

**K-12 Data Task Force Meeting Minutes  
May 2, 2018**

**Attendees:**

<b>Member</b>	<b>Category</b>	<b>City</b>	<b>Present</b>
Daniel Salomon	Presiding Officer, Senate Education Committee	Ronan	
Mark Blasdel	Vice Presiding Officer, Senate Education Committee	Kalispell	
Edie McClafferty	Vice Presiding Officer, Senate Education Committee	Butte	
Seth Berglee	Presiding Officer, House Education Committee	Joliet	
Jeff Essmann	Vice Presiding Officer, House Education Committee	Billings	
Moffie Funk	Vice Presiding Officer, House Education Committee	Helena	X
Donald W. Jones	Presiding Officer, Joint Education Subcommittee	Billings	
Llew Jones	Vice Presiding Officer, Joint Education Subcommittee	Conrad	
Jill Rocksund	School Board Trustee, Class 1	Columbia Falls	X
Sabrina Steketee	School Board Trustee, Class 2	Boulder	
Ann Hokanson	School Board Trustee, Class 3	Norris	
Heather Davis Schmidt	School Administrator, Class 1	Whitefish	
Robert DoBell	School Administrator, Class 2	Three Forks	
Pam Birkeland	School Administrator, Class 3	Virginia City	
Susan Quinn	Teacher, Class 1	Great Falls	
Sam Tudor	Teacher, Class 2	Bigfork	
Elizabeth Campbell	Teacher, Class 3	Rudyard	
Tom Hering	Technology Staff, Class 1	Great Falls	X
Mindy Obert	Technology Staff, Class 2	Big Timber	X
Vicki Baker	Technology Staff, Class 3	Bynum	
Kevann Campbell	Parent, Elementary, Class 1	Helena	
Tim Ley	Parent, Elementary, Class 2	Huntley	
Vacant	Parent, Elementary, Class 3		
Greg Trangmoe	Parent, High School, Class 1	Stevensville	X
Vacant	Parent, High School, Class 2		
Vacant	Parent, High School, Class 3		
Laurie Noonkester	School District Clerk, Class 1	Billings	X
Jacklyn Young	School District Clerk, Class 2	Fairview	
Emily Hansmann	School District Clerk, Class 3	Pendroy	
<b>OPI Staff:</b>	<b>Title</b>		
Elsie Arntzen	Superintendent of Public Instruction		X
Suzie Hedalen	Deputy Superintendent for Education Services		
Ken Bailey	Asst. Superintendent of Operations		X
Jamey Ereth	Data Collections Bureau Chief		X
Kara Sperle	Division Administrator, School Finance		X

### **Welcome and Introductions**

- Superintendent Arntzen welcomed all of the attendees and introduced the OPI staff. Task Force members then introduced themselves. The meeting followed the agenda, which is attached.

### **ESSA Report Card – Susie Hedalen and Jamey Ereth**

- One of the requirements of ESSA legislation and an element of the Montana ESSA plan is the publishing of an ESSA report card for each school that displays the accountability measures adopted by the state.
- Susie Hedalen discussed the general vision for the report card and the need for the measures to be transparent and easily available.
- A team was formed to implement the report card on the OPI’s GEMS website. This team decided to hire a vendor, Aspect, who acted as a consultant during the building of the GEMS website.
- The report card must be up on GEMS by December.
- Jamey Ereth discussed the specifics of the data that will be on the report card. Most of the data already exists in OPI databases with the exception of Civil Rights Data Collection (CRDC) and school climate data.
- The CRDC is a biennial data collection by USED’s Office of Civil Rights. This data is collected directly from schools and is not currently available to the OPI. USED is working on a transfer of this data to state agencies.
- It is not clear exactly what data will be used to report on school climate. The team is working on this.

### **MAEFAIRS Change – Kara Sperle**

- Kara Sperle updated the discussion from the last task force meeting in that the new capability to upload the Trustee Financial Statement into MAEFAIRS is ready to go and will be available during the next school year.
- A statute change from the last legislative session associated with the new school major maintenance funding will require a change to MAEFAIRS. The change will require some reporting lines to include a subfund code, a data element that is not currently used. The change is in testing for implementation in the coming school year.
- Kara has been in touch with the vendors of the four accounting systems commonly used by Montana school districts concerning this change, which does not seem to pose any difficulties for the software packages..

### **Data Sharing Process and Controls**

- Ken Bailey reviewed process used when the OPI shares data with researchers, an allowed exception to FERPA regulations. A recent request to share TEAMS data with REL Northwest to support research into teacher recruitment and retention was used as an example.
- The process is:
  - OPI receives a research proposal
  - Data Analyst works with the requestor to firmly define the request

- Data elements
  - Time frame
  - Level of detail
  - Intended use
- Data Analyst prepares a draft Memorandum of Understanding(MOU)
    - Recap data to be shared
    - State how data will be transferred, stored, and protected
    - Require data to be permanently destroyed at the end of the analysis
    - Specify Institutional Review Board approval prior to sharing data
    - May require sharing the research results with the OPI
  - OPI Privacy and Security Committee reviews MOU
  - Once approved, OPI legal prepares MOU and sends to researcher
  - No data is shared until the MOU is signed

#### **Wrap Up/Adjournment/General Comments**

- Superintendent Arntzen stated that the next meeting will be held in the second half of August.
- Tom Herring asked if additional detail is available regarding the ESSA report card and MAEFAIRS changes. We will include the task force in communications.
- Laurie Noonkester asked if the prototypes of the ESSA report card would be reviewed at the data conference in September. Susie Hedalen discussed the process for implementing the report card will include focus groups, webinars, and discussions so that a broad range of perspectives will be included in the report card development.