

EMIS Advisory Council

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| DATE | FEBRUARY 27, 2019; 9:30-11:30 AM |
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| COUNCIL MEMBERS | Beth Fletcher | David Ehle | Marianne Mottley | Aaron Rausch |
| | Emily Passias | Karl Koenig | Ryan Shively | Carrie Herringshaw |
| | Tammy Hrosch | Jenny Wall | Todd Yohey | Elizabeth Davis |
| | Rena Lyons | John Kellogg | Penny Rucker | Tim Meister |
| | Kim Rhoads | Julie Sellers | Carla Isaac | Lisa McCullough |
| | Diane Smith | Amber Myers | | |

Note: present members in bold

Agenda

| | Topic | Presenters | Approx. Start Time |
|---|--|-----------------------|--------------------|
| 1 | Welcome/ Roll Call | Ashley Castle | 9:30 |
| 2 | Approval of October Meeting Minutes | Beth Fletcher | 9:40 |
| 3 | Bylaw Update Vote | Marianne Mottley | 9:50 |
| 4 | Ethics Training & Requirements of Public Meetings | Brittany Sendi Steele | 10:00 |
| 5 | Break | | 10:30 |
| 6 | Advisory Council Workgroup Overview/ Expectations | Ashley Castle | 10:40 |
| 7 | Proposed Next Advisory Council Meeting Dates <ul style="list-style-type: none"> Friday, April 12, 2019; 1:00-4:00 Thursday, April 18, 2019; 1:00-4:00 Tuesday, April 30, 2019; 1:00-4:00 Friday, May 10, 2019; 1:00-4:00 E-mail Taylor.Rabold@education.ohio.gov By March 6 th with your availability. | | 11:20 |
| 8 | Adjournment | | 11:30 |

MEETING MINUTES

Welcome/ Roll Call:

- The meeting was called to order by Beth Fletcher at 9:35 PM
- The first order of business was roll call. All council members were present except for Tammy Hrosch, Kim Rhoads, and Todd Yohey.

Approval of October Meeting Minutes:

- The next order of business was to review and vote on the approval of the October meeting minutes.
- Aaron Rausch made a motion to approve the minutes with Penny Rucker providing the second.
- All present board members voted in favor of the approval.

Bylaw Update Vote:

- The next agenda item was to review the amended bylaws. The proposed change was to add two State Board of Education members to the council where previously there was no representation.
- Tim Meister made a motion to approve the amended bylaws with Penny Rucker providing the second.
- All present board members voted in favor of the approval.

Ethics Training & Requirements of Public Meetings:

- The next order of business was a presentation by Brittany Sendi Steele on ethics training and requirements of public meetings. Brittany's presentation covered Open Meetings Act and Ohio Ethics Laws.
- She explained the requirements of an open meeting: being prearranged, having a quorum and members present in person, and discussion/ conducting business must occur.
- The three obligations of an open meeting include: giving appropriate notice, taking action and deliberating in open, and take and file meeting minutes.

Advisory Council Workgroup Overview/ Expectations:

- The next agenda item was a presentation by Ashley Castle and other workgroup facilitators on an overview and expectations of the EMIS Advisory Council workgroups. Ashley first discussed the five domains of EMIS and their strengths and weaknesses as provided by feedback from the council members.
- It was reiterated that the purpose of the workgroup is to make recommendations to improve EMIS and provide a forum for communication and collaboration between ODE and members of the field. The workgroups should be seeking both short- and long-term recommendations, which will be shared with the EMIS Advisory Council first and then taken to the State Superintendent.
- It was also noted that these workgroups will be ongoing as needed and could continue through next year.
- Each workgroup facilitator took time to discuss their workgroup topics.
- The remainder of the meeting was spent on getting feedback about the workgroup topics and having open discussion from the council members.
 - It was suggested that a calendar of meeting dates or communication via email be sent out to the council for when the workgroup meetings were scheduled, in case they wanted to attend and observe.

- There was an overall stance by many members of the council that there seems to be a lack of communication to districts about EMIS, especially in a timely manner; which they hope to discuss and propose recommendations about these issues. This issue is important to the council because one member described how when things aren't communicated properly, then feelings of unreliability and negativity develop towards ODE from the districts.
- Another suggestion to begin thinking about as the workgroups kick off was training and other ways to make the report card and EMIS manual more understandable.
- Contracted treasurers for community schools would like a snapshot report for their payments immediately after they are calculated. One member indicated she typically provides the contracted treasurers with their school's FTE Detail Report.
- Districts want more transparency regarding how the numbers are calculated for the SFPR and Cupp reports.
- Districts would like more guidance regarding how to withdrawal students and how to report situations in which multiple districts report data on same student, for example juvenile detention center students.
- Concerns were raised about ODDEX not being user friendly and unable to print reports which makes tasks cumbersome and time consuming. Members indicated they have to go to too many screens to see information and that they can only view a single student at a time.
- David Ehle described a few EMIS enhancements that districts can look forward to in the coming months, such that other district staff will be able to have access to the data collector.
- Lastly, an issue of data disappearing when a community school closes was presented to the group. David Ehle explained how the data is not totally gone, but rather sometimes access can be cut off by ITC. He proposed more communication with the Office of Community Schools when this occurs.
- Next Steps/ Wrap Up:
 - The members were asked to review availability for next meeting date and send their preference to Taylor Rabold by March 6th.
 - Penny Rucker made a motion to adjourn the meeting with Julie Sellers providing the second.
 - The vote was unanimous in favor of adjournment. The meeting adjourned at 11:28 PM.