**Texas Education Agency (TEA)
Information Task Force (ITF)
December 7, 2021**

Zoom
10:00 a.m. – 2:00 p.m.

Meeting Minutes

Call Meeting to Order   Joel Garcia, ITF Chair
Jamie Muffoletto called the ITF meeting to order at 10:00 a.m. Joel Garcia, ITF Chair, and David McKamie, ITF Vice-Chair, were unable to attend.

Roll call of the ITF members was taken by Stephanie Sharp.

ITF Members Present:
David C. Taylor, Roshunda Roberts-Jackson, David Marx, Georgia Kalligeris, Linda Roska, John Newcom, Traci Pesina, Catherine Bray, Dana Braun

ITF Alternate Members Present:
Linda Raney, Sandra Kratz, Kim Lyons, Tamara Kavanagh, Shawna Ohnesorge, Christine Barnes, Elisa Sanchez, Justin Jons, Nina Taylor

TEA Staff Present:
Terri Hanson (ITS), Candice DeSantis (ITS), Connor Briggs (ITS), Beth Polo (ITS), Ed Linden (ITS), Kathy Adaky (ITS), Rhonda Williams (ITS), Scott Johnson (ITS), Wayne Curry (IT-Training), Leanne Simons (ITS), Jamie Muffoletto (ITS), Stephanie Sharp (ITS), Leticia Ollervidez (ITS), Alison Wright (ITS), Zane Wubbena (Monitoring Review & Support), Susan Bineham (Monitoring & Support), Heather Smalley (PRD), Brian Doran (IIM), David Butler (IT-Training), Shabana Momin (IT- Training), John Reese (ITS), Jeanine Helms (ITS), Tracy Johnson (CCMP)

Approve Meeting Minutes from November 9, 2021, ITF Meeting Action Item
Jamie Muffoletto called for a motion to approve the meeting minutes from the November 9, 2021, ITF meeting.

David C. Taylor made a motion to approve the minutes.
Traci Pesina seconded the motion.
Vote: Passed.

1. Additional Days School Year (ADSY) Program Calendar Requirements Action Item

During the December 10, 2019, ITF meeting, the committee passed a proposal titled "Additional Days School Year" (ADSY), which outlined the collection requirements of campuses participating in the ADSY program.

Currently, Local Education Agencies (LEAs) report ADSY data during the PEIMS Extended Year submission. The Learning Support and Programs Division at the Texas Education Agency (TEA) has requested the ability to verify the calendar requirements of 75,600 minutes and 180 calendar days, including allowable waiver minutes for any campus that has implemented an ADSY program and has enrolled students participating in the ADSY program prior to the PEIMS Extended Year submission.

Upon review of the calendar for the campus, the division can provide outreach and assistance for those campuses that plan to implement an ADSY program but do not meet the minimum calendar requirements.

TEA is proposing to update the definition and data element reporting requirements for the ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671) data element. In addition, the School Extension complex type will be updated to include the ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671) data element, to be reported as Optional in the PEIMS Summer submission. By collecting this data element, the Learning Support and Programs Division will determine the calendars that fall short of the required 180 days or 75,600 minutes, including approved waiver minutes/days.

Additionally, this will allow the Learning Support and Programs Division to provide outreach to campuses between the first PEIMS Summer submission and resubmission to allow for any needed data corrections. TEA will create one new report at the statewide level. An existing report will be updated, and new rules will be added to reflect the collection of the indicator during the PEIMS Summer submission.

Presentation:
Stephanie Sharp presented the proposal which includes:
1. Update Data Element Definition and Data Element Reporting Requirements for ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671)
2. Add data element to the SchoolExtension complex type to be reported as Optional in the PEIMS Summer submission.
      a. ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671)
3. Add new TSDS report and update existing TSDS report to reflect the changes in this proposal.
      a. PDM3-XXX-XXX
      b. PDM3-116-003
4. Add associated data validation rules to reflect the changes in this proposal.

ITF Discussion:
Jamie Muffoletto informed members that Brian Doran from the Innovative Instructional Models Division was present to address questions.

