



# Reporting Requirement Review Task Force

## Meeting Notes

**Date:** 11/22/13

**Time:** 9 a.m. to 4 p.m.

**Location:** B50, Grimes State Office Building

**MEMBERS PRESENT:** John Casey, Bobi Jo Friesen, Sam Miller, Patti Schroeder, Amy Williamson

Non-members present: Brad Buck, Jay Pennington, Carla Schimelfenig, Phil Wise

### **Notes:**

Introduced at the start of the meeting were Jay Pennington, Chief of the Bureau of Information and Analysis, and Carla Schimelfenig, consultant in the Bureau of Information and Analysis. Jay and Carla were present to provide answers to questions concerning data collections and the systems used for that.

Members reviewed and approved the meeting notes from the previous meeting.

Sam Miller made a motion that once the report to the State Board of Education is submitted, to engage a targeted set of stakeholders in the conversation. The motion carried.

The meeting broke to allow time for Amy Williamson to contact Director Brad Buck and policy advisor Phil Wise. Later, both Director Buck and Phil joined to meeting address the timeline of the report and surveying the field for feedback. The due dates set in legislation are immovable and must be honored; a report needs to be submitted to the State Board of Education by December 2<sup>nd</sup>. It was decided that a second report containing the feedback from the surveyed stakeholders could be sent after December 2<sup>nd</sup> and still be considered by the Board before the final report is due February 3<sup>rd</sup>, 2014.

### **AGENDA ITEM: Apply criteria to list of required reports for determining recommendations.**

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| Expected Outcome:<br>Determination with written justification for each required report. | Lead: Amy Williamson | Follow Up: N/A |
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### **Notes:**

The task force considered each report listed and made a determination for each one with a justification for continuation, modification or elimination. Reports that were determined to be irrelevant to the purpose of the task force were removed from the list.

The feedback from a few of Patti Schroeder's contacts was shared during this task. Their comments stated that data reporting has become burdensome on schools, especially those in small districts with limited staff.

**AGENDA ITEM: Draft recommendation report to State Board of Education and general assembly.**

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| Expected Outcome: Create report draft to submit to the State Board. | Lead: Amy Williamson | Follow Up: Submit additional report to Board before December 25 <sup>th</sup> . |
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**Notes:**

The task force drafted several general recommendations for the report to the State Board of Education. Amy will write the report and email the document to the task force for their comments. Any revisions will be incorporated into the version sent to the Board. Included recommendations are, but not limited to, improving the technical capabilities of the Department of Education to increase ease of use and decrease system crashes; modifying the submission method of a number of reports from hard copies sent by mail or email to an online method; and removing as many reporting redundancies as possible from data collection processes. A full list of recommendations will be included in the final report.

The task force decided each member would select 4-5 individuals to survey. The survey will ask stakeholders questions including, but not limited to, which report requirements they find especially burdensome, ease of submission and frequent issues with reporting, and overall recommendations concerning data and report collections. The survey and the feedback received will be provided in the additional report to the Board.

The meeting adjourned at 3:00 p.m.