

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

5.10.2022		9:15 AM Mountain Time		ZOOM Meeting		
Meeting called by:	Cathleen McHugh, Chair					
Type of meeting:	Regular meeting					
Note taker:	Doug Armstrong					
Members and attendance status: P=present, A=absent	Grace Anderson	P	Spencer Barzee	A	Chris Campbell	A
	Tami Haft	P	Todd King	P	Heather Luchte	A
	Cathleen McHugh	P			Leslie Odom	P
	Matthew Rauch	A	Thomas Sharpe	P	Georgia Smith	A
	Scott Thomson	P				
Other Attendees:	Doug Armstrong, Cate Collins, Andy Mehl –Office of the State Board of Education (OSBE) Ryan Gravette – Idaho Digital Learning Alliance					

DMC Membership - State Department of Education (SDE)			
Discussion:	Ayaka Nukui has been nominated to replace Kevin Chandler as the representative from SDE to the DMC. The term will go upon approval through June 30, 2024.		
Conclusions:	Motion (Tami/Grace): The DMC recommends to the SBE the nomination of Ayaka Nukui to the DMC. Passed unanimously.		
Action Items	Person Responsible	Deadline	
Forward nomination to the SBE for approval during the June meeting.	Cathleen.	May 10, 2022	

Meeting Minutes			
Discussion:	The minutes were reviewed. Spelling correction to Scott’s last name.		
Conclusions:	Motion (Tami/Todd): The April 12, 2022 minutes are approved with the correction noted. Passed unanimously.		
Action Items	Person Responsible	Deadline	
Post the April minutes.	Doug	May 31, 2022	

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DMC Membership - Renewals			
Discussion:	Thomas, Matthew, and Georgia have expressed interest in continuing on the DMC. Their terms will be from July 1, 2022 to June 30, 2024. Leslie will serve out her current term.		
Conclusions:	N/A		
Action Items	Person Responsible	Deadline	
Forward three renewals to the SBE for approval during the June meeting.	Cathleen	May 10, 2022	

DMC Membership – Post-Secondary Member			
Discussion:	Leslie’s position will need to be filled this summer. It may be filled with an employee of BSU, CEI, CWI, ISU, NIC, or UI. May be any employee with an interest and knowledge of student data.		
Conclusions:	N/A		
Action Items	Person Responsible	Deadline	
Forward a request for nominations for the new position.	Cathleen	May 20, 2022	

ISU Data Request (2022 TRIO UBMS Target School)			
Discussion:	Dr Danielle Wylie of ISU requested information for a federal TRIO grant. Requests information from SDE regarding 4 high schools (Blackfoot, Firth, Idaho Falls, and Shelley) during the 2018-19 academic year. Aggregate data such as GPA for all and economically disadvantaged students. Also, data on chronic absenteeism.		
Conclusions:	Motion (Grace/Tami): The DMC authorizes the release of the information. After the data is pulled, it authorizes Kelly Everitt, another SDE employee, or Doug Armstrong to determine the level of accuracy to provide. Examples: nearest percent, nearest 5%, and etc. Ask that we bring back and report the outcome at a future meeting.		
Action Items	Person Responsible	Deadline	
Pull the requested data.	SDE	ASAP	
Return the data to ISU.	Cathleen	Upon completion	
Provide a report of the outcome at a future DMC Meeting.	Doug	June 14, 2022	

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Aggregate Data Exceptions			
Discussion:	<p>Discussed aggregate data masking and masking exceptions. The federal government requires states to create and follow minimum values that can be reported in aggregate data. State law assigns this to the DMC. It was originally set at 10 and then later lowered to 5. The DMC is also tasked with approving one time and ongoing exceptions to the 5 minimum.</p> <p>Several items were discussed including:</p> <ul style="list-style-type: none"> • federal requirement, • 33-133, • DMC Policies and Procedures, • providing additional information justifying the exceptions, • additional information on directory information, • adding major to the enrollment exception, and • does Go On require a separate exception instead of using the high school graduates and enrollment exceptions. 		
Conclusions:	N/A		
Action Items	Person Responsible	Deadline	
Provide additional justification for current exceptions.	Doug	July	
Complete further research concerning directory information.	Doug	July	
Provide a new Go On exception to the DMC for consideration.	Doug & Andy	July	

Adjourn			
Discussion:	Discussion to end the meeting.		
Conclusions:	Motion (Tami/Scott): To adjourn. Passed unanimously.		
Action Items	Person Responsible	Deadline	
N/A			