Members: Nancy Dunnam, Chair David McKamie, Vice Chair Diane Borreson Nancy Cintron Dara Fuller Adrian Garcia Keitha Ivey Debbie Largent Kim O'Leary Brenda Padalecki Linda Roska Nancy Smith Judi Sparks Janet Spurgin Peggy Sullivan Dennis Telas Yolanda Walker	*Texas Education Agency Information Task Force (ITF) Meeting Agenda April 26, 2016*	**10:00 AM to 2:00 PM** William B Travis Bldg 1701 N. Congress Ave. Austin, Texas 78701 **GoToMeeting Hosted from Room G-100, PDC3**

Members Attending via GoToMeeting:	**Nancy Dunnam, David McKamie, Diane Borreson, Nancy Cintron, Dara Fuller, Keitha Ivey, Debbie Largent, Brenda Padalecki, Linda Roska, Nancy Smith, Judi Sparks, Peggy Sullivan, and Dennis Telas**
Alternates Attending:	**Lois King with Nancy Smith, Pablo Martinez with Nancy Cintron, John Shaffer for Dara Fuller, Scott Lewis for Janet Spurgin**
Others Attending:	**Jamie Crowe (TEA Performance Reporting), Terri Hanson (TEA ITS SEDS), Jeanine Helms (TEA ITS SEDS), Shannon Housson (TEA Performance Reporting), Scott Johnson (TEA ITS SEDS), Melissa Lemons (TEA ITS SEDS), Ed Linden (TEA ITS SEDS), Melody Parrish (TEA), John Reese (TEA ITS SEDS), Glenn Shelton (TEA ITS SEDS), Leanne Simons (TEA ITS SEDS), Nina Taylor (TEA Research and Analysis), Bryce Templeton (TEA ITS SEDS)**

Call the Meeting to Order: **Nancy Dunnam, ITF Chair**	

Approval of the April 12, 2016 ITF Meeting Minutes Nancy Dunnam introduced the April 12, 2016 ITF Meeting Minutes and asked the committee for any corrections. Nancy Dunnam asked about Rochelle Kingsley, ITF Member, representing the TEA School Finance Division. Bryce Templeton stated that Yolanda Walker had recently taken over the duty from Rochelle. Nancy Dunnam requested that Yolanda Walker show under Members instead of Rochelle Kingsley since Rochelle Kingsley is listed as an alternate. Bryce stated that he would verify this information with Yolanda Walker and make the appropriate adjustments to the membership documents. Nancy Dunnam called for a motion. Dara Fuller made a motion to approve the April 12, 2016 ITF Meeting Minutes as presented. Dennis Telas seconded the motion. The motion passed unanimously.	**Action Item**

Student Language Code Data Element for the 2017-2018 School Year	Action Item

Student Language Code Data Element for the 2017-2018 School Year

Melissa Lemons presented this business item to the committee.

The United States Department of Education (USDE) ED Facts reporting requires that, for a student who is LEP, the Native Language be submitted as defined by the following:

    a. The language normally used by a child or youth; or

    b. The language normally used by the parents of the child or youth

Currently, and for many years, TEA has only collected the Home Language Code (E0895). The Home Language Code indicates the language spoken in the student's home, as determined by the student's home language survey. As a result, the state reporting includes students who are limited English proficient, but their associated language is English. In order to be in compliance with USDE requirements Texas Education Agency needs to be able to know and report the non-English language for each LEP student. Therefore TEA is proposing that a new data element to be known as the Student Language Code be added to the PEIMS data collection system for the 2017-2018 school year.

The Student Language Code would be added to the Student Extension Complex Type and would be an optional data element. However, the Student Language Code would be required for each enrolled student reported through the Fall Submission. Only students who are leavers would not be reported with this data. The Agency would add the Student language Code to the TSDS PEIMS Report PDM1-120-012 and also add validations to ensure the highest possible and reasonable data quality.

