



**Texas Education Agency
Policy Committee on Public Education Information
Tuesday, May 2, 2017**

Wm. B. Travis Building, 5-103
1701 N. Congress Avenue
10:00 a.m. – 2:00 p.m.

Meeting Minutes

Call to Order

Mary Ann Whiteker (Chair)

Mary Ann Whiteker called the PCPEI meeting to order at 10:00 a.m.

Roll call of the PCPEI members attending the meeting was taken by Bryce Templeton.

PCPEI members present:

Mary Ann Whiteker	Paul Clore
Jeff Goldhorn	Cody Carroll
Lisa Garcia	Marcos Zorola for Brian Gottardy
Danny Lovett	Lynda Hoffpauir with Danny Lovett
Paul A. Norton	Damon Jackson for Berhl Robertson
Mary Beth Matula	Charlotte Baker with Mary Beth Matula
Mary Morgan for Dr. Clyde Steelman	Bernadette Cardenas
Scott Lewis for Janet Spurgin	Ben Bhatti

ITF Member Present:

David McKamie, ITF Vice Chair

TEA Staff Present:

Terri Hanson	Bryce Templeton
Scott Johnson	Jamie Crowe
John Reese	Glenn Shelton
Melissa Lemons	Jeanine Helms

Approve Minutes from the January 17, 2017 PCPEI Meeting

Action Item

Paul A. Norton motioned to approve the meeting minutes from the January 17, 2017 PCPEI meeting as presented. Paul Clore seconded the motion.

The motion was passed unanimously.

Part A: March 7, 2017 ITF Meeting

1. Migration of PET Functionality to TSDS Unique ID – 2017-2018 School Year Action Item

Because the EDIT+ system has been replaced with the recent statewide implementation of the Texas Student Data System for all school districts and charter schools, TEA is proposing to capture the Person Enrollment Tracking (PET) data through the TSDS Unique ID system.

The TSDS PET project's purpose is to provide LEAs with functionality to dynamically maintain student enrollment and withdrawal information within the TSDS system for students matriculating within the state of Texas. The PET process offers an efficient and reliable way to dynamically track public school student enrollments and withdrawals. By migrating this functionality to TSDS, users will no longer have to access the PIDSEARCH application in the legacy EDIT+ system.

Glenn Shelton explained the proposed changes that would be implemented for the 2017-2018 school year. The following data elements will be added to the UID file format:

- Entry/Exit Date
- Enrollment Year (School Year)
- Entry/Exit Type
- Entry/Exit Verified Flag
- Entry/Exit Code
- Enrollment Status

Glenn Shelton went through the reports that would be developed for the enrollment data in TSDS Unique ID.

- UID0-000-001 – Presumed Duplicate Student Report for Enrollment
- UID0-000-002 – (Parameter driven report) Potential Movers Showing Withdrawn, Potential Movers Not Showing Withdrawn, Potential Leavers Showing Withdrawn, Potential Leavers Not Showing Withdrawn
- UID0-000-003 – (Parameter driven report) Fall Enrollment Status of Prior School Year Potential Leavers, Fall Enrollment Status of Prior School Year Potential Continuing Students
- UID0-000-004 – Student Enrollment Roster Report
- UID0-000-005 – Submission Summary Report – *this report may be incorporated into the UID0-000-004 Student Enrollment Roster report*
- UID0-000-006 – Missing Submission Report

ITF Discussion:

The floor was opened for discussion regarding the proposed migration of PET functionality to TSDS Unique ID. Peggy Sullivan began by asking if this process would consist of two separate batches. Glenn replied that the process has not changed but there is the addition of the enrollment data which would be included in the batch loads. Peggy then explained the process at her district (Dallas ISD). Currently she submits PET once a week and the UID file a few times a week. She continued to say that her PET load is district-wide but her UID load is only those students without a UID. Due to the amount of time it takes to complete this process she wanted to confirm that this would not make the process longer.

