Policy Committee on Public Education Information Meeting Minutes

Tuesday June 4, 2013

William B, Travis Building, Room **4-140 & Webinar**
1701 N. Congress Avenue, Austin, Texas 78701
10:00am – 2:00 p.m.

Members Via Webinar: Mary Ann Whiteker, Julius Cano, Paul Clore, Margaret F. Davis, Ronny Beard, Robert Muller, Terry Driscoll, David McKamie (Information Task Force), Mark White

Others Attending: Melody Parrish, Bryce Templeton, Terri Hanson, Tessie Bryant, Candice DeSantis

1.   **Call to Order:** Mary Ann Whitaker called the meeting to order at 10:05 AM

2.   **February 5, 2013 PCPEI Meeting Minutes**

Mary Ann Whitaker introduced the minutes from the February 5, 2013 PCPEI meeting and asked if there was any discussion. Paul Clore moved to adopt and Robert Muller seconded the motion. The motion carried and the minutes were adopted by the committee.

3.   **May 22, 2013 PCPEI Meeting Minutes**

Mary Ann Whitaker introduced the minutes from the May 22, 2013 PCPEI meeting and asked if there was any discussion. Paul Clore moved to adopt and Ronny Beard seconded the motion. The motion carried and the minutes were adopted by the committee.

4.   **ITF Report to the PCPEI Committee**

David McKamie, Information Task Force (ITF) Vice Chair, presented the ITF Report April 9, 2013 and May 14, 2013 for the ITF meetings. David summarized each of the business items and the corresponding ITF recommendations. The PCPEI committee discussed and/or voted on each business item as noted below.

Information Task Force (ITF) Report to the
Policy Committee on Public Education Information (PCPEI)
For the June 4, 2013 meeting

Part A: Summary of the ITF Business from the April 9, 2013 meeting

1.   **Sunset Review of the PEIMS 030 Financial Budget Data Record**   **Action Item**
     Tony Wallette presented to the ITF Committee the need to continue collecting the 030 District Finance Data – Budget Record. It provides information to the School Financial Audits division that can be used

to determine compliance with IDEA Maintenance of Effort guidelines. This information also allows the commissioner to establish advisory guidelines relating to the fiscal management of a school district and report annually to the SBOE. It is used to create the annual Budget Financial file and to report the fund balance on the Performance Report.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 030 District Finance Data – Budget Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action

Motion: Paul Clore made a motion to approve the Sunset Review and continue the data collection of the 030 District Finance Data – Budget Record through the 2015-2016 school year. The motion was seconded by Mark White.

Vote: The motion passed unanimously.

2. **Sunset Review of the PEIMS 032 Financial Actual Data Record**   **Action Item**
   Tony Wallette presented to the ITF Committee the need to continue collecting the 032 District Finance Data – Actual Record. This information is used to monitor districts for grant requirement compliance and NCLB and IDEA MOE audits and reviews required by law. It also helps monitors FSP Indirect Cost compliance and calculates the LEA indirect cost rates. It allows the commissioner to establish and publish each year, proposed expenditures for each school district. The Performance Reporting division reports the Actual Financial Standard file created by Forecasting and Fiscal Analysis Division to report actual expenditures by object, function and program and to report revenues.

   ITF Discussion

   None.

   ITF Recommendation

   The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 032 District Finance Data – Actual Record through the 2015-2016 school year.

   PCPEI Discussion
   None.

   PCPEI Action
   Motion: Ronny Beard made a motion to approve the Sunset Review and continue the data collection of the 032 District Finance Data – Actual Record through the 2015-2016 school year. The motion was seconded by Mark White.

   Vote: The motion passed unanimously.

3. Sunset Review of the PEIMS 060 Staff Payroll Data Record   **Action Item**

Tony Wallette presented to the ITF Committee the need to continue collecting the 060 Staff Payroll Data Record. The Performance Reporting division calculates average salary and used the teacher FTE by program derived from information reported on the 060 record in the annual Performance Report. The School Financial Audits division uses the data to identify staff required to comply with qualification requirements and to determine if allocation to a grant is appropriate as required.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 060 Staff Payroll Data Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action

Motion: Mark White made a motion to approve the Sunset Review and continue the data collection of the 060 Staff Payroll Data Record through the 2015-2016 school year. The motion was seconded by Ronny Beard.

