

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

9.12.2018		2:00 pm MST				Conference call			
Meeting called by:	Cathleen McHugh, Chair								
Type of meeting:	Regular meeting								
Note taker:	Heather Luchte								
Members and attendance status: P =present, A =absent	Chris Campbell	P	Don Coberly	P	Tami Haft	A	Todd King	A	
	Heather Luchte	P	Cathleen McHugh	P	Vince Miller	P	Dale Pietrzak	P	
	Matthew Rauch	P	Dianna Renz	P	Luke Schroeder	P	Georgia Smith	P	
Other Attendees:	Andy Mehl and Doug Armstrong – Office of the State Board of Education (OSBE) Jessica Beaver-Nelson – Idaho Department of Labor (IDOL)								

Approval of the Minutes			
Discussion:	The minutes from May and July were presented and approved.		
Conclusions:	Motion to approve the minutes (Dale) and seconded (Don). Motion passed.		
Action Items	Person Responsible	Deadline	
Post minutes to website.	Doug		

Introduction of New Members			
Discussion:	<p>The council welcomed new members:</p> <ul style="list-style-type: none"> Dale Pietrzak – University of Idaho Dianna Renz – North Idaho College 		
Conclusions:			
Action Items	Person Responsible	Deadline	

Change to composition of council			
Discussion:	<p>Background and addition of a Charter School representative was discussed (see email from Terry Ryan and Tamara Baysinger - letter of support).</p> <p>Discussed adding 13th member and helping in times when we need a quorum. A new member could be an ‘at large’ member such as a parent, industry, or anyone interested in data. Currently charter schools are not excluded since one of the three seats are secondary members.</p>		
Conclusions:	<p>Motion to approve adding a 13th member (Luke) and seconded (Vince). Motion passed.</p> <p>Another motion was made to add a 13th member as an at large member (Luke) and seconded (Dale).</p>		
Action Items	Person Responsible	Deadline	
Recommendation will be made to the Board including changes to the bylaws.	Cathleen		

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RTI Data Request			
Discussion:	Nothing new received from RTI on this request.		
Conclusions:			
Action Items	Person Responsible	Deadline	

Data Masking Guidelines			
Discussion:	Doug provided an update on data masking. Watch for more updates in November.		
Conclusions:			
Action Items	Person Responsible	Deadline	
DMC members provide feedback to Doug.			

Data privacy training DMC approval rubric			
Discussion:	Cathleen provided an update on these topics. Currently these items are on hold due to open vacancies in OSBE. Watch for more updates in November.		
Conclusions:			
Action Items	Person Responsible	Deadline	

The meeting adjourned at 2:24 p.m.