

Minutes of Data Governance Committee Meeting

November 18, 2021

The members of the Data Governance Committee met in the boardroom at Central High School in Jackson, MS, in person or via teleconference on Thursday, November 18, 2021, at 9:00 a.m. The meeting was available to all members via livestream. The meeting was held pursuant to Miss. Code Annotated Section 25-41-5.

Some members were present virtually: Deborah Donovan (Jackson, MS), Jo Ann Malone (Jackson, MS), Rozelia Harris *as proxy for Aimee Brown* (Brandon, MS), LaRenda Harrison (traveling), Judy Nelson (Jackson, MS), Louis King *as proxy for Scott Clements* (Jackson, MS), Lea Johnson (Oxford, MS), Donna Hales (Jackson, MS), Brian McGairty (Jackson, MS), Sheila Franklin-Buie (Jackson, MS), Sonja Robertson (Jackson, MS), Tammy Crosetti (Oxford, MS), Robin Lemonis (Jackson, MS), Jen Cornett *as proxy for Wendy Clemons* (Jackson, MS), Jackie Sampsell (Jackson, MS), Cory Murphy, (Jackson, MS), and Sarita Donaldson (Jackson, MS).

- I. Deborah Donovan called the meeting to order at 9:10 and attendance was recorded with those present via teleconference.
- II. A quorum of the committee was present so the meeting could be conducted.
- III. Deborah Donovan asked for a motion to approve the minutes from the previous meeting. A motion was made by Brian McGairty and seconded by Jackie Sampsell. The committee voted unanimously to approve the minutes for September 16, 2021, meeting.
- IV. Deborah Donovan asked for a motion to approve the agenda for today's meeting. A motion was made by Donna Hales and seconded by Jo Ann Malone. The committee voted unanimously to approve the agenda for today's meeting.
- V. There were three informational items on the agenda as follows:
 1. Update on State Board of Education (SBE) Policy Manual Review: Data Impact Workgroup (Tina Mason) - This workgroup has been established to determine if there is any potential data that are or may be impacted due to changes to our policy. A majority of the policy rules have been reviewed and possible data impacts have been noted. A big thank you to those that have collaborated and those that continue to do so. Periodically, there will be large projects or efforts that require more than a simple change request. We are creating these workgroups so we can focus on the task at hand. Once the task is completed then the workgroup will be dissolved. Many of you could be pulled into a workgroup based on the task. (No further discussion.)
 2. Update on Data Sharing Agreement Workgroup -
 - a. Data Sharing Agreements with MDE (Donna Hales) - There's been two executed agreements since our last meeting. The Data Recognition Corporation (DRC) will go through December 2022. The other is an agreement between the Mississippi Department of Human Services, BCS and Conduit (to determine benefits to SNAP and non-SNAP for children who have temporarily lost free and reduced lunch due to the pandemic) and has been executed.
 - b. Interagency Agreements (Tina Mason) - The data sharing workgroup does address agreements with external entities and those that involve interagency. We found some interagency agreements that are not flowing through the

proper workgroup to allow them the opportunity to check and balance everything. So, the data sharing agreement suggested that we include a step that will involve the proper workgroup. I would like your feedback on including that step when it comes to those agreements.

1. Discussion: I am not involved in the interagency agreements currently. So, I do not know who to reach out to in order to make sure that step is included. (Deborah, Dr. Robertson, Robin, Judy) We don't want to add any unnecessary steps. We just want to make sure that everyone is included. Usually, when we have contracts in place, we will formalize a data sharing agreement and some are very specific to a program. However, the Data Governance Committee might not have full visibility. So, we want to make sure we are being good stewards of the data and make sure we are putting any protections in place that need to be. (Sarita) Another benefit is we may already have data and we can adjust an agreement so you won't have to have a second one.

3. Update on Course Code Workgroup (Tammy Crosetti) - We created the first draft of the mini course code form. It was submitted to the team for review and we listened to suggestions and revised the form accordingly. It has been sent back out for approval and is due by Nov. 30. (No further discussion.)