Vote: The motion passed unanimously.

4. Sunset Review of the PEIMS 090 Staff Responsibilities Data Record   **Action Item**

Tony Wallette presented to the ITF Committee the need to continue collecting the 090 Staff Responsibilities Data Record. The information provides the job responsibilities of all district and ESC staff and the time spend and students involved for that job responsibility. This allows the TEA to calculate the Portion of a Full Time Equivalent (PFTE) that corresponds with each job responsibility. The sum of the PFTE for teachers and the number of students involved are used to determine class size and the student teacher/ratio. The job responsibility (ROLE) is used to identify various groups of staff for reporting total FTE by group and identifying groups of staff for funding considerations and evaluations of programs. The ROLE and SERVICE are used to determine classes being taught by teachers not certified in the content area of their respective class.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 090 Staff Responsibilities Data Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action

Motion: Paul Clore made a motion to approve the Sunset Review and continue the data collection of the 090 Staff Responsibilities Data Record through the 2015-2016 school year. The motion was seconded by Mark White.

Vote: The motion passed unanimously.

5. Sunset Review of the 203 Student Leaver Data Record   **Action Item**

Tony Wallette presented to the ITF Committee the need to continue collecting the 203 Student Leaver Data Record. Graduation, dropout, and other leaver data are used for state and federal reporting purposes. It is also used in district aggregates and rates and at the individual student level to monitor existing students from districts and to apply appropriate intervention. Leaver data are also used to identify districts that are required to comply with submission of the State Compensatory Education (SCE) Agreed-Upon Procedures report.

<u>ITF Discussion</u>

None.

<u>ITF Recommendation</u>

The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 203 Student Leaver Data Record through the 2015-2016 school year.

<u>PCPEI Discussion</u>

None.

<u>PCPEI Action</u>

Motion: Ronny Beard made a motion to approve the Sunset Review and continue the data collection of the 203 Student Leaver Data Record through the 2015-2016 school year. The motion was seconded by Mark White.

Vote: The motion passed unanimously.

6. Sunset Review of the 425 Student Disciplinary Action Record   **Action Item**

Bryce Templeton presented to the ITF Committee the need to continue collecting the 425 Student Disciplinary Action Record. This information is used by the School Safety Division for reports relating to Expulsions and Disciplinary Alternative Education Program Placements. Performance-Based Monitoring division uses the 425 record to monitor PEIMS Discipline Data Integrity, Special Accreditation Investigations for Excessive DAEP Placements, and Evaluating Disciplinary Alternative Education Programs Electronically.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 425 Student Disciplinary Action Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action

Motion: Robert Muller made a motion to approve the Sunset Review and continue the data collection of the 425 Student Disciplinary Action Record through the 2015-2016 school year. The motion was seconded by Terry Driscoll.

Vote: The motion passed unanimously.

7. Sunset Review of the 435 Student Restraint Data Record   **Action Item**

Brent Pitt presented to the ITF Committee the need to continue collecting the 435 Student Restraint Data Record. This information is used by the Division of Federal and State Education Policy (IDEA) to respond to ad hoc requests from the Texas legislature. Beginning with the 2012-2013 school year, the collection of law enforcement restraints performed on students was added to this record to comply with legislative changes under TEC 37.0021.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the Sunset Review and continue the data collection of the 435 Student Restraint Data Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action

Motion: Paul Clore made a motion to approve the Sunset Review and continue the data collection of the 435 Student Restraint Data Record through the 2015-2016 school year. The motion was seconded by Mark White.

Vote: The motion passed unanimously.

8. Texas Student Data System – TEDS Updates   **Action Item**

Tessie Bryant presented a proposal to the committee to modify the Student Extension Complex Type. Tessie explained that after further review and testing the StudentExtension complex type for PEIMS, the student's demographics and characteristics are submitted by E0212 DISTRICT-ID. The proposal is to delete the E0266 CAMPUS-ID data element in the TX-StudentCharacteristics Complex Type. This modification will allow the student's demographics and characteristics to be submitted by a district.

ITF Discussion
None.

ITF Recommendation

ITF made a motion to approve the proposal to delete the E0266 CAMPUS-ID data element in the TX-StudentCharacteristics Complex Type in the TSDS Texas Education Data Standards.

PCPEI Discussion

None.

