

Idaho State Board of Education Data Management Council (DMC) Minutes

4.26.2017		9:00 am – 4:00 pm MST	In-person meeting in Boise
Meeting called by	Carson Howell, Chair		
Type of meeting	Regular meeting		
Note taker	Vince Miller		
Members and attendance status: P=present, A=absent	Connie Black: P , Chris Campbell P , Don Coberly P , Shari Ellertson P , Georgeanne Griffith: P , Tami Haft: P , Carson Howell: P , Todd King: P , Heather Luchte: P , Vince Miller: P , Matthew Rauch: P , Georgia Smith: P		
Other Attendees:	Doug Armstrong, Andy Mehl –Office of the State Board of Education (OSBE) Jessica Beaver-Nelson, Salvador Vazquez, Bob Uhlenkott– Idaho Department of Labor (IDOL)		
Review of DMC bylaws, rules, and policies			
Discussion	The DMC discussed edits to the existing bylaws and board policy.		
Conclusions	Carson will make suggested edits to the bylaws and board policy and the DMC will discuss the changes at the next meeting. If DMC members have any additional changes, send them to Carson as soon as possible.		
Action Items		Person Responsible	Deadline
Carson will make suggested edits and have the documents ready for the next meeting.		Carson Howell	June 1, 2017
Proxy voting			
Discussion	The DMC discussed allowing proxy voting.		
Conclusions	OSBE staff will start delivering the meeting agenda and materials to DMC members at least 3 business days in advance of the scheduled meeting. They will note on the agenda which items will require a vote or are discussion items only. Once the DMC establishes this process, the members will discuss allowing proxy voting.		
Action Items		Person Responsible	Deadline
Carson Howell will work with Andy Mehl and Doug Armstrong to deliver the meeting agenda and materials to DMC members at least 3 business days in advance of the scheduled meeting. They will note on the agenda which items will require a vote or are only discussion items.		Carson Howell	June 1, 2017

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Data Procedures /Security Review		
Discussion	<p>Georgia Smith, Salvador Vazquez, and Bob Uhlenkott presented the data and security procedures used by the Idaho Department of Labor for Educational Analytics System of Idaho (EASI).</p> <p>Chris Campbell and Todd King presented the data and security procedures used by the Idaho State Department of Education for EASI.</p> <p>Carson Howell, Andy Mehl, and Doug Armstrong presented the data and security procedures used by the Idaho State Board of Education for EASI.</p>	
Conclusions	<p>The Idaho Department of Labor, the Idaho State Department of Education, and the Idaho State Board of Education will report at least once annually to the DMC on data and security procedures and issues related to the EASI project.</p>	
Action Items	Person Responsible	Deadline
Informational item	-	-
Unauthorized data disclosures		
Discussion	<p>Caleb Shore, Coordinator of Information Technology for the Caldwell School District, reported an incident of unauthorized access to their data systems on March 13, 2017 and discovered on April 13, 2017. Sensitive student or staff data does not appear to have been accessed. The SDE and SBOE were notified immediately when the unauthorized access was discovered. The school district notified law enforcement and the incident is still under investigation.</p> <p>Carson Howell reported that on April 19, 2017 unauthorized access occurred in the Pocatello-Chubbuck School District that involved four student records. The incident is still under investigation.</p> <p>Chris Campbell reported on April 13, 2017 Idaho Virtual Charter Academy had an unauthorized disclosure of data when a counselor inadvertently sent the wrong progress reports to parents. 81 emails were sent to incorrect email addresses. The error was caused by a technical error using a mail merge feature. Steps have been implemented to help prevent this from occurring again.</p> <p>Georgia Smith reported that a job search engine used by the Idaho Department of Labor was breached effecting 170,000 records. The breach occurred at a third party vendor from Kansas. Users were notified by mail or email within 24 hours. The system vulnerability was detected and fixed. The breached system is separate from other department data systems.</p>	
Conclusions	Informational item	
Action Items	Person Responsible	Deadline
Informational item	-	-