Glenn responded that initially all students would be submitted, but then only those students with changes would need to be submitted. Peggy indicated that this would be a vendor change where two parameters would need to be set up (1. Students needing UID; 2. Whole school district). Terri Hanson

interjected that a district should send changing enrollment records instead of all students. Dennis Telas explained that districts do send in all students as there is a degree of the unknown and this ensures that all changes are caught. Terri Hanson stated that nothing with this migration prevents a district from sending all records every time and that you can send UID information without enrollment data.

Nancy Dunnam inquired about the ramifications if a district has not submitted their files as they should. Glenn stated that the enrollment / withdrawal information could be added to the student extract record during the week and submitted, in essence, a PET submission. Terri Hanson included that this migration does not lift the requirement for districts to participate in this process. The monitoring may be different than PET but the requirement stands. Terri continued that updating the enrollment data will be done when a district submits their weekly enrollment data – this claims the student for that district. She continued by stating that the system will go off the dates.

Glenn Shelton asked for guidance as to whether two fields would be useful to this process.

- o Entry / Exit Code – The committee unanimously agreed that this field was not necessary.
- o Enrollment Status - The committee unanimously agreed that this field was not necessary.

Peggy Sullivan asked as to whether the language used could be changed. She was specifically referring to Entry and Exit as these are not terms districts typically use. Glenn Shelton stated that these terms are from eScholar but should be changeable to Enrollment / Withdrawal. Peggy then inquired about the meaning of “unverified” for the Entry/Exit Verified Flag element. Terri Hanson stated that the “unverified” is a default. Peggy requested that the “unverified” be left as blank as it implies that something needs to be done with the records. Terri responded that TEA would inquire with eScholar to see if this is possible. Brenda Padalecki asked if the “delete” removes the record altogether. Brenda then asked if, with this migration, a user could still use the e-mail functionality to email the person who submitted the file. Glenn replied that this may be possible based on research he had done. Peggy stated that this needs to be a requirement. TEA took the action item to research this requirement.

Peggy Sullivan inquired as to whether the UID screen could be updated to hide/remove some fields and add others, particularly the Person Type (remove), Grade Level (add), District Hyperlink (add), and Untitled column (remove). Glenn Shelton said that there is some capability to modify the screen so this is something TEA could look into.

Glenn Shelton asked the committee when the best time would be for districts to cutover to this new process. Most members indicated that January (after Fall resubmission closes) or February 2018 would be best. Glenn then asked how many years of data should be converted over to which it was decided current year plus two (2) historical years. Peggy Sullivan inquired if Edit + would still be available as she currently checks there. Terri Hanson confirmed that Edit + is available for five (5) more years (this year included).

Nancy Dunnam requested that Glenn summarize what had been discussed:

- o Migration of PET to TSDS UID with the Entry/Exit Date, Enrollment Year, Entry/Exit Type, Entry/Exit Verified Flag with the change from Entry/Exit to Enrollment/Withdrawal.
- o On the Texas Unique ID Enrollment screen an All School Year parameter for the filter was requested.
- o Look into the Submission Summary Report and what will be included.
- o On the Duplicate Enrollment Report, provide a parameter to exclude Calendar and Verified event types from the report.
- o Cutover should be after Fall resubmission; Late January or February
- o Convert current year data and two years of historical data
- o Review email capability

- Review configurability of fields on screen

Peggy Sullivan asked if it would be possible to see an updated display once it is available. Glenn Shelton said that this should not be an issue. Nancy Dunnam suggested that this could be done using email correspondence.

Glenn then asked the committee if it would be possible to have some volunteers that would be willing to work with him and John Reese as they continue working through this process. Brenda Padalecki, Dara Fuller, Peggy Sullivan, Dennis Telas, Keitha Ivey, and Debbie Largent volunteered.