PCPEI Action
Motion: Ronny Beard made a motion to approve the proposal to delete the E0266 CAMPUS-ID data element in the TX-StudentCharacteristics Complex Type in the TSDS Texas Education Data Standards. The motion was seconded by Robert Muller

Vote: The motion passed unanimously.

Part B: Summary of the ITF Business from the May 14, 2013 Meeting

1. **Sunset Review of the 033 District Finance Data-Shared Services Arrangement Actual Record**
                                                                                        Action Item

Belinda Dyer presented to the ITF Committee the need to continue collecting the 033 District Finance Data-Shared Services Arrangement Actual Record. The Financial Compliance division uses the SSA actual financial data reported on the 033 record to verify the accuracy of the reporting of Shared Service Arrangement expenditures. The department also uses the 033 SSA record data to prepare required reports for the commissioner, State Board of Education, legislature, governor, and Federal program monitors. TEC 29.007 allows school districts to enter into written contracts to jointly operate special education programs and requires the TEA to monitor compliance with federal and state laws. The Financial Compliance division uses data from the 033 SSA Actual Finance Data record to monitor Shared Service Arrangements for grant requirement compliance and Federal Fiscal Compliance & Reporting division uses data for IDEA MOE audits and reviews required by law. In addition, the Financial Compliance division uses data from the 033 record to monitor SSA expenditures according to their budget and reviews revenues and expenditures for the preceding years. The Financial Compliance division also monitors the FSP Indirect Cost compliance and calculates the LEA indirect cost rates.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the Sunset Review and continue the 033 District Finance Data-Shared Services Arrangement Actual Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action

Motion: Paul Clore made a motion to approve the Sunset Review and continue the 033 District Finance Data-Shared Services Arrangement Actual Record through the 2015-2016 school year. The motion as seconded by Robert Muller

Vote: The motion passed unanimously.

2. Sunset Review of the 500 Flexible Attendance Data – Student Record   **Action Item**

Belinda Dyer presented to the ITF Committee the need to continue collecting the 500 Flexible Attendance Data – Student Record. The 500 record provides Flexible Attendance Program data for those LEAs/schools that are approved to participate in the Flexible Attendance Programs. The flexible attendance program is a required program that TEA must offer and collect data for funding purposes. There are three (3) unique programs that generate attendance data on the Flexible Attendance data record: 1. Optional Flexible School Day Program (OFSDP), 2. High School Equivalency Program (HSEP) 3. OFSDP Credit/Promotion Recovery Program. The Student Attendance Accounting Handbook documents all of the attendance accounting rules for the flexible attendance program including the eligibility information and attendance coding instructions.

ITF Discussion

None.

ITF Recommendation

The ITF Committee made a recommendation to approve the 500 Flexible Attendance Data – Student Record Sunset Review and continue the 500 Flexible Attendance Data – Student Record through the 2015-2016 school year.

    PCPEI Discussion

    None.

        PCPEI Action

        Motion: Terry Driscoll made a motion to approve the 500 Flexible Attendance Data – Student Record Sunset Review and continue the 500 Flexible Attendance Data – Student Record through the 2015-2016 school year. The motion was seconded by Mark White.

        Vote: The motion passed unanimously.

3. Sunset Review of the 505 Special Education Flexible Attendance Data – Student Record
Action Item

Belinda Dyer presented to the ITF Committee the need to continue collecting the 505 Special Education Flexible Attendance – Student Record. The Financial Compliance division uses data from the 505 Special Education Flexible Attendance Data - Student record to report the special education flexible attendance for each eligible special education student enrolled in an approved Flexible Attendance Program. The data from the 505 record is used to collect the special education flexible attendance. The Student Attendance Accounting Handbook documents all of the attendance accounting rules for this program including the special education eligibility information and attendance coding instructions.

ITF Discussion

None.

ITF Recommendation

ITF Committee made a recommendation to approve the 505 Special Education Flexible Attendance Data – Student Record sunset review and continue collecting the 505 Special Education Flexible Attendance Data – Student Record through the 2015-2016 school year.

PCPEI Discussion

None.

PCPEI Action
Motion: Terry Driscoll made a motion to approve the 505 Special Education Flexible Attendance Data – Student Record sunset review and continue collecting the 505 Special Education Flexible Attendance Data – Student Record through the 2015-2016 school year. The motion was seconded by Mark White.

