



**Texas Education Agency (TEA)  
Information Task Force (ITF)**

**April 12, 2022**

Zoom

**10:00 a.m. – 2:00 p.m.**

**Meeting Minutes**

**Call Meeting to Order**

**David McKamie, ITF Vice-Chair**

David McKamie 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:**

David McKamie, David Taylor, Keitha Ivey, D'Lynne Johnson, Catherine Bray, Linda Roska, John Newcom, Joe Herrera, Traci Pesina

**ITF Alternate Members Present:**

Linda Raney, Elisa Sanchez, Debby Wilburn, Justin Jons, Shawna Ohnesorge. Sandra Kratz, Tamara Kavanagh

**TEA Staff Present:**

Terri Hanson (ITS), Leanne Simons (ITS), Jamie Muffoletto (ITS), Beth Polo (ITS), Jeanine Helms (ITS), Stephanie Sharp (ITS), Leticia Ollervidez (ITS), Candice DeSantis (ITS), Kathy Adaky (ITS), Melissa Witcher (ITS), Deborah DeBerry (ITS-Training), Shabana Momin (ITS-Training), Wayne Curry (ITS-Training), David Butler (ITS-Training), John Reese (ITS), Grace Wu (Department of Instructional Support)

**Approve Meeting Minutes from March 8, 2022 ITF Meeting      Action Item**

ITF Vice Chair, David McKamie, called for a motion to approve the meeting minutes from the March 8, 2022, ITF meeting.

David Taylor made a motion to approve the minutes.

Traci Pesina seconded the motion.

**Vote:** Passed.

## **1. Charter Partner Staff Type Code Action Item**

House Bill 3, passed in 2019 by the 86th Texas Legislature, established the Teacher Incentive Allotment (TIA) to recognize effective teachers. Any number of teachers may be put forth for designation under a local designation system if the teacher meets their local education agency's (LEAs) designation criteria and eligibility requirements under rules defined by the Texas Education Agency (TEA). Teachers employed by an in-district charter campus by an organization that has been granted a campus charter under TEC, Chapter 12, Subchapter C may also be eligible for a TIA designation. Currently, LEAs do not have a way for these teachers to be reported in the PEIMS Fall submission or the Class Roster Winter submission.

TEA proposes updating the data element definition for STAFF-TYPE-CODE (E1073) to allow LEAs to report teachers employed at an in-district charter campus by an organization that has been granted a charter under TEC Chapter 12, Subchapter C. These teachers will be reported in the PEIMS Fall submission for employment verification, and the Class Roster Winter submission for TIA purposes. TEA will also update the general reporting and data element reporting requirements for the StaffExtension complex type. Additionally, TEA will add a new code to the STAFF-TYPE-CODE (C181) table. Reports and rules will be updated to include the new STAFF-TYPE-CODE.

### **Presentation:**

Letty Ollervidez presented the proposal which includes:

In the Texas Education Data Standards:

- 1) Revise data element definition for STAFF-TYPE-CODE (E1073).
- 2) Add new code to the STAFF-TYPE-CODE (C181).
- 3) Update the General Reporting and Data Element Reporting Requirements for the StaffExtension complex type.
- 4) Update existing TSDS reports to reflect the changes in this proposal:
  - a. PDM1-110-001 –Staff Counts and Totals
  - b. PDM1-110-004 –Staff FTE Summary
  - c. PDM1-110-005 – Student and Staff Counts by Service ID
  - d. PDM1-110-006 – Staff FTE by Role
  - e. PDM1-111-001 – Individual Staff Profiles
  - f. PDM1-111-002 – Staff Roster
  - g. PDM1-111-003 – Class Size by Staff and Service ID
  - h. CLS2-100-003 – Staff Class Assignment – Winter Submission
  - i. CLS2-100-004 – Teacher Class Summary – Winter Submission
  - j. CLS2-100-005 – Staff Roster – Winter Submission
  - k. CLS2-100-006 – Class Roster Submission Summary– Winter Submission

### **ITF Discussion:**

Jamie Muffoletto introduced Grace Wu, Director of Strategic Compensation.