ITF Action:

The ITF committee made a recommendation to approve the Migration of PET Functionality to TSDS Unique ID for 2017-2018. The motion consisted of the following components:

- **Migrate the PET data collection to the Unique ID System;**
- **Bring over all existing data elements from the PET system plus add:**
 - **Entry/Exit Date;**
 - **Entry/Exit Type;**
 - **Enrollment Year;**
 - **Entry/Exit Verified Flag;**
- **Configure TSDS Unique ID Enrollment screens and add “All Events” (All School Years) filter**
- **Convert the existing PET reports to work with the UID system;**
- **Add parameters to the Duplicate Enrollment Report;**
- **Rollout the new version of UID that tracks enrollment history in January/February 2018;**
- **Convert the current year plus two (2) prior years of enrollment history; and**
- **Research an email communication feature in the UID system.**

PCPEI Discussion:

David McKamie presented the Migration of PET Functionality to TSDS Unique ID for the 2017-2018 school year. David McKamie asked Glenn Shelton if he had an update on the possibility of email functionality with the migration. Glenn Shelton stated that he has created a proposal for this but it has not yet been presented. Terri Hanson included that the Texas Education Agency (TEA) has inquired with eScholar regarding this possibility and eScholar has given TEA the go-ahead. She included that there is still some finalization work to be done with the technical team but that the proposal is being worked on to ensure the email functionality is included with the migration.

Paul Clore asked if the process would be an automatic transition process. David McKamie stated that yes, it is an automatic transition process. LEA's will require training on the new UID / PET enrollment processing and the vendor software will have to be updated to adhere to the change in the batch file format which includes the new PET Enrollment Event element. David McKamie then stated that there was discussion about possible vendor changes along with the concern regarding processing time.

Mary Ann Whiteker asked if anyone else had any questions. With no other discussions, Mary Ann called for a motion.

PCPEI Action:

Motion: Paul Clore made a motion to approve the Migration of PET Functionality to TSDS Unique ID for 2017-2018. The motion consisted of the following components:

- Migrate the PET data collection to the Unique ID System;
- Bring over all existing data elements from the PET system plus add:
 - Entry/Exit Date;
 - Entry/Exit Type;
 - Enrollment Year;
 - Entry/Exit Verified Flag;
- Configure TSDS Unique ID Enrollment screens and add “All Events” (All School Years) filter
- Convert the existing PET reports to work with the UID system;
- Add parameters to the Duplicate Enrollment Report;
- Rollout the new version of UID that tracks enrollment history in January/February 2018;
- Convert the current year plus two (2) prior years of enrollment history; and
- Research an email communication feature in the UID system.

Lisa Garcia seconded the motion.

Vote: The motion passed unanimously.

Part B: April 11, 2017 ITF Meeting**1. Domain Overall CASE Rating****Action Item**

There is a requirement to gather an overall rating for the Domain 5 CASE Choices. In order to capture the overall rating of the three selected CASE choices, the addition of a new element DOMAIN-OVERALL-CASE-RATING is required. The DOMAIN-OVERALL-CASE-RATING will be reported in the TSDS Collection along with the other CASE category ratings.

Bryce Templeton introduced the Domain Overall CASE Rating proposal to add a new element, DOMAIN-OVERALL-CASE-RATING, to the LocalEducationAgencyExtension and the SchoolExtension.

ITF Discussion:

Dennis Telas inquired if this new element could potentially not match the OVERALL-RATING-CATEGORY-CODE. Bryce Templeton confirmed that the OVERALL-RATING-CATEGORY-CODE is to average all eight (8) (or those that apply to the district and/or campus) CASE Indicators while the DOMAIN-OVERALL-CASE-RATING is for just for the three (3) associated with the FIRST-CASE-CHOICE, SECOND-CASE-CHOICE, and THIRD-CASE-CHOICE selections made in Submission 3 of the previous year.

Dennis Telas then inquired if there was guidance for districts to use regarding averaging this information. Jamie Crowe, from Performance Reporting, stated that the department will accept whatever the district/campus submits. There currently is no plan for monitoring this information due to the specificity of the statute. This will be locally defined.

Nancy Dunnam asked how the May date was established for collecting this information. Bryce Templeton stated that the first Thursday in May would be the collection date and that this is the latest date that TEA can receive the data and prepare the data for the Performance Reporting Division to use in the computation of the Domain accountability ratings.

Dennis Telas had questions concerning where information will be presented on the report template that was shown. Bryce Templeton stated that this was a just a mock-up and the final positioning of data on the report would need to be finalized.

Dennis Telas stated that the vendor software being used should not pre-populate the CASE information.

Bryce Templeton stated that there will be business edits in place to ensure data quality.