Nancy Dunnam asked Melissa Lemons to clarify the authority for the Texas Education Agency to collect this information. Melissa Lemons then stated that the authority is from federal legislation requires this collection. Melissa Lemons also referenced Texas Administrative Code 89.1215 which also states that Texas Education Agency (TEA) should collect the home language and the student language on the Home Language Survey. Bryce Templeton also addressed this question in more detail by stating that the United States Department of Education Ed*Facts* Submission System requires the collection of this information. By virtue of receiving federal education funding, the TEA is obligated to comply with the data reporting requirements. Additionally, the TEA has been recently contacted by the USDE regarding the deficiency of reporting in this area. The state of Texas has been reporting numerous LEP students with a home language of English and this data does not support the purpose of the English Language Learners (ELL) program by serving students who cannot adequately speak English.

Dennis Telas inquired if the Student Language collection would be retroactive or if it would be required going forward. Bryce Templeton initially said that this collection will be required going forward in the 2017-2018 school year for all current enrolled students. Dennis Telas verified that schools would be required to report both the Student Language and the Home Language. Bryce confirmed this fact. Dennis Telas then asked if the Home Language Code and the Student Language Code would need to be entered for students for previous years. Bryce Templeton confirmed that districts would need to populate the Student Language Code for all enrolled students effective with the 2017-2018 school year otherwise a data load error would occur.

Peggy Sullivan then referred to the Rule Impacts located in the presentation (page 8), wanting to know if the combination of the Home Language equal English and the Student Language no equal English would generate a warning. Bryce Templeton stated that TEA had not planned on a warning for this data combination due to the anticipated number of needless errors this would generate for a school. Peggy Sullivan and Dennis Telas ran reports during the meeting to see how many students this would impact. Peggy Sullivan indicated that there would be more than 10,000 records meeting this data combination for Dallas ISD and Dennis Telas indicated that there would be 5000 records for Round Rock ISD. The ITF committee members and TEA staff concurred that this was too many errors and that these would be needless errors for a school to review since one of the languages on the Home Language Survey is not English.

Peggy Sullivan asked if it was possible for TEA to locate the Student Language Code up in the XSD to be next to the Home Language Code. Terri Hanson stated that TEA would look into this, but that the TEA policy has been to add new elements at the bottom of a complex to minimize changes to the XSDs.

ITF members representing the larger school districts discussed the amount of work there would be for schools to enter the Student Language Code for all enrolled students. Bryce Templeton polled the committee starting with the Skyward representative and then the TCC representative and then each district member to get feedback on the level of effort needed to implement this data collection.

- Nancy Smith, Skyward, stated that adding this field should not be an issue and that the software can be modified to create a utility to update the field for the schools with the current value of the Home Language Code.

- Judi Sparks, TCC, stated that once the field is added, it can be defaulted and a utility run as needed to update the field. Judi Sparks also stated that schools will still need to validate the data for the students.

- Peggy Sullivan, Dallas ISD, stated that the Home Language and Student Language is something that they already store in the student management system, so the level of effort is minimal for Dallas ISD.

- Dianne Borreson, Hays CISD stated that this data reporting change would impact approximately 117 students out of 2900 LEP students and that this would not be a huge burden for the school district to report this data. Dianne suggested that districts should look at students that are identified as LEP and have a Home Language Code of English.

- Debbie Largent, Lewisville ISD, stated that the campus staff would likely have to go back to all Home Language Survey forms to input the correct data.

- Pablo Martinez/Nancy Cintron, Houston ISD stated that this will be more difficult for Houston due to the size of the district and the number of students enrolled in English Language Learner programs but that HISD should be able to programmatically populate the field with a default value for each student.

- Brenda Padalecki, Northeast ISD, stated that the district could populate the Student Language Code with the existing Home Language Code and then correct the instances that were identified as problematic through the data validation rules.

- Keitha Ivey, Amarillo ISD, stated that she was not sure how the district would populate the data, but that it would be a lot of work initially.

- Dennis Telas, Round Rock ISD, stated that the district could populate the new Student Language Code with the current Home Language Code to give the campus staff the majority of the data needed. This would likely result in some cleanup of the data after the PEIMS validations were run against the data.

Terri Hanson stated that the districts should verify each student's language code and that defaulting the Student Language to the Home Language code as was suggested, this would make the implementation as painless as possible.