ITF Vice-Chair, David McKamie, asked if school districts would report the new code in the PEIMS Fall submission, the Class Roster Fall submission, or both. David further inquired if the in-district charter or the district would be required to report all teacher data, including payroll.

Jamie informed the committee that the new STAFF-TYPE-CODE 04 would be collected in the PEIMS Fall submission and invited Grace to provide additional information.

Grace added that the Teacher Incentive Allotment (TIA) Division uses the PEIMS Fall submission to determine where a teacher is teaching. Additionally, the Class Roster Winter submission provides the TIA-specific data elements needed. Currently, TSDS does not collect TIA data during the Class Roster Fall submission.

Grace clarified that some in-district charter teachers are employed by the district directly. Other in-district charter teachers are employed by a non-profit organization or institute of higher education. When the district does not employ the teacher, the employing organization must share the necessary information with the district. The district would then report the teacher using the STAFF-TYPE-CODE 04 and the district would report all other required PEIMS Fall submission data (StaffExtension, StaffEducationOrgEmploymentAssociationExtension, and StaffResponsibilitiesExtension).

David requested confirmation that the STAFF-TYPE-CODE 04 would be available for use in the 2022-2023 school year and if the Texas Education Agency (TEA) had a workaround to get the data for teachers in the 2021-2022 school year.

Jamie confirmed the addition of the new STAFF-TYPE-CODE 04 would be available during the PEIMS Fall submission for the 2022-2023 school year. The TIA department had a workaround for the 2021-2022 school year. Jamie added the new STAFF-TYPE-CODE 04 would eliminate the future need for a workaround.

ITF Vice-Chair, David McKamie, called for additional questions or comments. Hearing none, he requested a motion.

**ITF Action:**

Traci Pesina made a motion to approve the proposal.

Keitha Ivey seconded the motion.

**Vote:** Passed.

**2. Additional Days School Year (ADSY) Program Updates      Action Item**

During the December 10, 2019, ITF Meeting, the proposal, “HB 3 Additional Days” was approved. The PEIMS Extended Year submission was updated to include new data elements specific to the Additional Days School Year (ADSY) Program and existing data elements related to attendance. Additionally, Special Reporting Requirements and Data Element Reporting Requirements were updated to include guidance specific to the ADSY Program.

Recently, the Texas Education Agency (TEA) has received increased questions regarding the data elements and reporting requirements for the ADSY Program. As a result, it has been determined that three data elements identified as part of the ADSY Program need to be removed, and guidance provided in the Texas Education Data Standards (TEDS) needs to be updated.

TEA is proposing to remove the following data elements from the PEIMS Extended Year submission: TOTAL-DAYS-ABSENT (E0036), ESC-SSA-STAFF-INDICATOR-CODE (E1015), and EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945). Additionally, TEA proposes to modify the Special Reporting Requirements and Data Element Reporting Requirements in the BasicReportingPeriodAttendanceExtension and the Special Reporting Requirements in the SpecialProgramsReportingPeriodAttendanceExtension complex types to clarify the ADSY program further. References related to the removed data elements will be removed from four identified business rules. One report will be updated to remove the Total Days Absent row.

**Presentation:**

Stephanie Sharp presented the proposal which includes:

In the Texas Education Data Standards:

- 1) Modify the BasicReportingPeriodAttendanceExtension complex type for the PEIMS Extended Year submission.
  - a. Remove TOTAL-DAYS-ABSENT (E0036).
  - b. Update the Special Reporting and Data Element Reporting Requirements for the ADSY Program.
- 2) Modify the SpecialProgramsReportingPeriodAttendanceExtension complex type for the PEIMS Extended Year submission.
  - a. Remove EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945).
  - b. Update the Special Reporting Requirements for the ADSY Program.
- 3) Modify the StaffResponsibilitiesExtension complex type for the PEIMS Extended Year submission.
  - a. Remove ESC-SSA-STAFF-INDICATOR-CODE (E1015).
- 4) Update PDM4-130-003 Superintendent’s/Principal’s Report of ADSY Attendance.
  - a. Remove column for TOTAL-DAYS-ABSENT (E0036).
- 5) Revise four business validation rules.