Vote: The motion passed unanimously.

4. **Sunset Review of the 510 Career & Technical Education (CTE) Flexible Attendance – Student Record**   **Action Item**

Belinda Dyer presented to the ITF Committee the need to continue collecting the Financial Compliance division uses data from the 510 Career & Technical Education (CTE) Flexible Attendance Student record to collect the Career and Technical Education (CTE) flexible attendance data for each eligible CTE student enrolled in an approved Flexible Attendance Program. The Student Attendance Accounting Handbook documents all of the attendance accounting rules for this program including the career and technical education eligibility information and attendance coding instructions.

ITF Discussion

None.

ITF Recommendation

ITF Committee made a recommendation to approve the 510 Career & Technical Education (CTE) Flexible Attendance – Student Record Sunset Review and continue the 510 Career & Technical Education (CTE) Flexible Attendance – Student Record through the 2015-2016 school year.

    PCPEI Discussion

    None.

        PCPEI Action

        Motion: Terry Driscoll made a motion to approve the 510 Career & Technical Education (CTE) Flexible Attendance – Student Record Sunset Review and continue the 510 Career & Technical Education (CTE) Flexible Attendance – Student Record through the 2015-2016 school year. The motion was seconded by Mark White.

        Vote: The motion passed unanimously.

5. Discipline Length Difference Reason Codes Revision   **Action Item**

Bryce Templeton presented a proposal to the committee to add a new code to the DISCIPLINE-LENGTH-DIFFERENCE-REASON-CODE C166 code table. Bryce explained it was discovered that there was a special instruction on the Actual Length of Disciplinary Assignment that requires schools to report the Actual Length of Disciplinary Assignment without any student absences that may have occurred during the disciplinary removal term. This rule was copied to the PEIMS 425 reporting instructions and it has been requested by PEIMS users that TEA add a new Length Difference Reason Code to accommodate this reason for the 2013-2014 school year.

ITF Discussion

Dara Fuller asked for confirmation that this new code would indicate if a student's discipline assignment would be extended or not based on a student's absences. Bryce Templeton replied that extended should not be used in the circumstance. Bryce stated that maybe "modified" is not the correct terminology. Dara stated that she didn't understand why this new code was needed, why code 99 couldn't be used. Judi Sparks asked if code '01' – Term modified by district could be used in this circumstance. Bryce stated that we could use this code; however, it is generally used for different reasons. Judi stated that the new code would be used specifically for absences and Bryce confirmed yes. David McKamie stated that this new code would be of use to the ESC when analyzing the data and this would be good information when doing the analysis. Brenda Richmond stated that using the word modified wasn't clear. Bryce suggested changing the words modified/reduced to just "reduced". Nancy Dunnam suggested a change to the verbiage and Bryce recommended changing reduced to "decreased." It was agreed that the verbiage in codes 01, 02, 03, 10, & 11 change from "modified" to "decreased".

Keitha suggested adding a business rule to the Data Standards regarding extending discipline assignment passed the last day originally assigned must be on another 425 record. Bryce recommended the business rule to read as follows: "For no reason can a student disciplinary placement be extended past the student's actual length of disciplinary assignment without a new incident being processed."

ITF Recommendation #1

The ITF Committee made a recommendation to approve the proposal to add a code 11 – Term Decreased due to student absences to the DISCIPLINE-LENGTH-DIFFERENCE-REASON-CODE C166 code table and modify codes 01, 02, 03 & 10 to read as "decreased" instead of "modified*".*

ITF Recommendation #2

The ITF committee made a recommendation to approve adding a new business rule for the 425 Discipline Record business rules and add the new business rule as follows: For no reason can a student disciplinary placement be extended past the student's actual length of disciplinary assignment without a new incident being processed.

PCPEI Discussion

Mary Ann Whiteker asked if there was some education code that forbid extending these discipline actions. Bryce Templeton explained that according to Priscilla Flores, if the days are extended longer than the original assignment then there should be another incident reported. Mary Ann asked where this information was in writing. Bryce stated he would need to get addition information from Priscilla. Paul Clore agreed there needed to be something in writing.

PCPEI Action

Motion: Paul Clore made a motion to table this item for the current meeting. The motion was seconded by Robert Muller.

