

MINUTES
Student Data Privacy Task Force
September 17, 2015
Carvel State Office Building, Wilmington

In attendance: Christian Wright (Chair, Office of the Attorney General), Patti McGonigle (Delaware State Education Association), Pat Bush (DOE), Cathy Balsley (Charter School Network of Delaware), Elayne Starkey (DTI), Joseph Brumskill (Delaware School Board Association).

Participating in discussion only by Skype: Ryan Harkins (Microsoft), Mark Schneiderman (Software Information and Industry Association, School Messenger)

- I. Meeting called to order at 2:12pm.
- II. Discussion of task force goals, scope and components of framework, the distinction between privacy and security of data, and best practices
- III. Discussion of applicable state and federal law and how they serve data protection and/or data management purposes. Laws and policies include COPPA, SIPA, FERPA, and acceptable use policies. State of Delaware IT security policies apply to school districts as well.
- IV. Discussion of next steps. All attending agreed that at each meeting a different component would be addressed. Potential components discussed include governance, management, supports for schools, transparency, and accountability. Several members discussed how to collect the data of students who transfer frequently and ensure it follows them. All attending decided without objection to focus on school supports at the next meeting.
- V. Motion made by Patti McGonigle to establish a schedule of monthly meetings according to availability of members and to move the report date back several months if Christian Wright obtains approval from the bill sponsors to do so, seconded by Elayne Starkey, passed without objection.
- VI. Discussion of background information members could access to get more information on the overall topic of student and general data privacy. Recommended sources included:
 - a. [Privacy Technical Assistance Center](#)
 - b. [Data Quality Campaign](#)
 - c. [Colorado](#) and [Georgia](#) Departments of Education
 - d. [National Association of State Boards of Education](#)
 - e. [Software Information and Industry Association](#)
 - f. [FERPA Sherpa](#)
 - g. [Delaware Department of Technology and Information policies](#)
 - h. [National Education Policy Center](#)
- VII. Motion made by Joseph Brumskill to adjourn at 3:35pm, seconded by Pat Bush, passed without objection.