**ITF Discussion:**

ITF Vice-Chair, David McKamie, asked the purpose of removing the data elements EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945), ESC-SSA-STAFF-INDICATOR-CODE (E1015), and TOTAL-DAYS-ABSENT (E0036) from the PEIMS Extended-Year submission. Stephanie Sharp stated that TEA received increased questions about the data elements and their use by the Additional Days School Year (ADSY) program. Upon further review, TEA determined the ADSY program does not use this data and proposed removing them from the PEIMS Extended-Year submission.

ITF Vice-Chair, David McKamie, called for additional questions or comments. Hearing none, he requested a motion.

**ITF Action:**

David Taylor made a motion to approve the proposal.

Traci Pesina seconded the motion.

**Vote:** Passed.

### **3. Virtual Student Indicator – SB 15** **Action Item**

Local education agencies (LEAs) have the authority to provide full-time funded remote instruction to students under Senate Bill (SB) 15, signed during the 87th Legislature Second Called Session. Therefore, LEAs will report attendance using the remote synchronous and asynchronous data elements during the PEIMS Summer submission. The Performance Reporting Division at the Texas Education Agency (TEA) will use the attendance information to determine which students participated in a full-time funded remote program.

Additionally, LEAs can provide full-time instruction for students without the benefit of funding under average daily attendance (ADA). In the PEIMS Fall submission, an LEA will report these students using an ADA-ELIGIBILITY-CODE (C059) of Enrolled, Not In Membership Due to Virtual Learning (ADA code 9). The Performance Reporting Division at TEA will use the information provided from the ADA code 9 in the PEIMS Fall submission to determine which students are participating in a virtual program that is not state-funded. The Performance Reporting Division will need additional information to determine students who participate in a non-state funded virtual learning program at least half of the student's instructional time during the school year in a particular LEA.

TEA proposes adding a new indicator, VIRTUAL-STUDENT-NOT-IN-MEMBERSHIP (EXXXX) to the PEIMS Summer submission for use by an LEA when a student spends at least half of their instructional time during the school year in a particular LEA enrolled in virtual courses or receiving remote instruction without the benefit of funding under ADA. Reports and rules will be updated to include the new indicator.

#### **Presentation:**

Jamie Muffoletto presented the proposal which includes:

In the Texas Education Data Standards:

- 1) Add new indicator VIRTUAL-STUDENT-NOT-IN-MEMBERSHIP (EXXXX) to the StudentExtension complex type to be reported in the PEIMS Summer submission.
- 2) Update existing TSDS reports to reflect the changes in this proposal.
- 3) Add, update, and remove associated data validation rules to reflect the changes in this proposal.

#### **ITF Discussion:**

Traci Pesina asked if LEAs would continue to receive a list from the Performance Reporting Division with the student qualifications for remote instruction under SB15. Traci stated the list aided the LEAs in determining which students were eligible for Average Daily Attendance (ADA) funding and which students needed to be coded using ADA-ELIGIBILITY-CODE (C059) 9. Additionally, Traci asked if LEAs would only use the new indicator for ADA 9 students.

Jamie Muffoletto outlined that LEAs would use the new indicator VIRTUAL-STUDENT-NOT-IN-MEMBERSHIP (EXXXX) to identify which student participated in a non-state funded virtual learning program at least half of the student's instructional time during the school year in a particular LEA. Depending on the timeframe of the virtual learning, the student may or may not be reported as ADA 9 in the PEIMS Fall submission. Jamie will follow up with the Performance Reporting Division to confirm whether a list of students that qualify for the virtual program under SB15 will be provided.

