

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

4.10.2019		2:00 pm MST				Conference call			
Meeting called by:	Cathleen McHugh, Chair								
Type of meeting:	Regular meeting								
Note taker:	Doug Armstrong								
Members and attendance status: P =present, A =absent	Chris Campbell	A	Don Coberly	A	Tami Haft	P	Todd King	P	
	Heather Luchte	P	Cathleen McHugh	P	Vince Miller	A	Dale Pietrzak	A	
	Matthew Rauch	P	Dianna Renz	A	Luke Schroeder	P	Georgia Smith	P	
Other Attendees:	Doug Armstrong – Office of the State Board of Education (OSBE) Kelly Everitt – Idaho State Department of Education (SDE)								

Meeting Minutes			
Discussion:	The minutes from March 13 were approved.		
Conclusions:	Motion (Georgia/Tammy) to approve the minutes from February 19, 2019. Passed 7-0.		
Action Items	Person Responsible	Deadline	
Post minutes on the OSBE website.	Doug	3/31/2019	

Esther – Regional data			
Discussion:	Discussion on go-on rates for regions 5 and 6, broken down by gender, race, and socio-economic status. When high school graduation and enrollment rates are concerned, exempt from DMC rules. 2c needs masked, a and b don't need masked at the district level. Further discussion included the data fields from ISEE for free and reduced lunch status.		
Conclusions:	Informational item.		
Action Items	Person Responsible	Deadline	
Provide Data	Andy	04/2/19	

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Gear up reporting			
Discussion:	Discussion of data provided to support gear up. They are reviewing students to determine if they can award to additional students.		
Conclusions:	Informational item.		
Action Items	Person Responsible	Deadline	
Deliver data	Andy	completed	

OSBE Data Request process			
Discussion:	A new process for internal data requests was reviewed to improve the reporting process. Cathleen shared that this new process would allow the opportunity to share updates on various reports to the DMC.		
Conclusions:	Informational item.		
Action Items	Person Responsible	Deadline	
n/a			

DMC Data Request Form			
Discussion:	A separate process was reviewed for DMC requests, including the links to the data dictionaries. The group discussed the need to provide guidance as needed when requests come in. Cathleen will start using the new form and follow up at the next DMC meeting		
Conclusions:	Informational item.		
Action Items	Person Responsible	Deadline	
n/a			

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DMC Data Repository		
Discussion:	The DMC discussed the need for a repository of materials for each meeting being used instead of attachments being sent through email	
Conclusions:	Informational item. The council agreed that it would be a good idea	
Action Items	Person Responsible	Deadline
Talk to Mark Hair about creating page	Cathleen	TBD

Roger Stewart – Final report		
Discussion:	We are still gathering details.	
Conclusions:	Informational item	
Action Items	Person Responsible	Deadline
Will report out at next meeting.	Cathleen	Next meeting