Bryce Templeton stated that from the comments by each district and vendor, if the systems the method described by Terri Hanson, then the PEIMS Validations would identify the bare minimum data that must be updated; a student who is reported as LEP, First Year Monitored, or Second Year Monitored cannot be reported with both the Home Language Code and Student Language Code as English. Bryce also stated that it would likely take most of a public school cycle, 15 years – EE-12, to truly get all of the data as clean as it should be. If schools begin storing and reporting the Student Language Code and Home Language Code starting in 2017-2018 for students that are new to the district, then with each passing year, the data will become cleaner and more accurate.

Nancy Dunnam stated that it would be necessary for Texas Education Agency to provide guidance regarding the implementation of this collection; especially for smaller school districts. Terri Hanson advised that she would speak with Susie Coultress

regarding guidance. Bryce Templeton stated that Susie Coultress has a frequent TETN session (monthly or quarterly) regarding the Bilingual/ESL program and that she would possibly accommodate the PEIMS staff to present and discuss this reporting with this group. The attendees include ESC program coordinators and some district program coordinators.

Peggy Sullivan pointed out that if this item is approved and published as early notice for the 2017-2018 school year before the beginning of the 2016-2017 school year, then the vendors and districts have a year before implementation and should all be able to meet this reporting requirement. Keitha Ivey stated that this may not be enough time for vendors to implement this change. Bryce Templeton stated that there will be vendor training this summer, and assuming that that these changes are approved through the governance cycle, TEA PEIMS staff will advise them of these changes and strongly suggest that the vendors implement the ability to store this information in the student management systems as soon as possible. The ability to extract the data to the Fall submission can come later and in time for the 2017-2018 school year.

Nancy Dunnam called for a motion.

Peggy Sullivan made a motion to approve the addition of the Student Language Code to the Student Extension effective with the 2017-2018 school year with the Agency publishing early notice of this change in the 2016-2017 TSDS TEDS Addendum and to inform and train the PEIMS software vendors as soon as possible to prepare them for the need to immediately add the element to the student management systems.

Dianne Borreson seconded the motion. The motion passed unanimously.

College Credit Hours/ Dual Credit/ Course Completion Reporting 2016-2017 Bryce Templeton informed the ITF committee that the Agency had rescinded this agenda item due to the Performance Reporting department's need to collect all college credit hours earned by a student prior to graduation. The College Credit Hours collected in Submission 3 and Submission 4 provides the highest possible percentage for computing the Domain 4 indicator for students achieving at least 12 college hours while attending public school.	
Staff Data Reporting Adjustments 2016-2017 Bryce Templeton began by discussing the background of the proposal and the information is used in TAPR reporting. As public schools have begun to use contracted professional staff more and more in Texas public schools, many schools are no longer able to completely and accurately report the professional staff that are serving the Texas public school students enrolled in a campus and sometimes entire local education agencies (LEAs). Bryce Templeton explained that there were instances where superintendents are not being reported. Validations will address this. The committee had very few questions regarding the validation change. Bryce Templeton then went on to explain that previously there was a direct correlation between an employee and payroll. Adding a STAFF-TYPE-CODE the district will not look deficient since a contracted professional would not have a payroll record. Dennis Telas inquired about their custodial staff. Bryce Templeton stated that contracted custodial staff would not have a ROLE-ID nor a Staff Responsibility record. Nancy Dunnam confirmed that the code is meant for teachers and professional staff. Nancy Dunnam then went on to state that the non-instructional verbiage is misleading. Dianne Borreson stated that teachers and administrative staff sounds better. Bryce Templeton verified that the verbiage needs to be updated even with the contracted professional staff being included. There was a consensus in this. Dennis Telas stated that perhaps they could include the ROLE-ID from the C021 table would suffice. Nancy Dunnam agreed. Bryce stated that was possible. Nancy inquired about the school year which Bryce Templeton stated this would begin in	**Action Item**

