Texas Education Agency (TEA)
Information Task Force (ITF)
January 25, 2022

Zoom
10:00 a.m. – 2:00 p.m.

Meeting Minutes

Call Meeting to Order   Joel Garcia, ITF Chair

Joel Garcia called the ITF meeting to order at 10:00 a.m.

Roll call of the ITF members was taken by Jamie Muffoletto.

ITF Members Present:
Joel Garcia, Dana Braun, David C. Taylor, D'Lynne Johnson, Roshunda Roberts-Jackson, David Marx, Georgia Kalligeris, Linda Roska, Traci Pesina, Joe Herrera

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

TEA Staff Present:
Terri Hanson (ITS), Leanne Simons (ITS), Scott Johnson (ITS), Jamie Muffoletto (ITS), David Butler (IT-Training), Beth Polo (ITS), Rhonda Williams (ITS), Jeanine Helms (ITS), Leticia Ollervidez (ITS), Stephanie Sharp (ITS), Candice DeSantis (ITS), Connor Briggs (ITS), Ed Linden (ITS), Kathy Adaky (ITS), John Reese (ITS), Alison Wright (ITS), Shabana Momin (IT-Training), Hank Weikert (Safe and Supportive School Division), Leanne Shipper (ITS),

Approve Meeting Minutes from December 7, 2021 ITF Meeting Action Item

ITF Chair Joel Garcia called for a motion to approve the meeting minutes from the December 7, 2021 ITF meeting.

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

1. Financial Code Updates   Action Item

The American Rescue Plan (ARP) Act passed on March 11, 2021, provided supplemental ESSER funding identified as ESSER III funds. In addition, the ARP includes funds to support the specific needs of homeless children and youth through the American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth (ARP-HCY) Fund.

Part B of Title V of the reauthorized Elementary and Secondary Education Act (ESEA) contains Rural Education Achievement Program (REAP) initiatives. These grants are designed to help rural districts that may lack the personnel and resources to compete effectively for competitive Federal grants and often receive grant allocations in amounts that are too small to meet their intended purposes. The Small Rural School Grants, Small, Rural School Achievement (SRSA) and REAP program provides rural local educational agencies (LEAs) with financial assistance to fund initiatives at improve student academic achievement.

Additionally, the Texas Education Data Standards (TEDS) team performed an audit between TEDS and the Financial Accountability System Resource Guide (FASRG), which resulted in additional changes. A To the Administrator Addressed (TAA) letter was sent on July 22, 2021, informing LEAs of the newly adopted FASRG version 17.
The Texas Education Agency (TEA) proposes the following changes in the FUND-CODE (C145) table:
1. Update Code Translation: 270
2. Add New Codes: 269, 278, 345 and 366
3. Remove Codes: 286, 359, 360, and 440

The changes will be used to identify the funds for:

- 2022-2023 staff payroll data in the 30060 PayrollExtension complex type in the 2022-2023 PEIMS Fall Submission, and
- 2021-2022 actual financial data in the 20032 ActualExtension complex type in the 2022-2023 PEIMS Mid-Year Submission.

With the 269, 270, 278, and 345 fund codes, LEAs will be able to identify the federal discretionary COVID-19 funds used to provide support services for students experiencing homelessness or provide personnel and resources to rural districts.

While LEAs budget the funds for code 440, they are not reported to PEIMS and as a result the code is not needed.

Finally, TEA is proposing to also remove Program Intent Code 31 from code table C147 for the following:
- 2022-2023 budget data in the 20030 BudgetExtension complex type in the 2022-2023 PEIMS Fall Submission,
- 2022-2023 staff payroll data in the 30060 PayrollExtension complex type in the 2022-2023 PEIMS Fall Submission,

- 2022-2023 contracted instructional staff data in the 30055 ContractedInstructionalStaffFTEExtension complex type in the 2022-2023 PEIMS Fall Submission, and
- 2021-2022 actual financial data in the 20032 ActualExtension complex type in the 2022-2023 PEIMS Mid-Year Submission.

