Members: Nancy Dunnam, Chair David McKamie, Vice Chair Diane Borreson Belinda Dyer Dara Fuller Cathleen Freeman Adrian Garcia Keitha Ivey Debbie Largent Kim O'Leary Brenda Padalecki Tom Priem Linda Roska Judi Sparks Janet Spurgin Patty Streat Peggy Sullivan	*Information Task Force (ITF)* *Meeting Minutes* *January 20, 2015*	**10:00 AM to 2:00 PM** William B Travis Bldg. Webinar Meeting Hosted from Room **G-100, PDC7**

Members attending:	*Nancy Dunnam, Keitha Ivey, David McKamie, Brenda Padalecki, Linda Roska, Judi Sparks, Patty Streat*
Members attending via Webinar:	*Diane Borreson, Cathleen Freeman, Dara Fuller, Adrian Garcia, Debbie Largent, Kim O'Leary, Peggy Sullivan*
Alternates via Webinar:	*Scott Lewis for Janet Spurgin*
Others Attending:	*Amanda Callinan, Fernando Garcia, Terri Hanson, Jason Ramirez, Jason Ramirez, Spring Lee, Nina Taylor, Bryce Templeton*
Others Attending via Webinar:	*Jeanine Helms*

Call the Meeting to Order: Nancy Dunnam, ITF Chair **Nancy Dunnam called ITF meeting to order at 10:00 AM.**	
Approval of the October 14, 2014 Meeting Minutes Patty Streat motioned to approve the October 14, 2014 ITF meeting minutes as presented and Judi Sparks seconded the motion. The motion passed unanimously	**Action Item**
TREx Data Standards Baseline Discussion The Texas Education Agency has taken the necessary steps, through the governance process, to establish a baseline for all future changes to the Texas Records Exchange (TREx) System. From this point forward, all TREx changes will be presented to the Information Task Force, Policy Committee on Public Education Information committee, and the TEA Data Governance Board before implementation. Fernando Garcia provided a comprehensive list of Texas Records Exchange (TREx) data elements that will serve as a baseline for any new data elements added in the future which will require approval by the three data governance approval committees: Information Task Force (ITF), Policy Committee on Public Education Information (PCPEI), and the Data Governance Board (DGB). Adrian Garcia asked if a data element has to affect all the districts to be considered as a new TREx data element. Bryce Templeton stated that has been one of the deciding factors in the past when considering additions. Adrian Garcia mentioned creating a new element that would make it easy to identify students who have met the TSI requirements for English and Math. TEA staff asked	**Discussion Item**