Georgia Kalligeris asked what an LEA should do if they provide ADSY program days during the school year and did not meet the program requirements of 75,600 minutes and 180 days but recorded attendance when students attended the program. Brian replied that the LEA should not report the ADSY days if they did not meet the program requirements. At the close of the first Summer submission, his division would contact the LEA to determine if the LEA reported their calendar data with errors. If so, they would need to correct the data before the close of Summer resubmission. If not, the LEA should not report ADSY program attendance during the PEIMS Extended Year submission.

Terri Hanson clarified that **the LEA should report all ADSY attendance during the PEIMS Extended Year submission** regardless if the calendar requirements are met; however, if the LEA did not meet the calendar minutes or the 180-day calendar requirement the LEA would not receive the ADSY funding.

Brian added one of the department's goals is to ensure that the LEA implementing an ADSY program meets the program requirements. The department is trying to build in as many checks as possible. This proposal adds a check for an LEA providing an ADSY program.

Terri added that if an LEA did not have the 75,600 minutes or 180 days in their calendar, they would not receive funding for an ADSY program.

Brian stated that any LEA can reach out to the department now and before the summer to obtain a verification of their calendar data.

Georgia inquired if providing calendar data earlier in the year, such as during the PEIMS Fall submission, would benefit LEAs who plan to implement an ADSY program. Brian agreed that reporting the calendar data earlier would help his department provide additional outreach earlier in the school year however, it would be a challenge to front load data in the fall due to the number of times the calendar changes in a school year. Terri said that TEA would see what it would take to collect calendar data earlier in the year once it is determined the value of verifying the calendar data after the PEIMS Summer submission.

Jamie Muffoletto called for additional questions or comments. Hearing none, she requested a motion.

ITF Action:
Traci Pesina made a motion to approve the proposal.
David C. Taylor seconded the motion.
Vote: Passed.

2. Industry-Based Certification Updates and Exam Results   Action Item
House Bill 22 (HB 22), passed during the 85th legislative session, established the A-F accountability system. Per Texas Education Code section 39.053, students can earn College, Career, and Military Readiness (CCMR) credit for earning an approved industry-based certification (IBC). Additionally, House Bill 3 (HB 3), passed during the 86th legislative session, entitles local education agencies (LEAs) to one IBC reimbursement per student to help defray the cost of the exams passed.

Currently, LEAs use the data element, POST-SECONDARY-LICENSURE-CERTIFICATION-CODE (E1640) to report IBCs earned for CCMR credit (students have earned the certification) and IBCs passed (students have passed all or a portion of a multileveled certification). The Texas Education Agency (TEA) uses this data element to determine whether a student has met the threshold to earn the CCMR indicator, and data element IBC-EXAM-FEE-AMOUNT (E1654) to determine if the LEA is requesting reimbursement. LEAs may request reimbursement for a portion of an IBC exam a student passed, even if the student has not completed all the requirements to earn the certification.

Additionally, the 2018-2019 school year was the last year TEA collected when a student failed an IBC exam. While the LEA cannot request reimbursement for those students who fail to pass an IBC exam, TEA must collect this information for reporting purposes.

TEA proposes adding one new data element, POST-SECONDARY-LICENSURE-RESULT (E17XX), with a corresponding code table, POST-SECONDARY-LICENSURE-RESULT-CODE (CXXX), to the TX-IndustryCertifications sub-complex. Additionally, TEA will modify the data element definition for POST-SECONDARY-LICENSURE-CERTIFICATION-CODE (E1640) from indicating an exam earned by a student to an exam taken by a student.

Reports will be updated to reflect the changes in this proposal. In addition, TEA will add one new rule to validate the collection of the data.