Presentation:
Leticia Ollervidez presented the proposal which includes:
1. Add, update, and remove codes in code table FUND-CODE (C145).
    a. Update code translation for 270
        From: Code 270 - ESEA, Title VI, Part B – Rural And Low-Income Program
        To: Code 270 - ESEA, Title V, Part B, Subpart 2 – Rural and Low Income School Grant Program
    b. Add new fund codes 269, 278, 345, and 366
- Code 269 - ESEA, Title V, Part B, Subpart 1 – The Small, Rural School Achievement Program

This code is used to account for funds awarded directly to rural districts from the US Department of Education to enable those districts to carry out authorized activities under specified Federal programs. (CFDA 84.358A)
- Code 278 - American Rescue Plan Elementary and Secondary School Emergency Relief (ESSER) Fund – Homeless Children and Youth (ARP-HCY)

This code is used to account for federal stimulus ESSER funds granted to LEAs through the American Rescue Plan Act to identify homeless children and youth, to provide homeless children and youth with wrap-around services to address the challenges of COVID-19, and to enable homeless children and youth to attend school and fully participate in school activities. (CFDA 84.425W) (Education Stabilization Fund)
- Code 345 - Shared Services Arrangements – ESEA, Title V, Part B, Subpart 1 – The Small, Rural School Achievement Program

The fiscal agent of a shared services arrangement uses this code to account for funds allocated to districts to enable them to carry out authorized activities under specified Federal programs. (CFDA 84.358A)
- Code 366 – Shared Services Arrangements – Supplemental Elementary and Secondary School Emergency Relief Fund (ESSER-SUPP) of the American Rescue Plan Act of 2021

The fiscal agent of a shared services arrangement uses this code to account for federal stimulus funds granted under the ARP for preschool children with disabilities. (CFDA 84.173X)
    c. Remove fund codes: 286, 359, 360, and 440
- Code 286 - Title I SIP Academy Grant – ARRA (Stimulus)
- Code 359 - Shared Services Arrangements – ESEA, Title I, Part A – Improving Basic Programs – ARRA (Stimulus)
- Code 360 - Shared Services Arrangements – Title I SIP Academy Grant – ARRA (Stimulus)
- Code 440 - Shared Services Arrangements-Telecommunication Infrastructure Fund

2. Remove program intent code from code table PROGRAM-INTENT-CODE (C147).

a. Code 31 – High School Allotment
3. Update existing TSDS reports to reflect the financial code updates.
4. Update associated data validation rules to reflect the financial code updates.

ITF Discussion:
ITF Chair, Joel Garcia called for questions or comments. Hearing none, he requested a motion.

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

2. Safe and Supportive School Program Discipline Data Element Action Item

During the 86th legislative session, SB 11 was passed, which amended Subchapter D, Chapter 37, Education Code by adding §37.115. This new section requires the board of trustees for each local education agency (LEA) to establish a safe and supportive school program (SSSP) team to serve at each campus to conduct threat assessments. The SSSP team must report to the agency, through guidelines developed by the agency, the following information regarding the team's activities and other information for each LEA campus the team serves, the outcome of each assessment made by the team, including:

- any disciplinary action taken, including a change in school placement (§37.115(k)(3)(A));
- changes in school placement, including placement in a juvenile justice alternative education program or disciplinary alternative education program (§37.115(k)(4)(D));
- placements in in-school suspension or out-of-school suspension and incidents of expulsion (§37.115(k)(3)(F));

Through an annual data collection/survey, LEAs must report discipline incidents that included an SSSP team review and the resulting number of changes in school placement that occurred after the SSSP team review was conducted.

The Texas Education Agency (TEA) proposes adding one new optional data element, SAFE-SUPPORTIVE-SCHOOL-PROGRAM-TEAM-REVIEW (E17XX), to the StudentDisciplineIncidentAssociationExtension complex type. With the collection of this indicator, TEA can calculate the number of incidents that resulted in changes in school placement, including placement in a juvenile justice alternative education program (JJAEP), disciplinary alternative education program (DAEP), in-school suspension (ISS) or out-of-school suspension (OSS). As a result, these specific incidents would not have to be reported by the LEA on the annual data collection/survey. Three PEIMS Summer reports will be updated to include the new data element in addition to one new report being developed.

Presentation:
Stephanie Sharp presented the proposal which includes:

1. Add a new optional data element, SAFE-SUPPORTIVE-SCHOOL-PROGRAM-TEAM-REVIEW (E17XX), to the StudentDisciplineIncidentAssociationExtension complex type reported in the PEIMS Summer submission.
2. Update existing TSDS reports and develop one new report to reflect the changes in this proposal:
    a. PDM3-132-001
    b. PDM3-132-002
    c. PDM3-132-004
    d. PDM3-132-NNN

ITF Discussion:
Stephanie Sharp introduced Hank Weikert from the Safe and Supportive School Division. Traci Pesina asked if the new data element, SAFE-SUPPORTIVE-SCHOOL-PROGRAM-TEAM-REVIEW (E17XX), must be reported for each disciplinary incident or only if the team meets for a disciplinary incident. Stephanie informed the committee that the threat assessment process is not changing. The new data element is optional but must be reported for any discipline incident when the Safe and Supportive School Program (SSSP) conducted a threat assessment.

