Activity. This new code would create the requirement for the original codes 01 – 07 and the new code 08 to be mutually exclusive to the Restraint Staff Type. Law enforcement would only be reported with the new code 08 and the school staff and volunteers would only be reported with code 01 – 07. **ITF Discussion** Nancy Dunnam asked TEA staff for additional documentation to clarify that any restraint conducted by a police officer with or without an MOU with the school district would be coded as 08 and all other restraints would be coded as 01-07. Keitha Ivey expressed her concerns on how the interpretation was made and that she needed something documented so she could present it to her district. Priscilla Flores asked Keitha Ivey to send her an email requesting guidance on the use of law enforcement on school property without a formal MOU. Priscilla then stated that she would send the guidance request on to general counsel to get an opinion. David McKamie expressed his concerns on how the schools would would track the detailed reasons for law enforcement restraints locally. Bryce Templeton stated that the schools could track the law enforcement restraints at a lower detail than what TEA is authorized to collect, but that all of the detailed reasons would have to be crosswalked to the new code 08. ITF recommended that TEA staff add language to the proposal for more clarification. They would like this in a bulleted format: 1) all business rules to add concept of law enforcement duties on behalf of school district; and 2) clarify compensation exchanged. **ITF Recommendation** None. This proposal was tabled until the January 22, 2013 ITF Webinar Meeting.	**Action Item**
Adding Grade Level to PET for 2013-2014 - **Terri Hanson** Terri Hanson discussed a proposal to change the Legacy PEIMS Data Standards Appendix G (Person Enrollment Tracking (PET) Guidance). TEA is proposing to add Grade Level Code to the PET Submission. The purpose of this change request is to keep the Grade Level Code in the TSDS Unique-ID system in sync with the last reported enrollment data for a given student. The initial Grade Level Code in the UID system is based on the data from	**Action Item**

the point in time that a student is initially issued a UID number. TEA staff have determined that adding the Grade Level Code to the PET submission is the most efficient way to accomplish the updating of the Grade Level Code in the TSDS UID system. The Grade Level Code information is not needed for any particular TEA function. However, when a school is looking for a student, who has enrolled in their school, in the UID system, the "current" Grade Level Code would be very useful to the school staff in determining the correct Unique ID Number when enrolling a student.

ITF Discussion

Aaron Daitz wanted to confirm that if a student needed to be updated, could they update it daily or weekly? Aaron also wanted to know if the PET schema will need to be changed for 2013-2014.

David McKamie wanted to know if we should look at evaluating other minor demographics.

ITF Recommendation

Aaron Daitz made a motion to approve the proposal to add Grade Level Code to the PET submission for the 2013-2014 school year. Dara Fuller seconded the motion and the motion passed unanimously.

TSDS Update on District vs. Campus Batch Files for Unique ID - **Terri Hanson** Terri Hanson discussed the procedures by which a school will load student and staff demographic data to the TSDS Unique ID system and retrieve the Unique IDs for students and staff. Terri explained that batch files can be submitted by the district or the campus. Training for the TSDS Unique ID system will begin in February with the ESC Unique ID Champions. This training will be a "train the trainer" approach and districts and charter schools will be trained by their specific ESC Unique ID Champions. **ITF Discussion** Aaron Daitz asked about the turnaround time for these batch files. Terri Hanson stated that initial tests were returning fast turnaround times. ITF members asked about the implications for the SPPC7 application given the fact that TEA would no longer be updating the PID database from PET or PEIMS submissions. SEDS staff stated that SPPC7 students are supposed to be enrolled in school and therefore could be added to the TSDS Unique ID system the same as other students are added. **ITF Recommendation** None.	**Discussion Item**
TSDS Student Extension Complex Type Revisions – **Terri Hanson** Terri Hanson discussed the E0266 CAMPUS-ID data element in the StudentExtension Complex Type and the need to move the E0266 CAMPUS-ID data element from StudentExtension Complex Type to StudentExtension TX-StudentCharacteristics Complex Type. Terri stated that moving the CAMPUS-ID moves it closer to the student so that the CAMPUS-ID for each student can be determined accurately. **ITF Discussion**	**Action Item**

Linda Roska stated that TEA needed to ensure that as a result of this change, each student has only one campus characteristic for the fall submission. It was suggested that an edit be applied to check this data. TEA staff stated that with this design change, each student could only have one campus characteristic for the fall submission. **ITF Recommendation** Dara Fuller made a motion to move the E0266 CAMPUS-ID data element from StudentExtension Complex Type to the StudentExtension TX-StudentCharacteristics Complex Type in the 2013-2014 Texas Education Data Standards. Tom Priem seconded the motion and the motion passed unanimously.	

TSDS Student Program Complex Type(s) Revisions –   **Terri Hanson**
 	
Terri Hanson discussed changes to the TEDS documentation for the Student Program Association Interchange (InterchangeStudentProgramExtension) and explained the need to identify select additional data elements as 'NOT USED BY TEA'. Terri also stated the need to change the TitleIPartAParticipant data element from 'NOT USED BY TEA' to 'E1526 TITLE-I-PART-A-PARTICIPANT' as a mandatory dashboard use only data element.
 	