4/20/2022 UPDATE: The Performance Reporting Division replied that a list of qualifying students would be provided the Fall of each school year.

John Newcom asked if students enrolled in virtual courses or who received remote instruction during the 2021-2022 school year would also need to be reported with the new indicator during the 2022-2023 school year. Jamie stated that for the 2021-2022 school year, LEAs would report the ADA 9 students using CRISIS-CODEs 10A and 10B. The new indicator will only be reported for ADA 9 students during the 2022-2023 school year.

John asked if TEA considered collecting the ADA code during the PEIMS Summer submission rather than a new indicator. Jamie confirmed that TEA considered collecting the ADA eligibility code. However, TEA determined that the ADA code would not provide the information needed by the Performance Reporting Division to determine which students participated in a non-state funded virtual learning program at least half of the student's instructional time during the school year in a particular LEA.

ITF Vice-Chair, David McKamie, called for additional questions or comments. Hearing none, he requested a motion.

**ITF Action:**

Traci Pesina made a motion to approve the proposal.

D'Lynne Johnson seconded the motion.

**Vote:** Passed.

## **Other Business**

## **Discussion Item**

### **Disability Code Change**

Jamie Muffoletto presented the Disability Code Change Discussion Item to committee members. On July 1, 2022, the Texas Education Data Standards addendum publication will include an update to code tables DISABILITY-CODE (C053) and DISABILITY-TYPE (DC142). This update will align with the changes made by the Department of Special Education reflected in the 2022-2023 Student Attendance Accounting Handbook (SAAH).

TEA will update translations for Auditory Impairment (03) in the C053 table, and Hearing/Auditory Impairment (Auditory Impairment) (06) in the DC142 table to Deaf and Hard of Hearing.

### **P-EBT**

ITF Vice-Chair David McKamie discussed the concerns of PEIMS Coordinators related to the Pandemic Electronic Benefits Transfer (P-EBT) program. For the P-EBT program, PEIMS coordinators believe the subject matter experts (SMEs) should be the Child Nutrition Directors. The Child Nutrition Directors would then collaborate with PEIMS Coordinators.

Leanne Simons responded the Texas Department of Agriculture (TDA) collaborates with Child Nutrition Directors at the Education Service Center (ESC) and the LEAs. Currently, the

TEA does not have contact information for Child Nutrition Directors, only the PEIMS Coordinators.

TDA and TEA have provided outreach and communications to both Child Nutrition Directors and PEIMS Coordinators to promote collaboration for P-EBT between the two departments. Leanne further added TEA understands the burden placed on ESCs and LEAs. Therefore, TEA has provided feedback to Food Nutrition Services (FNS) about the P-EBT program, such as changing requirements, absences due to COVID, how they differ from any other absence due to an illness, and other program requirement changes.

Traci Pesina asked if, in the future, P-EBT would require additional data and would TEA consider shortening the timeframe for a parent to request a review of the P-EBT application. Leanne stated that FNS had not released any requirements for collecting additional P-EBT data. Leanne added that TEA does not have the authority to collect some of the required information reported to the Health and Human Services (HHS); therefore, TEA would not be able to collect this in the Texas Student Data System (TSDS). Leanne added because P-EBT has two data submissions, the P-EBT program cannot shorten the review timeframe.

Traci asked if there was a way to request an enhancement on the P-EBT error report. Leanne asked Traci to send an email with the information, and Leanne will share with HHS.

**Upcoming ITF Meetings:**

Jamie Muffoletto stated there are no more meetings scheduled for the 2021-2022 school year. The 2022-2023 Data Governance calendar will be distributed once developed and approved.

**Adjournment**

ITF Vice-Chair, David McKamie, called for additional questions or comments. Hearing none, he requested a motion to adjourn.

David Taylor made a motion to adjourn.

Traci Pesina seconded the motion.

**Vote:** Passed.

The meeting was adjourned at 10:54 a.m.