

# Idaho State Board of Education Data Management Council Minutes

8.31.2015		2:00 pm MST		Conference call	
Meeting called by	Carson Howell, Chair				
Type of meeting	Special meeting				
Note taker	Vincent Miller				
Members (attendance status: P=present; A=absent)	Ken Campbell: P, Shari Ellertson P, Chris Campbell P; Georgeanne Griffith: A, Tami Haft: P, Carson Howell: A, Todd King: P, Heather Luchte : A, Vince Miller: P, Matthew Rauch A, Georgia Smith: P				
Other Attendees:	Doug Armstrong - OSBE, Andy Mehl - OSBE, Bob Uhlenkott - DOL, Karen Jarboe Singletary - DOL, Gabriel Reilly - DOL, Georgia S. Smith - DOL				
<b>Data request from the U.S. Department of Labor - regarding child labor</b>					
Discussion	This agenda item was tabled because the council needed more information.				
Conclusions					
Action Items		Person Responsible		Deadline	
<b>Language change to clarify at what level data must be masked/blurred/aggregated.</b>					
Discussion	The council discussed changing the wording of item 19 of the Access and Security section of the Idaho State Board of Education Data Management Council Policies and Procedures approved 02-19-15. The item reads: 19.If any aggregated data cell size is below 10 or within 9 of 100%, at least two data cell values shall be masked or summarized to avoid small cell sizes being released or calculated. Exceptions can be approved by the Data Management Council				
Conclusions	The council changed the policy with the following: "Any release of data that would result in the ability to identify the personally identifiable information (PII) of an individual must be approved by the Data Management Council, aggregated to a minimum cell size of 10, or masked/blurred. This includes situations where a calculation can be done to arrive at a single count of less than 10 students that would risk exposure of PII. Instances where 100% or 0% of students fall within one category and would risk the exposure of PII must also be approved by the Data Management Council or masked/blurred since doing so discloses information on either all or no students and thereby violates the minimum cell size policy."				
Action Items		Person Responsible		Deadline	
Motion by Shari Ellertson and seconded by Tami Haft to approve changing the policy as stated above. Motion passed unanimously.		Carson Howell		Carson will take these changes to the next SBOE meeting.	