

## Agenda | Wednesday, August 7th

8:00 – 8:10

Introductions and Welcome

TASBO Staff

8:10 – 8:40

**Time Management and Organization**

*In this session, we will explore techniques for effective time management tailored to the responsibilities of PEIMS Coordinators. Participants will learn organizational strategies to streamline daily operations and tips for balancing workload and meeting deadlines efficiently.*

**Kimberly Domke, RTSBA**  
 PEIMS Manager  
 Arlington ISD

8:40 – 9:20

**Enrollment Procedures and Data Quality**

*This session will cover the critical aspects of enrollment procedures, focusing on rules for pre-k and kindergarten enrollment. We will delve into proper coding and eligibility requirements, the impact of coding accurately from the point of enrollment, and the ramifications of missing coding. Common challenges faced by campuses will be addressed with practical solutions.*

**Kimberly Domke, RTSBA**  
 PEIMS Manager  
 Arlington ISD

9:20 – 9:50

**Unique ID Discrepancies and Enrollment Tracking**

*Participants will explore how to identify and resolve Unique ID discrepancies effectively. Best practices for accurate enrollment tracking will be shared, along with tools and methods for maintaining comprehensive enrollment records.*

**Kimberly Domke, RTSBA**  
 PEIMS Manager  
 Arlington ISD

9:50 – 10:05

### 15 Minute Break

10:05 – 10:55

**TREx (Introduction/Delegation/Collaboration)**

*An introduction to TREx (Texas Records Exchange), focusing on the basics and the importance of delegation within your team. We will discuss how to enhance collaboration between campuses and districts to streamline records exchange processes.*

**Chris Tawater, CTSBS**  
 Director of PEIMS & Data  
 Quality  
 Bastrop ISD

10:55 – 11:05

### 10 Minute Break

11:05 – 11:55

**Timeliness of Data Entry for Special Programs**

*The importance of timely data entry for special programs will be emphasized in this session. Participants will learn techniques to ensure accurate and prompt submissions, with specific examples of special programs that require meticulous data entry.*

**Chris Tawater, CTSBS**  
 Director of PEIMS & Data  
 Quality  
 Bastrop ISD

11:55 – 1:35

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## Lunchtime

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1:35 – 2:05

### Technology Tools to Support Data Quality and Submissions

*This session will provide an overview of various technology tools that assist in managing data quality. Demonstrations of software for data submissions will be included, along with tips for integrating technology seamlessly into daily workflows.*

**Kimberly Domke, RTSBA**  
PEIMS Manager  
Arlington ISD

2:05 – 2:55

### Special Program and Attendance Data Quality

*To ensure non-instructional data quality responsibility, aimed directly at Special Program Directors and their role in supporting the overall PEIMS process. Participants will discover how this special group of district leaders can impact data quality.*

**Dr. Julie Guillory**  
Assistant Superintendent  
of Non-Instructional Data  
Quality  
Spring ISD

2:55 – 3:10

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## 15 Minute Break

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3:10 – 4:00

### Campus & District Training/Collaboration

*This session highlights the importance of training and collaboration within campuses and districts on non-instructional data quality by implementing District and Campus Data Integrity Teams. Participants will discover how this will foster a team approach to PEIMS data management.*

**Dr. Julie Guillory**  
Assistant Superintendent  
of Non-Instructional Data  
Quality  
Spring ISD