Kim Lyons asked if the SSSP team already exists and if there was a list of the types of discipline incidents that would require the team to review. Hank responded that the Safe and Supportive School Program teams are already established on campuses. The team must meet and conduct a threat assessment when a threat occurs. The data element would be reported if the threat assessment meeting results in a change in school placement, such as JJAEP or DAEP. Hank clarified the SSSP team does not meet to discuss every disciplinary incident, only if a threat is reported.

Traci asked if the SSSP teams know about the change to the data reporting and, if not, how the change will be shared with LEAs. Hank replied that the department sent To The Administrator letter (TAA) on September 17, 2020, about the data requirement and SSSP. Hank added that a TAA would be sent with the new PEIMS reporting requirements after the proposal is approved.

ITF Chair, Joel Garcia called for additional questions or comments. Hearing none, he requested a motion.

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

3. PK Programs Funding Clarifications   Discussion Item
On July 16, 2019, ITF approved a proposal to implement aspects of House Bill 3 (HB3) from the 2019 legislative session related to eligibility for funding for prekindergarten programs. In particular, HB3 Section 2.019 amended the Texas Education Code Section 29.153 to require Local Education Agencies (LEAs) to operate a full-day prekindergarten program for children at least four years of age.

Although LEAs are required to offer a full-day program to four-year-old students, funding is provided for a half-day only.

At that time, the Texas Education Agency (TEA) updated guidance and data validation rules related to the reporting of funding and funding sources in the Texas Education Data Standards (TEDS).

Since then, it has been brought to our attention that the guidance and data validation rules need an additional distinction between funding sources for three-year-old and four-year-old students.

One of the following PRIMARY-PK-FUNDING-SOURCEs (E1079) or SECONDARY-PK-FUNDING-SOURCEs (E1080) is allowed be reported for four-year-old students who are eligible for half-day attendance (ADA-ELIGIBILITY-CODE 2 or 6) who participate in the prekindergarten program that provides instruction at least four hours each day:
- Local district share funding (2)
- Federal funding (4), or
- Early Education Allotment (5)

In addition to the funding sources above, an LEA can also report three-year-old students with a Funding Source of "Tuition fees" (1).

Presentation:
Jeanine Helms presented the proposal which includes:
1. Update reporting guidance provided in TEDS regarding PK Funding Sources.
2. Update data validation rules to clarify PK Funding Sources validation.

ITF Discussion:
ITF Chair, Joel Garcia called for questions or comments and heard none. As this was a discussion item, a vote was not required.

5. Monthly Minutes Guidance Updates   Discussion Item
In the 2009-2010 school year, local education agencies (LEAs) began reporting MONTHLY-MINUTES (E1057) for some employed staff. LEAs report this data element in the StaffResponsibilitiesExtension complex type during the PEIMS Fall submission. Recently, the Texas Education Agency (TEA) has received an increase in questions from both vendors and Education Service Centers (ESCs) about the guidance provided in the Texas Education Data Standards.

TEA is proposing updates to the data element MONTHLY-MINUTES (E1057) definition. In addition to the definition update, TEA will also update the general reporting requirements and the data element reporting requirements. There are no rules or report impacts as a result of this change.

Presentation:
Stephanie Sharp presented the proposal which includes:

1. Update the Data Element Definition, the General Reporting Requirements and the Data Element Reporting Requirements for MONTHLY-MINUTES (E1057)

ITF Discussion:
Traci Pesina commented she appreciated the updates to the guidance. ITF Chair, Joel Garcia called for questions or comments and heard none. As this was a discussion item, a vote was not required.

Other Business   Discussion Item

Changes to EMERGENT-BILINGUAL-TYPE (DC079) Code Table
Background:
SB 2066 passed in the 87th legislative session amends Texas Education Code (TEC) §29.060(a) and (d) and §29.066(a) and (b), to replace the term "limited English proficient (LEP)" with "emergent bilingual (EB)."

Details:
During the ITF meeting on August 3, 2021, the committee approved the modification of the code table EMERGENT-BILINGUAL-TYPE (DC079). Upon further review, the English Learner Support Division determined that codes "03" Emergent Bilingual Monitored 1 and "04" Emergent Bilingual Monitored 2 are incorrect.

Action:
The Texas Education Agency will update codes "03" to Monitored 1 and "04" to Monitored 2 for the 2022-2023 school year.

ITF Discussion:
ITF Chair, Joel Garcia called for questions or comments and heard none. As this was a discussion item, a vote was not required.