VI. There were six items up for discussion or approval as follows:

1. Information: Update on MSIS 2.0 (Deborah Donovan) - We have been documenting the current state of MSIS and future use cases. The speed and intensity of these conversations will be ramping up quickly. We anticipate several items and possible additional workgroups being developed in the beginning of the year. Many people here and in the school districts have been frustrated with things you cannot do. Thank you for your support. We want to make those dreams a reality as we move forward and we rely on your input about what the system can do for you beyond the issues of what you may have today.
 - a. Discussion: When will it go live? We will begin work next year. The plan is to be in the new system in SY 24-25. Will it be a phase in approach or off the old one today, on the new one tomorrow? It will be likely to a on/off approach, but not all items may be on at the same time. We will be working with districts along the way.
2. Information: Update on Escalated/Emergency Items – we do have a process in place for escalated issues. Since our last meeting, we have had two of these come up.
 - a. Student Attendance Reporting (Judy Nelson) - We are collecting a second attendance report to satisfy the ARP state plan. We want to capture the in-person attendance and virtual attendance by subgroup for each LEA. We are working with the different school data packages to make sure we capture this information and report it. (No further discussion)
 - b. Personnel Funding Codes (Judy Nelson) - We asked for additional special program codes. seven is Title IV, eight is ESSER. (No further discussion)
3. Information: At-a-Glance Sharing Data (Deborah Donovan) - A new tool was distributed to the Data Governance Committee. It's a one-page document about how to

understand data sharing. This will help us make sure we are only requested the necessary data to answer questions. Also, what you can share and who you can share it with. Sometimes our suppression of data is confusing, so there's a great example on this document.

a. Discussion: Before we publish data on our website, do we have to have OTSS review? It's not a requirement, but we are more than happy to double check for you.

4. Information: Data Quality Plan (Tina Mason) - This is an opportunity to remind you that this is due on December 1. This activity is another tool that is outlining the processes being conducted in your areas. The template is in the backup material provided to you.
 - a. Discussion: Is this an annual submission? Yes, I will remind you to review it and it will align with our Data Dictionary.
5. Action: Data Dictionary (Sarita Donaldson) - We are currently using documentation that we have for our school administrative packages until we have our Data Dictionary published. The data dictionary has two functions: 1) In its current format, is to make sure districts and vendors are aware of changes for an upcoming school year so they can put those things in place and report their data to us; 2) An enhanced function, it is more contextual to the data – when we collect, how we collect it, why we collect. This will be part of our MSIS 2.0 work.
 - a. Deborah Donovan asked for a motion to accept the Data Dictionary for publication on the MDE website. A motion was made by Brian McGairty and seconded by Jo Ann Malone. The committee voted unanimously to approve the Data Dictionary publication. (No further discussion.)
6. Action: Personnel-Attendance Data Collection change (Sonja Robertson) - Under No Change Life Behind (NCLB), we implemented the 1003 GC grant. Part of that included data collection piece on teacher attendance. Since we've been under ESSA, the SIG grant and the reporting requirements have ceased. The teacher reporting requirement is no longer required. So, we suggest it be removed, but other offices may want to continue to receive this information. Any discussion? Tying this back to data collection and to make sure there is not another policy or law that requires this information to be collected. We talked about making this an optional collection for school districts next school year. The floor is open for any other discussion.
 - a. Discussion: Has anyone considered the impact of teacher on record being absent having a negative impact on student growth or performance? A district should still have this information at their local level for payroll purposes. Has anyone considered our special schools, do we still obtain this information from them? (MS Blind, Deaf, Math, Arts). No, they do not receive special funding, ESEA. I don't think we've ever asked for it in our application. Districts are collecting the information and if there was a need for us to request it. Is that something we could do with crossing some lines? It could possibly be part of an audit. It has to be tied to something, some policy, procedure. Dr. Murphy would like to have an opportunity to review to make sure we don't need to collect this information. Further research.

1. This item is tabled until our next meeting. A motion was made by Jen Cornett to table and seconded by Robin Lemonis. The committee voted unanimously to table this item for further research. (No further discussion.)

VII. Action item: Approve Future Meeting Dates for 2022 as follows:

1. January 13
2. March 10
3. May 12
4. July 14

Deborah Donovan asked for a motion to approve the future meeting dates. A motion was made by Jo Ann Malone and seconded by Brian McGairty. (No further discussion.) The committee voted unanimously to accept the dates.

VIII. Deborah Donovan asked for a motion to adjourn the meeting. A motion was made by Jo Ann Malone and seconded by Robin Lemonis. (No further discussion.) The committee voted unanimously to adjourn the meeting.

DocuSigned by:

Deborah Donovan

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Data Governance Committee Chair

1/13/2022 | 10:26 AM CST

Date

DocuSigned by:

Barbara Young

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Data Governance Committee Secretary

1/13/2022 | 10:37 AM CST

Date