These data elements changes include:
• StudentBilingualProgramAssociationExtension
    o Identify the following data elements as 'NOT USED BY TEA'
        ▪ ProgramReference
        ▪ Services
        ▪ BeginDate
        ▪ EndDate
        ▪ ReasonExited
• StudentESLProgramAssociationExtension
    o Identify the following data elements as 'NOT USED BY TEA'
        ▪ ProgramReference
        ▪ Services
        ▪ BeginDate
        ▪ EndDate
        ▪ ReasonExited
• StudentESYProgramAssociationExtension
    o Identify the following data elements as 'NOT USED BY TEA'
        ▪ ProgramReference
        ▪ Services
        ▪ BeginDate
        ▪ EndDate
        ▪ ReasonExited
• StudentTitleIPartAProgramAssociationExtension
    o Change TitleIPartAParticipant data element from 'NOT USED BY TEA' to 'E1526 TITLE-I-PART-A-PARTICIPANT' as a mandatory dashboard use only data element.
    o This data element uses Code Table Id DC136 which will also need to be changed from 'NOT USED BY TEA' to a dashboard only code table.
       The specifications for this data element are included in this package for review.
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Terri also discussed changes to the StudentTitleIPartAProgramAssociation Complex Type and requested to change TitleIPartAParticipant data element to a Dashboard mandatory Data Element to report Title I Part A participants. **ITF Discussion** None. **ITF Recommendation** Stephanie Hazlewood made a motion for approval to identify select data elements as 'NOT USED BY TEA' and to change TitleIPartAParticipant data element to a Dashboard mandatory Data Element to report Title I Part A participants for TEDS in the 2013-2014 school year. Brenda Richmond seconded the motion and the motion passed unanimously.	
PEIMS Data Reports Revisions for the Texas Student Data System - **Leanne Simons** Leanne Simons presented to the committee the PEIMS EDIT+ reports that have been evaluated for the migration to the TSDS system. Many of the reports will be consolidated and have parameters to allow the users to retrieve the same information in the future as they do today using a single and common report template. Some of the reports are also being presented to the ITF committee for deletion consideration. Leanne presented a PowerPoint presentation that illustrated the process that has been followed to review and revise/delete the respective reports. Leanne further explained that the amount of time to review each and every proposed change with the committee would require more time than is available during the ITF meetings. The report recommendations will be sent to the ITF members to review and return comments to Leanne Simons before the next ITF meeting. **ITF Discussion** The committee had concerns about the reports that were going to be consolidated and stated that some of the reports listed for deletion were still needed. Leanne asked the members to document these comments after reviewing the recommendations. **ITF Recommendation** ITF committee members will email Leanne Simons their comments regarding the report changes recommendations and will vote on this item at the January 22, 2013 ITF meeting.	**Discussion/ Action Item**
Sunset Review of the 040 Staff ID- Demographic Record and 043 Staff Demographic Record **Tony Wallette/Nina Taylor** Tony Wallette presented to the committee the Sunset reviews for the 040 Staff ID-Demographic record and 043 Staff Demographic record. Tony explained that the data is used to capture the basic identification and demographic information that is used for much of the AEIS data reporting. One significant piece of information is the calculation of the staff FTE's by program area and student populations served. **ITF Discussion** None. **ITF Recommendation** Dara Fuller made a motion to approve the Sunset review and continue the data collection of the 040 Staff ID-Demographic Record and 043 Staff Demographic Record through the 2015-2016 school year. David McKamie seconded the motion and the motion passed unanimously.	**Action Item**
Sunset Review of the 050 Employment Payroll Summary Record – **Belinda Dyer/Nina Taylor** **Brent Pitt/Tony Wallette**	**Action Item**

Tony Wallette presented the 050 Employment Payroll Summary Sunset review to the ITF committee. Tony summarized how the data is also used for the staff FTE calculations that are required for reporting. Belinda Dyer stated that the 050 Employment Payroll Summary Record is used by the Financial Compliance division to identify staff members that are required to comply with specific program requirements. **ITF Discussion** None. **ITF Recommendation** Stephanie Hazlewood made a motion to approve the Sunset review and continue the data collection of 050 Employment Payroll Summary Record through the 2015-2016 school year. Tom Priem seconded the motion and the motion passed unanimously.	
Sunset Review of the 055 Staff Contracted Instructional Staff Record – **Belinda Dyer** Belinda Dyer presented the 055 Staff Contracted Instructional Staff Record Sunset review to the ITF committee. Belinda stated that the Financial Compliance division uses the data on the 055 Staff Contracted Instructional Staff Record to monitor contracted FTEs for district, campus and targeted student populations. It is used to determine if contracted staff allocation to a grant is appropriate for auditing purposes. **ITF Discussion** None. **ITF Recommendation** Tom Priem made a motion to approve the Sunset review and continue the data collection of 055 Staff Contracted Instructional Staff Record through the 2015-2016 school year. Brenda Richmond seconded the motion and the motion passed unanimously.	**Action Item**
Sunset Review of the 100 Student Basic ID Record – **Nina Taylor/Belinda Dyer/Shannon Housson** Bryce Templeton presented research and analysis uses of the students identification information on the 100 Student Identification record. The data is used to compile student-level completion and dropout listings for the divisions responsible for state and federal accountability and performance-based monitoring. The Financial Compliance division uses student identification from the 100 record combined with student data from other records to perform Foundation School Program funding audits. The Performance Reporting division uses the 100 record to identify groups of students to calculate several indicators in the Performance Reports. **ITF Discussion** None. **ITF Recommendation** Tom Priem made a motion to approve the Sunset review and continue the data collection 100 Basic ID Record through the 2015-2016 school year. Dara Fuller seconded the motion and the motion passed unanimously.	**Action Item**
Sunset Review of the 101 Student Demographic Record- **Nina Taylor/Vangie Stice-Israel/Linda Roska/Belinda Dyer/ Mike Murphy** Mike Murphy presented the 101 Student Demographic record Sunset review to the ITF	**Action Item**