Changes to FINANCIAL-AID-APPLICATION-CODE (C230) Code Table
Background:
House Bill 3 (HB3) passed during the 86th regular legislative session, added to the Texas Education Code (TEC §28.0256) the requirement that before graduating from high school, all students must complete and submit either a free application for federal student aid (FAFSA), a Texas application for state financial aid (TASFA) or opt-out of the requirement. Graduates beginning in 2021-2022 must fulfill this requirement, and a local education agency will report the data in the 2022-2023 PEIMS Fall submission.

Details:
During the ITF meeting on September 15, 2020, the committee approved the addition of the code table FINANCIAL-AID-APPLICATION-CODE to the Texas Education Data Standards (C230) (TEDS) and the Texas Records Exchange (TC46) (TREx). Upon further review, the Curriculum Standards and Student Support division determined that the code "02" translation needed further clarification.

Action:

The Texas Education Agency will update code "02" to "Exception submitted/Opt-Out" for the 2022-2023 school year.

ITF Discussion:
Traci Pesina asked if code "01" (Financial Application Form Completed) includes FAFSA and TASFA. Jamie confirmed that a student completing either FAFSA or TASFA would be reported with code "01". Kim Lyons asked if students who are ineligible to complete the FAFSA and TASFA, would be reported with code "02" (Exception Submitted/Opt-Out). Jamie confirmed that these students would be reported using code "02".

ITF Chair, Joel Garcia, called for additional questions or comments and heard none. As this was a discussion item, a vote was not required.

Additional Days School Year (ADSY) Program Calendar Requirements Update
Background:
The proposal, Additional Days School Year (ADSY) Program Calendar Requirements, was approved during the December 7, 2021 ITF meeting. This proposal added the ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671) data element to the PEIMS Summer submission. Additionally, the SchoolExtension complex type was updated to include an example and additional guidance for ADSY programs.

Details:
The example provided in the proposal was for an ADSY program that is providing afterschool instruction on a different campus than the one in which the ADSY program is implemented. Upon further review, the Learning and Support Division determined that the ADSY program does not allow afterschool programs to provide additional days of instruction. Additionally, the example did not include which campus is required to report the ADSY program implementation indicator.

Action:
The Texas Education Agency will update the example provided in the guidance to not include an ADSY program provided afterschool, and to include which campus would be required to report the ADSY program implementation indicator.

ITF Discussion:
ITF Chair, Joel Garcia called for questions or comments and heard none. As this was a discussion item, a vote was not required.

PEIMS Leaver Data Technical Resources
Background:
The Research and Analysis Division provided updates to the PEIMS Leaver Data – Leaver Reason Codes and Documentation Requirements and Documentation Requirements by Leaver Reason Code in the technical resources section of the Texas Education Data Standards (TEDS) for 2022-2023. The updates are designed to clarify documentation requirements and not impact the data collection process.

Details:

The two technical resources regarding Leaver Data will be merged into one section. The sections PEIMS Leaver Data - Leaver Reason Codes and Documentation Requirements and PEIMS Leaver Data - Documentation Requirements by LEAVER-REASON-CODE will be merged into one section: Documentation Requirements for the PEIMS Leaver Data.

Additional content changes include:
1. Additional detailed information addresses how districts should reference TSDS leaver reports in the PEIMS Fall submission to assist in determining whether students were officially identified as movers or leavers.

2. Added additional detailed information about acceptable written documentation to the first section of the appendix.

3. Updated description of Leaver Code 01.

4. Updated Leaver Code 24 Definition and Use section to include the new university name for The University of Texas Rio Grande Valley.

5. Updated Leaver Code 83 Definition and Use section to add TEC §38.001 reference and its correlation to a student's enrollment in a district.

ITF Discussion:
Kim Lyons asked if the parent's name is included in the email, does that constitute a signature. Linda Roska answered the information is included in the "Signatures on Documentation" section of the PEIMS Leaver Data Technical Resources. Linda went on to say that local policy will determine what type of signatures are accepted for email submissions.

Kim asked if code "20" (Student Withdrew from/left school because of a Medical Injury) can only be used when a student is assigned to a medical or residential treatment facility. Additionally, Kim asked what the definition of a medical facility is. Linda replied that the code was authorized under statute, and the statute does not specify what types of facilities are allowed under this code. Linda asked Kim to send specific examples for Linda to review.

ITF Chair, Joel Garcia, called for additional questions or comments and heard none. As this was a discussion item, a vote was not required.

Upcoming ITF Meetings
ITF Chair Joe Garcia announced that the next ITF meetings will be on March 8, 2022 and April 12, 2022.

Adjournment
ITF Chair, Joel Garcia called for additional questions or comments. Hearing none, he requested a motion to adjourn.

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

The meeting was adjourned at 10:55 a.m.