

ASCUS Meeting Minutes

December 2nd, 2011

Welcome:

- RSVP importance - All districts MUST RSVP whether prepaid or paying at the door. Lack of RSVPing causes many issues including: long check in lines and inaccurate food counts. In the future we will be considering implementing an additional fee if a member has not RSVP'd.
- Importance of survey responses - Board members read each survey response during the Board Meetings and attempt to address each response. Meeting topics are also generated from the surveys so your voice is IMPORTANT!
- ADM Balancing - A future session on "ADM Balancing Best Practices" is needed. Many of you have balancing procedures that will help other districts. Please contact Rose or Nancy if you would be willing to share your best practices at an upcoming meeting. (Non-Vendor specific).
- Focus Groups at ADE Update - There have been many mentions of various ADE focus groups. Currently, the only officially formed group is for the SAIS Rewrite. As additional groups form, regular updates from these groups will be provided during the meetings.
- Alhambra Meetings - We hold all ASCUS meetings at Alhambra because it is centrally located and offers room for breakout sessions in the afternoon. Thank you Alhambra for hosting.

SAIS Update – Mark Masterson, ADE IT Dept:

- ADE IT Modernization Effort: SAIS Update (powerpoint)
 - 40th day aggregation was completed on October 5th, 2011 but School Finance did not push the data.
 - Integrity was taking from a 5 day, 5 million record process down to 2 days. Goal is still to provide Integrity results twice a week.
 - Mark does not think they will make the February, 2012 real time Integrity goal.
 - Mark is reaching out to all vendors to hold a monthly SAIS support technical call.
 - Arizona Education Learning Accountability System (AELAS) - Goal will be that AZ districts will adopt the new system so that one system is used state-wide. The new system will not be mandatory. ADE will own the data so vendor flexibility will be an option. ADE will offer this system to districts/charters at a per student cost.
 - Rules are changing for Common Logon. End result: A single sign on ID and password with increased data security will be required.
- During the data push last month, problems arose. All data should now be available on School Finance/SAIS reports. If your data is still missing, please contact School Finance who will then notify IT.
- Business Finance Managers met with IT on 12/1/11 to review SAIS Business rules. All laws, business rules and connections were provided to the group for review. This committee will work together to review all business rules and laws to ensure continuity and accuracy.
- Schools need to tell School Finance to run Aggregation. They will then tell IT to run it. IT needs our help to get this process in place. Currently, School Finance says they only run Aggregation once a month.
- ASCUS members informed Mark that the Integrity Reports are not accurate. This report has not been correct all year and reports that no errors exist when in fact, Integrity errors do exist.

- All IT issues should be posted on the Bulletin Board. New processes at ADE have now excluded IT from posting directly to the bulletin boards. IT must now receive approval from School Finance and School Finance will then post for IT.
- AELAS - Jolene Newton, ADE:
 - Building steering committee for AELAS. End result: Evidence-based market and technical research justify phases of the AELAS. Districts and Charters interested in participating, please contact a member of ADE.

AZ Safe – Jean Ajamie, ADE and Barbara Michlin, ADE School Safety and Prevention Department
(handouts?)

- An updated document including 4 revisions were sent to SMS/SIS vendors in April. Those changes include:
 - Go to level 1 detail for submission on weapons. This was due to a large error in the original documents.
 - SPED needed a term changed for placement in an interim setting.
 - SPED needed a check on the student age was within the age limits that can be served.
 - SPED needed documentation when services were declined due to a student moved.
- Currently working with their IT Team on submission and upload options. This should result in less stringent upload restrictions.
- Some districts/charters are submitting more than the mandatory data. In the past AZ Safe has been rejecting this data. In the future, all data will be housed in the AZ Safe database.
- Make sure you are submitting only the data your district/charter wants submitted. Alternately, be sure you are submitting all the data your district/charter is expecting for reporting purposes.

Changes:

- Some smaller schools around the state do not have any incidents to report at the end of the year. A certification of this will now be available direct on the AZ Safe application page.
- AZ Safe staff is working on document re-writes. These documents do not change procedures or processes; only present the information in a more understandable way. Completion is expected in the next year.
- Add an optional field for SPED students restrained or secluded.

Overview of AZ Safe Reports

- Report availability has not changed with the exception of Race/Ethnicity to the Federal change in Race/Ethnicity requirements.
- There are no longer any “temporarily disabled” reports. All reports are available.
- More reports will be added that will facilitate the Civil Rights data collection.
- For current year Civil Rights Data collection, contact Rebecca.Fitch@ed.gov

Questions:

- How is data reviewed and is there consistency across districts?
 - Because each district is different, comparison across districts is not performed. Comparison within districts on a school level basis could be more beneficial.
 - SPED has a process on how they review data. At this time, AZ Safe staff only performs a broad review of the data due to staffing restraints.

- How should we report a suspension that covers 2 years?
 - It is reported during the year that the incident is tied to. The duration can overlap into the next year. This error that previously existed will be removed.
- How do you report a student who has been placed outside of our district/charter?
 - Reporting for these students should be reported as a student in your district. Jean will need to take this situation to the advisory council for further consideration.
- What is the SPED data in AZ Safe used for?
 - Data previously reported on “Table 5” reports are now extracted from AZ Safe. Many other mandatory data files are also extracted and sent electronically to US Ed.
 - Peggy Staples – ADE will be presenting on additional data at the April, 2012 ASCUS meeting.
- Can subsequent schools see data entered by previous schools?
 - Only if the previous school reported to AZ Safe by SAIS ID.
- Are victims required to have a disposition?
 - No, they are not although this data may be helpful.

Barbara.Michlin@azed.gov – First line of AZ Safe customer service.

AOI Reporting/Reconciling – Jamie Infantalino, ADE School Finance

- [AOI Reporting and Reconciliation \(FY2012\)](#)

Key Slides:

- A.R.S 15-808
- Calendars are not required for AOI schools
- Membership Type = I
- Track Number = 0
- Minutes of Attendance (not absence) data must be submitted
- Submission of AOI students can be done through SAIS Online or through SDDI.
 - Make sure your SMS is capable of submitting Attendance Minutes!
- ADM Calculation – Two Methods:
 - Enrollment with End Date (or after end of year)
 - Membership Days
- Limited ADM
- Base Level Support (BSL) is NOT ADM
- Reconciling AOI Data

Questions

- At the beginning of the year, students may intend on attending full time however; at the end of the year the student really only attended ½ time. What needs to be done?
 - Answer not available at this time. Lyle is investigating. Email the School Finance dept if you experience this issue.

- Intent is not matching FTE. Bob Dohm will bring this issue to Lyle's attention for discussion with the legislature.