Vote: No vote was taken on this action item.

6. Non Campus Based Codes Revisions   **Action Item**

Bryce Templeton presented a proposal to retire Non Campus Based Code 02 and break out of the retired codes new codes that are more descriptive of the current instructional technologies and methods that are being used in schools today. Specifically, Video Conferencing has been generically grouped in with the Code 02 – Electronic/Internet/Correspondence Course code.

Four new codes would be added to better report the non campus based instruction under the former code:

11: Correspondence Course (By postage mail or electronic mail)
12: Video Conferencing Course
13: Online/Internet Based Course (Not a TxVSN Course)
14: Computer Based or Computer Assisted Course (Digital Curriculum Products).

ITF Discussion

David McKamie discussed a new form of course instruction through Project Share and was wondering where this type of course would most fit in the codes provided. There was discussion among the ITF committee regarding Project Share courses. It was determined that the TEA PEIMS staff would need to further research this issue before an informed decision could be made regarding the coding of these non campus based instruction courses through Project Share.

It was also stated that some districts are over reporting code 06- Non-campus teacher providing instruction at another district facility. Nancy Dunnam requested a query be run to determine how many districts were using code 06. This specific issue will be revisited at the July 16, 2013 ITF meeting.

ITF Recommendation

The ITF Committee made a recommendation to approve the proposal to retire Non Campus Based Code 02 and to add Codes 11, 12, 13, & 14 as presented.

11: Correspondence Course (By postage mail or electronic mail)
12: Video Conferencing Course
13: Online/Internet Based Course (Not a TxVSN Course)
14: Computer Based or Computer Assisted Course (Digital Curriculum Products).

PCPEI Discussion

Mary Ann Whiteker asked about the fact that a course is not 100% in one of the listed areas. An LVN course is taught 50% in classroom and 50% co-teaching with a teacher in Livingston via video conferencing. Bryce Templeton replied that there is a teacher of record and she would determine the outcome of the course. Mary Ann said yes there is a teacher of record. Ronny Beard asked about the non-campus based instruction code was only for student who do not have a Teacher of Record for a course. Bryce replied yes. Administration would not leave a class unattended but that does not make that person a Teacher of Record. Ronny Beard also stated that non-campus based instruction code definition is not clear and may need a clarification written. Bryce read the definition from the Data Element and Ronny stated that was clear enough. Robert Muller asked why discriminate between courses. Bryce replied that TxVSN said there was too much generality and this would give the districts the ability to distinguish the difference. Robert Muller suggested better clarifying code '02'. Mary Ann asked why do they need to be that specific. Robert also stated that this may not add a lot of addition work for districts but added more definition to code '02' would be easier than adding an additional four codes. Ronny Beard suggested adding (not a TxVSN course) to code '02' and Robert agreed. Bryce stated he did not have any addition information from TxVSN. Mark White stated that leaving code '02' as is would allow for further growth in this particular area.

PCPEI Action

Motion: Paul Clore made a motion to re-write Non-campus based instruction '02' Electronic/Internet/Correspondence Based Course to include (Not a TxVSN Course). The motion was seconded by Robert Muller.

Vote: The motion passed unanimously.

5.   **Information Task Force Membership**   **Action Item**

PCPEI Discussion

Bryce Templeton explained that two ITF members are no longer employed with the organization they represented; John McCauley, Region 20 ESC and Stephanie Hazlewood, Pflugerville ISD.

Ronny Beard recommended Judi Sparks to replace John McCauley as ITF member and Beverly Meyer as her alternate.

Bryce also stated that Patty Streat had been attending ITF meetings as Stephanie's possible replacement.

PCPEI Action

Motion: Ronny Beard made a motion to approve Judi Sparks as John McCauley's replacement as a member of the ITF Committee and appoint Beverly Meyer as her alternate. The motion was seconded by Robert Muller.

Vote: The motion passed unanimously.

Motion: Terry Driscoll made a motion to approve Patty Streat as Stephanie Hazlewood's replacement as a member of the ITF Committee. The motion was seconded by Robert Muller

Vote: The motion passed unanimously.

6.   **Next PCPEI Meeting**

The next PCPEI meeting is scheduled for July 29, 2013 via webinar.

7.   **Adjournment**

Mary Ann Whitaker adjourned the PCPEI Meeting at 11:16pm.