the 2016-2017 school year.	
Nancy called for a motion.	
Dennis Telas made a motion to approve the deletion of Staff Type Code 2 – Contracted Classroom Teacher and the addition of a new code 3- Contracted Professional Staff (Staff with a Role ID from PEIMS code table C021 – Role ID), as well as the addition of validations that require the basic professional staff that exist at each public school to be reported.	
Dara Fuller seconded the motion. The motion passed unanimously.	
Presented by: Bryce Templeton	
Early Childhood Data System (ECDS) Reporting Adjustments 2016-2017	**Action**
Ed Linden prefaced the proposal by explaining House Bill 4 and the Early Learning Advisory Committee (ELAC).	
Ed Linden then explained how the ELAC discussed the PK-SCHOOL-TYPE code which resulted in a decision to remove the 09–None.	
Nancy opened the floor up for discussion.	
No questions pertaining to the PK-SCHOOL-TYPE code were asked.	
Nancy called for a motion.	
Dennis Telas motioned to approve the deletion of the 09-None code from PEIMS code tables C209 and DC152.	
Debbie Largent seconded the motion. The motion passed unanimously.	
Presented by: Ed Linden	
Collecting Data for the High Quality PK Program Family Engagement Plan	**Action Item**
Ed Linden began by discussing how the Early Learning Advisory Committee (ELAC) had moved to include a website link in order to be in compliance with the Family Engagement Plan requirements.	
Brenda Padalecki inquired about whether districts have been notified regarding grants for the High Quality PK program. Ed Linden said that Howard Morrison's group is still working on this. Terri Hanson then stated that the information will be available on the Texas Education Agency's website once it is released.	
Nancy Dunnam inquired as to how long the website link must be available. Terri Hanson stated that as long as the district is using the funds for the program that the link would need to be active.	
Dennis Telas asked if this was for the 2016-2017 or the 2017-2018 school year? Ed Linden responded that it would be for the upcoming school year (2016-2017).	
Terri Hanson stated that this information would be reported in submission 3. Terri Hanson also went on to say that the funds are available for the 2016-2017 school year therefore the information must be reported in the same year.	
Nancy made the suggestion that the implementation school year be added to the cover page in order to lessen confusion.	
Nancy called for a motion.	
Dennis Telas motioned to approve the addition of the FAMILY-ENGAGEMENT-PLAN-LINK data element to the LocalEducationAgencyExtension complex type for the 2016-2017 school year and for submission 3.	
Judi Sparks seconded the motion. The motion passed unanimously.	
Other Business	**Discussion Item**
Terri Hanson began by stating that Commissioner Morath is looking at the fourth domain of accountability (House Bill 2804) and is wanting to obtain additional information on co-curricular and extra-curricular activities. Specifically, Terri Hanson	

inquired about how the committee would define each of these words. Terri Hanson also asked regarding school-sponsored, clubs, after-school activities, UIL.

Bryce Templeton then stated that co-curricular activities used to mean that it was an activity that was an extension of the classroom. Extra-curricular activities were not part of the classroom but still school sponsored. Bryce Templeton then stated that these definitions are not accurate any longer so an update is needed.

Terri Hanson requested that if the committee members would e-mail her the definitions of each of these that would be helpful.

Terri Hanson then went on to inquire about how districts define open-enrollment versus zoned. Terri Hanson then stated that she would send an e-mail regarding these inquiries.

Presented by: Terri Hanson | |
| **Upcoming ITF Meetings**

Bryce Templeton began this topic by stating that TEA will need to schedule additional meeting with the ITF over the summer. Bryce also stated that due to the extensive process to get TEDS out, the ITF meeting schedule for the 2016-2017 school year will start in August instead of September. Bryce then polled the committee members for viable dates to meet over the next few months. All potential meeting dates below will be Webinar based,

TEA will make use of the following dates as potential meeting dates to present business items to the ITF.

- May 24, 2016
- June 7, 2016
- June 28, 2016
- July 12, 2016
- August 16, 2016

August 16, 2016 is planned to be the first meeting for the 2016-2017 school year meeting cycle. | **Discussion Item** |
| **Meeting Adjournment**

Nancy Dunnam asked if there was any other topics of discussion**.** No other topics arose so Nancy called the motion to close the meeting.

Dennis Telas made a motion to adjourn the ITF meeting. Peggy Sullivan seconded the motion and the motion to adjourn passed.

The ITF meeting adjourned at 11:55 AM. | |