ITF Action:

The ITF committee made a recommendation to approve the addition of the DOMAIN-OVERALL-CASE-RATING data element to the LocalEducationAgencyExtension and the SchoolExtension.

PCPEI Discussion:

David McKamie presented the Domain Overall CASE Rating proposal to the PCPEI members. Paul Clore inquired if a school district will be able to see their selections for the three CASE Choice Indicators before they commit to them as they will not be able to change these once submission 3 is closed. Bryce Templeton explained that a school district will be able to run a report that shows the selections prior to the when the superintendent signs off. The school district will have through re-submission to make any modifications.

David McKamie verified that once the three CASE Choice Indicators are selected they cannot be changed. Bryce Templeton confirmed the statement and included that campus administration needs to be certain of the choices selected as these selections are not able to be changed in the 2017-2018 school year.

Mary Ann Whiteker asked if TEA is sending out correspondence regarding this information. Bryce Templeton stated that this information was relayed in the Spring ESC PEIMS Coordinator training. The field is also mandatory at the district level and receives a warning at the campus level if not filled out. Jamie Crowe included that this information is also being relayed in the TETN meetings and in the To the Administrator Addressed correspondence. David McKamie stated that his region is working with the Accountability department to make sure that districts are aware of this requirement.

Mary Ann Whiteker asked if the districts are required to report on the eight indicators and also for the three CASE Choice Indicators. Jamie Crowe explained that districts are still required to provide all eight indicators. Bryce Templeton stated that he would make sure each PCPEI member received the HB 2804 PowerPoint presentation that was done during the ESC PEIMS Coordinator training.

PCPEI Action:

Motion: Jeff Goldhorn motioned to approve the ITF recommendation to add the E1595 - DOMAIN-OVERALL-CASE-RATING data element to the LocalEducationAgencyExtension. Danny Lovett seconded the motion.

Vote: The motion passed unanimously.

Note: Subsequent to the approval of the addition of the Domain Overall CASE Rating to be used in Domain 5 of the Texas public school accountability system, the Texas Legislature repealed the Domain 5 component and all of the CASE data elements. Therefore, TEA is rescinding its request to add this data element to the 2017-2018 TSDS system.

2. Update to the DC066 – GRADUATION-PLAN-TYPE Code Table**Action Item**

The Information Technology Services Business Management Division (ITS-BMD) is recommending revisions to the DC066 code table regarding non-applicable high school graduation plans.

Scott Johnson presented his proposal to update the GRADUATION-PLAN-TYPE code table. He explained that the Career and Technical Education plan (Code 01) and the Standard plan (Code 05) are not currently being used by the studentGPS® Dashboards or as valid Texas public school graduation plans by the Texas Education Agency.

ITF Discussion:

Nancy Dunnam opened the floor for discussion but none of the committee had any questions so she requested that the committee make a motion.

ITF Action:

The ITF Committee made a recommendation to approve the DC066 – Codes Removed for the 2017-2018 School Year proposal which will remove the Career and Technical Education Plan (Code 01) and the Standard plan (Code 05) from the DC066 code table.

PCPEI Discussion:

David McKamie presented the Update to the DC066 code table proposal. There were no questions regarding the proposal so Mary Ann Whiteker requested that the committee make a motion.

PCPEI Action:

Motion: Paul A. Norton made a motion to approve the DC066 – GRADUATION-PLAN-TYPE Code Table proposal which will remove the Career and Technical Education Plan (Code 01) and the Standard plan (Code 05) from the DC066 code table. Mary Beth Matula seconded the motion.

Vote: The motion passed unanimously.

Other Business**Discussion Item**

Mary Ann Whiteker announced her retirement on June 30, 2017 and stated that this would be the last PCPEI meeting she would attend. Terri Hanson stated that she would let Melody Parrish know so that the commissioner of education can identify a replacement member.

Next PCPEI Meeting**Discussion Item**

Bryce Templeton let the committee know that TEA is uncertain if another meeting will be required over the summer. It is possible that one may be called in late August depending on what comes from the 85th Legislative Session.

Adjournment**Discussion Item**

The PCPEI meeting adjourned at 10:49 a.m.