

Idaho State Board of Education Data Management Council Minutes

10.14.2015		2:00 pm MST		Conference call	
Meeting called by	Carson Howell, Chair				
Type of meeting	Regular meeting				
Note taker	Vincent Miller				
Members (attendance status: P=present; A=absent)	Ken Campbell: P, Shari Ellertson P, Chris Campbell A; Georgetanne Griffith: P, Tami Haft: P, Carson Howell: P, Todd King: A, Heather Luchte : P, Vince Miller: P, Matthew Rauch P, Georgia Smith: P				
Other Attendees:	Doug Armstrong - OSBE, Andy Mehl - OSBE Jessica Beaver- DOL, Gabriel Reilly - DOL				
Approval of Meeting Minutes					
Discussion	The council reviewed the meeting minutes from September 9, 2015				
Conclusions	There were no corrections, but the council voted to remove the "Data Release" section from the minutes as the conclusions reached in that discussion did not align with the State Board of Education's motion on data privacy with regards to the approval process. This issue will be addressed at a future DMC meeting.				
Action Items		Person Responsible		Deadline	
Motion by Georgia Smith and seconded by Georgetanne Griffith to approve the meeting minutes with the exception of the "Data Release" section. Motion passed unanimously.		Carson Howell will see that the approved minutes are posted to the DMC webpage		10/28/2015	
Do we reschedule or cancel our meeting on November 11?					
Discussion	The council discussed canceling the DMC meeting in November.				
Conclusions	It was decided to cancel the November meeting.				
Action Items		Person Responsible		Deadline	
The November DMC meeting is cancelled. If a meeting is needed, Carson will call a meeting.		Carson Howell		Will call a meeting if needed	

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U S DOL language was approved by email on 9/29/15. Carson sent email and received 8 emails of approval.			
Discussion	<p>The U.S. Department of Labor had asked school districts for information to determine whether minors were employed in conformity with the Federal child labor laws. The school districts forwarded the requests to the State Department of Education (SDE). The SDE wanted input from the State Board of Education (SBOE). Matt Freeman, Executive Director of the SBOE, requested input from the Data Management Council. The U.S. Department of Labor would provide the following: (1) Name of minor (2) Birthplace; or (3) Name of school, grade, month, and year last attended (4) Name of Father; and (5) Maiden Name of Mother (6) Alleged Date of birth. The U.S Department of Labor was wanting verification of the student's date of birth based on the information provided.</p> <p>Carson sent the following statement for approval the DMC members. Eight members approved the statement.</p> <p>Here is the statement that was sent to superintendents:</p> <p style="padding-left: 40px;">Superintendents,</p> <p style="padding-left: 40px;">Section 11(a) of the Fair Labor Standards Act authorizes representatives of the US Department of Labor to investigate and gather data concerning wages, hours, and other employment practices; enter and inspect an employer's premises and records; and question employees to determine whether any person has violated any provision of this act. In an effort to safeguard our children from child labor law violations, the US Department of Labor at times requests age verification from our schools.</p> <p style="padding-left: 40px;">Participation in the verification process is voluntary by the school. Please review your district's data policy regarding directory information and appropriate handling of student data to determine, as you see fit, the release of this information for the purposes of determining whether minors are employed in conformity with the federal child labor laws.</p> <p style="padding-left: 40px;">Data Management Council</p>		
Conclusions	Informational item		
Action Items		Person Responsible	Deadline
Informational item			

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Discuss data releases			
Discussion	Carson highlighted notifications of releases of student data of Personally Identifiable Information (PII) by Inspire Connections Academy (2 students) and Idaho Digital Learning Academy (1 student)		
Conclusions	Each institution took appropriate steps in notifying the parents and students involved and took corrective actions to help that these errors do not occur again. The council discussed using email verification as a process to reduce the accidental release of student information via email.		
Action Items		Person Responsible	Deadline
Carson will share with the council a document produced on data security when the DMC first began. Carson would like the council to be thinking about ways to improve the process of addressing data privacy issues.		Carson Howell	11/18/2015
Discuss application security for applications districts use on their devices (PC, iPads, etc.) What requirements do districts have to protect Personally Identifiable Information (PII) when students use applications such as Think Through Math, Spell City, etc.			
Discussion	The council discussed the application security for applications districts use on their devices (PC, iPads, etc.) What requirements do districts have to protect Personally Identifiable Information (PII) when students use applications such as Think Through Math, Spell City, etc?		
Conclusions	The terms of agreement with each software application need to be read carefully in order to understand how the company handles a student's personal information		
Action Items		Person Responsible	Deadline
The council will research this issue more and explore how other states are handling this issue.		Carson Howell will assist council members with researching this issue.	12/18/2015
Approve MOU for the University of Idaho.			
Discussion	<p>The University of Idaho submitted a data sharing agreement between the Idaho State Board of Education and the University of Idaho. This Agreement documents the parties understanding regarding UNIVERSITY of IDAHO's use of data from the Idaho Statewide Longitudinal Data System ("SLDS") to complete the following research projects under the 2015 SLDS Research Grant on Factors Influencing Postsecondary Access and Enrollment Among Recent High School Graduates in Idaho.</p> <p>The council asked if it was necessary to have the data at the student level in order to accomplish the research. Would aggregated student data be sufficient to answer the questions in the research project?</p>		
Conclusions	Carson will follow-up with the Dr. Priscilla Salant, the principal investigator for the project, to discuss using aggregated data for the project.		
Action Items		Person Responsible	Deadline
Carson will follow-up with the Dr. Priscilla Salant, the principal investigator for the project, to discuss using aggregated data for the project.		Carson Howell will contact Dr. Priscilla Salant	11/18/2015

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Meeting Adjournment		
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline
Motion by Geogia Smith and seconded by Heather to adjourn the meeting. Motion passed unanimously.		