

Idaho State Board of Education Data Management Council Minutes

3.12.2014		2:00 pm MST	Conference call
Meeting called by	Linda Clark, Chair		
Type of meeting	Regular monthly meeting		
Note taker	Vince Miller		
Members (attendance status: P=present; A=absent)	Ken Campbell: P, Linda Clark: P, Archie George: P, Georgetanne Griffith: P, Tami Haft: P, Carson Howell: P, Todd King: P, Heather Luchte: A, Vince Miller: P, Joyce Popp: P, Georgia Smith: A		
Other Attendees:	Doug Armstrong - OSBE, Andy Mehl - OSBE, Amy Lorenzo - PTE		
Status of Data Loads			
	Andy Mehl		
Discussion	Andy updated the council on the status of the SLDS data uploads. Members advised Andy to have an emailed statement from institutions signing off on moving the data into production.		
Conclusions	Andy will draft a statement to use and send it to the council.		
Action Items	Person Responsible	Deadline	
Draft sign-off statement	Andy Mehl	03/19/2014	
Demonstration of online data dictionary - (using Blackboard link)			
	Andy Mehl		
Discussion	Andy demonstrated the online data dictionary for the council.		
Conclusions	The council was impressed with the web application. The web application should be finalized in development in two weeks. Into production and loaded with data by April 30 th .		
Action Items	Person Responsible	Deadline	
Complete web application in development	Andy Mehl	03/26/2014	
Web application in production and loaded with data	Andy Mehl	04/30/2014	
SLDS update			
	Andy Mehl/Doug Armstrong		
Discussion	Andy and Doug updated the council on SLDS data tables. Two institutions have data ready and staged for production. The other institutions are in various stages on each of the tables.		
Conclusions	Doug will call each institution and go over a final checklist once the data tables are staged for production.		
Action Items	Person Responsible	Deadline	
Stage data tables from each institution for production	Doug Armstrong	03/26/2014	
Run through a final checklist with each institution prior to the move of the data tables into production.	Doug Armstrong	03/31/2014	
IRB			
	Andy Mehl		
Discussion	Andy updated the council on the Internal Review Board (IRB) for the SLDS Project. It is planned that Carson will be the Human Protection's Administrator (HPA) and Dr. Mike Rush as the Signatory Official (SO).		
Conclusions	Andy is waiting on the approval of the Federal Wide Assurance (FWA) by the federal government.		
Action Items	Person Responsible	Deadline	
Waiting for the FWA approval	Andy Mehl	03/26/2014	
PSO			
	Andy Mehl		
Discussion	Andy updated the council on the Project Service Order (PSO) for the SLDS data request web application. The web application at a later date will be able to handle content of published reports that used the SLDS data.		

Idaho State Board of Education Data Management Council Minutes

Conclusions	Andy is working with Leah Schultz to gather the PSOs and score and rank them. Members of the council that would like to volunteer with this process should contact Andy.	
Action Items	Person Responsible	Deadline
Score and rank PSOs	Andy Mehl	03/24/2014
Award the project to the selected vendor	Andy Mehl	03/31/2014
Data bill - status		
	Andy Mehl	
Discussion	Andy and Carson updated the council on Senate Bill 1296 on educational data collection. Amendments have been added in the House, but none that would negatively impact the work on the SLDS Project.	
Conclusions	The State Board of Education will develop and distribute a model policy for school districts and public charter schools that will govern data collection, access, security and use of such data.	
Action Items	Person Responsible	Deadline
None. This was provided as information to the council.		