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Data masking rules		
Discussion	<p>Doug Armstrong reported on the data masking working group. The group was formed on July 6, 2016. The purpose the group was formed was to study current masking rules related to aggregate data. Membership: Shari Ellertson, Vince Miller, Todd King, Chris Campbell, and Doug Armstrong.</p>	
Conclusions	<p>Recommendations of the working group were presented and voted upon.</p> <p>Recommendation 1 - Recommend a change to the DMC Policies and Procedures. Change the minimum from 10 to 5: 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. Motion by Georgia Smith to accept the Recommendation 1; seconded by Tami Haft. Motion passed unanimously.</p> <p>Recommendation 2 - Approve exemption: Aggregate enrollment data with no student outcomes does not need to be masked. This can include the school, grade level, gender, and race/ethnicity. Normal masking rules apply when any other identifying or education outcome information is included. Motion by Heath Luchte to accept Recommendation 2; seconded by Shari Ellertson. Motion passed unanimously.</p> <p>Recommendation 3 - Approve exemption: Aggregate assessment participation data does not need to be masked at the school, grade, and test level. The exempt exams are the Idaho Reading Indicator (IRI), Idaho Standards Achievement Test (ISAT), Advanced Placement (AP), Preliminary Scholastic Aptitude Test (PSAT), American College Testing (ACT), and the Scholastic Aptitude Test (SAT). Normal masking rules apply when any other identifying or education outcome information is included. Motion by Georgia Smith to accept Recommendation 3; seconded by Georgeanne Griffith. Motion passed unanimously.</p> <p>Recommendation 4 – 6 will be discussed at a later DMC meeting.</p>	
Action Items	Person Responsible	Deadline
Carson Howell will bring the recommendations to the SBOE.	Carson Howell	An upcoming SBOE meeting

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Governor's Task Force updates		
Discussion	<p>Jessica Beaver –Nelson from Idaho Department of Labor reported on the Governor's Task Force on Workforce Development. The group is attempting to align the job skill gap with the degree production from Idaho's post-secondary institutions. Georgia Smith noted that there are regional economist that can assist institutions: http://lmi.idaho.gov/region</p> <p>Carson Howell reported on the Governor's Task Force Higher Education. Carson demonstrated the Common Application web application that will allow high school students to easily apply to Idaho's public post-secondary institutions.</p>	
Conclusions	Informational item	
Action Items	Person Responsible	Deadline
Informational item	-	-
EASI update		
Discussion	Doug Armstrong reported the status of the database tables into EASI. Data loaded into EASI is on schedule. Financial aid data will be a major focus for the next round of data loads.	
Conclusions	Informational item	
Action Items	Person Responsible	Deadline
Informational item	-	-
Data field changes		
Discussion	Todd King presented the proposed changes to the data collection in the Idaho System for Educational Excellence (ISEE)	
Conclusions	<p>Todd provided a handout of the proposed changes.</p> <p>Motion by Shari Ellertson to accept the proposed changes except for the data variables in the Special Ed Students section and the paraprofessional data variables in the Staff Demographics section. The DMC will wait to make a determination on these data variables. Seconded by Connie Black. Motion passed unanimously.</p>	
Action Items	Person Responsible	Deadline
Todd King will make the changes in ISEE.	Todd King	May 15, 2017

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Replacement for DMC member Georgeanne Griffith		
Discussion	Carson Howell announced that the DMC would need to find a replacement for Georgeanne Griffith. Georgeanne is retiring.	
Conclusions	Send names and contact information to Carson of qualified individuals. The person would need to be a representative of a school district.	
Action Items	Person Responsible	Deadline
DMC members send names and contact information to Carson of qualified individuals. The person would need to be a representative of a school district.	DMC members	As soon as possible
DMC Officers		
Discussion	Carson Howell reported that DMC needed to elect a member to be the vice chair and a member to be the secretary.	
Conclusions	Chris Campbell was nominated for vice chair and Shari Ellertson was nominated for secretary. The new officers will start July 1, 2017. Motion by Georgeanne to accept the nominations of Chris Campbell for vice chair and Shari Ellertson for secretary. Seconded by Tami Haft. Motion passed unanimously.	
Action Items	Person Responsible	Deadline
New officers start positions on July 1.	Carson Howell	July 1, 2017