Adrian to send this suggestion to Glenn Shelton. Adrian Garcia said that he would send more information about TSI. Nancy Dunnam stated that the TREx data elements would have the same approval guidelines as the PEIMS data standards elements; element justification, cost benefit, etc. TEA staff confirmed this statement. Terri Hanson explained that the PCPEI committee has already reviewed this item and agreed that the TREx elements should go through the governance process, and that the approval process would begin with the 2015-2016 TREx data standards and that all changes to TREx would begin with the ITF committee**.**	
SSI Promotion Retention Indicator Code Due to the transition to revised statewide curriculum standards, State of Texas Assessments of Academic Readiness (STAAR®) mathematics assessments for Grades 5 and 8 will be administered only once in the 2014–15 school year. Consequently, the Student Success Initiative (SSI) requirement that students in Grades 5 and 8 must pass the STAAR mathematics assessment in order to move on to the next grade level will be suspended for the 2014–2015 school year. Amanda Callinan explained that the Student Success Initiative (SSI) requires students in Grades 5 and 8 to pass reading and mathematics STAAR examinations in order to be promoted to the next grade level. Amanda stated that Commissioner Williams announced in a To The Administrator Addressed letter on May 1, 2014 that the mathematics portion of the SSI requirement will be suspended for one year, the 2014-2015 school year. Amanda explained that this request was made because there will be no opportunity to retake the mathematics examination because the performance standards are being revised to incorporate the new mathematics TEKS, and these standards will not be set until after the 2015 Spring administration. Amanda commented that the proposed edits ensure mathematics failures cannot be reported in the 2015 Fall snapshot. Amanda reminded the committee that the proposed edits are temporary since Commissioner Williams is only suspending the requirement for one year. Nancy Dunnam stated that her districts have asked about the School Success Initiative (SSI) and whether SSI will continue to be funded. Nancy questioned the accuracy of the data element if SSI is no longer funded. Linda Roska stated that the SSI funding was eliminated in 2011, but that the SSI Promotion Retention reporting is still a mandate in state law. **Dara Fuller motioned to approve the changes that prevent the SSI Promotion Retention codes concerning Math assessments for the 2015-2016 school year and restore the same for the 2016-2017 school year. David McKamie seconded the motion and the motion passed unanimously.**	**Action Item**
Career and Technical Education Indicator Code The Tech Prep Program was defunded by the USDE in 2010. Most, if not all, students that were in the program at the time of defunding have completed the high school program. The Tech Prep code will remain in place for the 2015-2016 school year and then be removed for the 2016-2017 school year. New edits will be implemented for the 2015-2016 school year that restrict certain students from being reported with the CTE code 3. Bryce Templeton explained that students completing grade 12 in the 2015-2016 school year should be the only students still reported in the Career and Technical Education Tech Prep program. All other students that are pursuing a CTE study program should be reported with the Coherent Sequence Code. The remaining students taking a CTE course(s) should be coded as "taking a CTE course". Bryce commented that TEA would add an edit to the 2015-2016 school year data collections that limits the CTE Tech Prep Code to grade 12 students.	**Action Item**

Dara Fuller suggested that TEA publish early notice of the CTE Tech Prep Code removal in the 2015-2016 PEIMS Data Standards and the TSDS Texas Education Data Standards. **Cathleen Freeman made a motion to implement the new edit that limits the 2015-2016 CTE Tech students to those in grade 12. Brenda Padalecki seconded the motion. The motion passed unanimously.**	
TSDS Disciplinary Reports TSDS PEIMS reports PDM3-132-003 – Student Disciplinary Action Summary and PDM3-132-006 – Student Disciplinary Action Incident Counts by Reason Code are duplicative in appearance with different titles. A revision to the reports for TSDS PEIMS is being proposed to make the reports more usable to the schools. Bryce Templeton stated that the SEDS department is reviewing all of the Edit+ reports as part of the TSDS conversion process. Since two reports have the same content but different titles - TSDS PEIMS reports PDM3-132-003 – Student Disciplinary Action Summary and PDM3-132-006 – Student Disciplinary Action Incident Counts by Reason Code, Bryce stated that the TEA is proposing changing the PDM3-132-006 to provide discipline action reason incident counts only and keeping PDM3-132-003 as a detailed report displaying disciplinary action reason codes by disciplinary action codes as well as incident counts by discipline reason and action. Nancy Dunnam asked that the 003 report have each code and its definition listed at the bottom of the report. Bryce Templeton stated that a disciplinary action code key could be added to the bottom of the report. **Keitha Ivey motioned to approve the changes to report PDM3-132-006 to become a report of incidents counts by discipline action reason only, and that report PDM3-132-003 be modified to include a legend of the discipline actions at the end of the report. Patty Streat seconded the motion and the motion passed unanimously.**	**Action Item**
TSDS Major Funds Reports Bryce Templeton explained that the following two reports will allow the user to choose up to four Major Funds to display as well as allow the user to save the output to a local network area: 1) PDM2-102-002 – Fund Balances Section of Balance Sheet – Governmental Funds 2) PDM2-102-003 – Statement of Revenues, Expenditures, and Changes in Fund Balances – Government Funds. Bryce commented that the user will be able to choose the four major fund codes that appear on the report using a user administration screen. Bryce mentioned that this feature should be available by the April release of the TSDS PEIMS system for the Mid-year collection. Bryce Templeton explained that with the TSDS system development, it is necessary to change the way that users process two particular Midyear audit reports. Nancy Dunnam asked how to select parameters and Bryce explained there would be a dropdown menu and that the user could create a custom product. Nancy Dunnam asked if the report could be saved to PDF, CSV, or Excel, and Bryce confirmed it would have that capability. Terri Hanson explained that the other reports can be frozen but this one is too large and too complex, and that if users want to save the report they should export it into their preferred file format.	**Discussion Item**