Presentation:
Stephanie Sharp presented the proposal which includes:
In the Texas Education Data Standards:
1. Add new data element POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT (E17XX) to the TX-IndustryCertifications sub-complex.
2. Update the data element definition for POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640).
3. Update and add data element reporting requirements in the StudentExtension complex type.
4. Add new code table POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT-CODE (CXXX).
5. Update existing TSDS reports to reflect the changes in this proposal:
      a. PDM1-120-021 Industry-Based Certification Roster
      b. PDM3-120-019 Industry-Based Certification Roster
6. Add one new data validation rule.
In the Texas Records Exchange Data Standards:

1. Change the data element name POST-SECONDARY-CERTIFICATION-LICENSURE-EARNED (TE133) to POST-SECONDARY-CERTIFICATION-LICENSURE-CODE.
2. Add new data element POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT (TE142).
3. Add new code table POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT-CODE (TC47).

ITF Discussion:
Jamie Muffoletto introduced Tracy Johnson from the College, Career, and Military Prep Division and Heather Smalley from the Performance Reporting Division to answer any questions the committee may have.

Traci Pesina asked if another data source exists for POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT instead of adding it to the PEIMS submissions. Additionally, Traci asked about the communication plan for the new data elements and any changes to the Texas Records Exchange (TREx). Finally, Traci asked if a statewide tracking mechanism exists for LEAs to determine if a student has taken an IBC exam and the result.

Tracy Johnson replied that another data source does not exist nor does a statewide mechanism that tracks and captures the data for POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT. Additionally, Tracy added that TEA will release communication about the changes from this proposal as soon as possible to the LEAs.

Jamie Muffoletto called for additional questions or comments. Hearing none, she requested a motion.

ITF Action:
Roshunda Roberts-Jackson made a motion to approve the proposal.
Dana Braun seconded the motion.
Vote: Passed.

3. Add HOME-LANGUAGE-CODE to SPPI-14   **Action Item**
The Special Education Program Reporting division at the Texas Education Agency (TEA) has requested to add the home language code to the SPPI-14 collection. Collecting the home language code during the SPPI-14 collection will allow the conservation of resources by only sending the English paper Post School Outcome Survey to homes whose home language is English. Both English and Spanish Post School Outcome Survey forms will be sent to homes reported with a Spanish home language.

TEA proposes modifying the StudentExtension complex type to include the existing data element, HOME-LANGUAGE-CODE (E0895) as Optional in the SPPI-14 collection. In addition, one existing rule will be updated to ensure the data element E0895 is reported for all SPPI-14 students. Two existing reports will be updated to allow LEAs to verify the home language code reported

Presentation:
Stephanie Sharp presented the proposal which includes:
1. Update StudentExtension complex type.
	a. Add existing data element HOME-LANGUAGE-CODE (E0895) as Optional "Y" for the SPPI-14 collection.
2. Revise two existing TSDS reports.
	a. SPP0-000-001 – TSDS SPPI-14 Student Roster Report – LEA-level
	b. SPP0-000-001 – TSDS SPPI-14 Student Roster Report – TEA-level
3. Revise one data validation rule.

ITF Discussion:
Jamie Muffoletto introduced Zane Wubbena and Susan Bineham from the Special Education Program Reporting Division to answer questions.

Kim Lyons asked if the reporting requirement for HOME-LANGUAGE-CODE should be listed as "conditionally mandatory" instead of "optional" for the SPPI-14 collection. Jeanine Helms replied that the HOME-LANGUAGE-CODE must be listed as "optional" since the data element is not reported in all TSDS collections. A fatal edit exists that requires a HOME-LANGUAGE-CODE to be reported for each student in the SPPI-14 collection.

Jamie Muffoletto called for additional questions or comments. Hearing none, she requested a motion.

ITF Action:
Traci Pesina made a motion to approve the proposal.
Roshunda Roberts-Jackson seconded the motion.
Vote: Passed.

Other Business   Discussion Item

Upcoming ITF Meetings
January 25, 2022
March 8, 2022
April 12, 2022

Adjournment
Jamie Muffoletto called for any questions or comments. Hearing none, she requested a motion to adjourn.
Roshunda Roberts-Jackson made a motion to adjourn.
Traci Pesina seconded the motion.

The meeting adjourned at 10:46 a.m.