committee. Mike summarized how the 101 Student Demographic Record is used by the Performance Reporting division to provide a student's district, campus, sex, and ethnicity for reporting. Performance Based Monitoring uses the data from the 101 record to identify students for data validation on site visits as well as monitoring in the PBMAS system. Vangie-Stice Israel discussed the uses of the Career and Technical Ed Indicator Code to provide an accurate count of students participating in the Texas Career and Technical Education program for federal reporting purposes. Linda Roska discussed how the Accountability Research division uses the data from the 101 record for student-level identification and program participation as well as aggregations and merging of student records in producing dropout, completions, and grade-level retention reports. Belinda Dyer discussed how the Financial Compliance division uses the data to identify students for Foundation School Program Funding Audits including eligibility for ADA funding and/or PK funding. The Research and Analysis division uses the data to perform district, demographic and participation analysis when evaluating programs. They merge student-level data from this record with other data that is needed for program evaluations. **ITF Discussion** None. **ITF Recommendation** David McKamie made a motion to approve the Sunset review and continue the data collection 101 Student Basic Demographic Record through the 2015-2016 school year. Stephanie Hazlewood seconded the motion and the motion passed unanimously.	
Sunset Review of the 300 Campus Course Section Record and 305 Staff Teacher Assignments Record **– Gloria Zyskowski** Bryce Templeton discussed how the Student Assessment division is responsible for building and publishing the Student Assessment Data Portal. The Student Assessment Data Portal system established under law must permit comparisons of student performance information at the classroom, campus, district, and state levels. The 300 record and 305 record is used to build and publish the Student Assessment Data Portal **ITF Discussion** None. **ITF Recommendation** Brenda Richmond made a motion to approve the Sunset review and continue the data collection of the 300 Campus Course Section record and the 305 Staff Teacher Assignment record through the 2015-2016 school year. Tom Priem seconded the motion and the motion passed unanimously.	**Action Item**
Sunset Review of the 408 Extended School Year Services Record – **Brent Pitt/Belinda Dyer** Belinda Dyer discussed how the Financial Compliance division uses the data from the 408 record for ESY attendance reports for calculating special education funding payments and for performing both on-site and desk audits. **ITF Discussion** None. **ITF Recommendation**	**Action Item**

Dara Fuller made a motion to approve the Sunset review and continue the data collection of the 408 Extended School Year Services Record through the 2015-2016 school year. Brenda Richmond seconded the motion and the motion passed unanimously.	
Sunset Review of the 415 Course Completion Data Student Record – **Shannon Housson/Vangie-Stice Israel** Tony Wallette discussed how the Performance Reporting Division uses data from the 415 record to calculate the Advanced Course/Dual Enrollment Completion rate included on the performance reports. The 415 record is also used in determining the campus distinction designations. Vangie-Stice Israel presented that the Curriculum Division is required to submit the Perkins Consolidated Annual Report which contains several Federal Performance measures dealing with CTE enrollment in courses non-traditional for the student's gender. Some of these performance measures use end-of-year data that is reported on the 415 record. **ITF Discussion** None. **ITF Recommendation** Brenda Richmond made a motion to approve the Sunset review and continue the data collection of the 415 Course Completion Data Student record through the 2015-2016 school year. Dara Fuller seconded the motion and the motion passed unanimously.	**Action Item**
Other Business: Melody Parrish provided an update to the committee on the Early Adopters of the TSDS system for the 2013-2014 school year. To date, 90 school districts have applied for TSDS early adopter participation. Melody stated that the early adopter applications are due to TEA no later than January 16, 2013. When the early adopters are selected, each ESC will be selected, most vendors will be selected, and small, medium, and large school districts will be selected to ensure a full cross section of the public schools that are able to participate.	**Action Item**
Upcoming ITF Meetings The next ITF meetings are scheduled as follows: January 22, 2013 (Webinar Meeting). April 9, 2013 (TEA Meeting) May 14, 2013 (TEA Meeting) Diane Borreson made a motion to adjourn the meeting. Tom Priem seconded the motion. The meeting adjourned at 1:41pm.	**Discussion Item**