Houston ITF Membership Cathleen Freeman nominated Pablo Martinez to be her alternate. Cathleen summarized Pablo's background and mentioned that he had been with Houston ISD for 25 years. **Judi Sparks motioned and Keitha Ivey seconded.** **Nancy Dunnam stated that Pablo Martinez has been approved by the ITF and now his nomination will go before the PCPEI.**	**Action Item**
Other Business. Nancy Dunnam asked if anyone had other business items, and David McKamie said he had a few things he wanted to mention. David McKamie mentioned the ECDS collection coincides with the Fall PEIMS submissions and asked if the collection could be moved to a more reasonable time of the year. Nancy Dunnam suggested the collection occur between the Midyear Submission and Resubmission. Terri Hanson replied that she would have to ask Howard Morrison if the collection could be moved. David McKamie mentioned that sometimes files would process but reports would be blank. Nancy Dunnam stated that her districts had browser issues and that some districts have the same person processing different types of submissions, each one requiring a different browser version. Nancy mentioned it is a problem because these submissions are often being processed on the same computer. David McKamie mentioned not being able to re-validate the data and having to start the data load over. Terri Hanson asked David to send the specifics of incident, including the district name. David McKamie mentioned that the TIMS tickets for ECDS had to go to Level 4 and that usually took two days. Nancy Dunnam mentioned that districts do not use the knowledge base and that they would like online help. Nancy Dunnam said that her districts and service center had staff working throughout the holidays, even though the schools were closed. Terri Hanson mentioned that TEA staff was monitoring the system throughout the holidays as well. David McKamie mentioned that the implementation of the changes to economically disadvantaged coding was difficult this year and that some districts were wary to report code '99' because they were concerned it would affect their E-Rates. Bryce Templeton mentioned that over-reporting code "01" could put districts at risk of losing their E-Rate if they are audited. Peggy mentioned that E-Rate has issued new guidance. David McKamie suggested that we examine the data this year and see how it was reported. Bryce Templeton mentioned the distinction between receiving a free lunch and qualifying for a free lunch and the importance of reporting this data correctly. Bryce Templeton and Terri Hanson mentioned that we will be issuing new economically disadvantaged guidance in the near future. Nancy Dunnam stated that districts would appreciate a decision chart along with the new guidance and that charts are well received.	**Discussion Item**
Upcoming ITF Meetings Bryce Templeton mentioned that the remaining ITF meetings will likely be webinars and that he does not expect any major business over the next couple of months. A committee member mentioned that a managers conference is scheduled on April 7 and that many ITF members will be attending the conference. Nancy Dunnam suggested getting a	**Discussion Item**

meeting room at the managers conference so ITF members could attend the webinar together. Judi Sparks asked for next year's ITF meeting dates, and Terri Hanson stated that she could provide the fall 2015 dates. Brenda Padalecki mentioned that March 10th is Spring Break for her district, and Nancy Dunnam suggested that the March 10th ITF meeting be canceled because it coincides with the spring breaks of many districts. Bryce Templeton commented that the dates for the spring ESC and vendor trainings are not set and that we would notify the committee of the dates soon. **Nancy Dunnam made a motion to adjourn the meeting at 11:25. Patty Streat motioned and Keitha Ivey seconded.**	
Upcoming ITF Meetings for the 2014-2015 School Year April 7, 2015 May 12, 2015	**Discussion Item**