



VDC MEETING
January 5, 2005
Vermont Institutes

1:00-3:00 Executive Committee
All directors are welcome to attend

vermontdata.org

VDC
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Montpelier, VT
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Ph. 224-9110
Fax 224-9113

NO ILN AVAIL.

Deleted: 3:00-3:30 Executive Session

VDC SU	Directors	Directors Present	Exec. Comm. Present	Other Rep(s) Present
1	Addison Central	Patricia Aigner, Co-President	X	
2	Addison NE	Lauren Parren	X	
3	Addison NW	Bob Owens, member-at-large		
4	Chittenden East	Steve Jarrett		
5	Chittenden South	Amy Cole		
6	Essex Caledonia	Steve Sanborn		
7	Franklin Central	Diane Lemieux, President	X	
8	Franklin NE	Mary Helen Hart		
9	Franklin NW	George Raynak	X	
10	Lamoille North	Aria Benjamin	X	
11	Lamoille South	Bill Kimball, Treasurer	X	
12	Orange East	Dotty Danforth		
13	Orange North	Todd Ponto	X	
14	Orange SW	Brent Kay		
15	Orleans Central	Jeffrey Everitt	X	
16	Orleans ENSU	Richard Smith/Jeff Everitt	X	
17	Orleans SWSU	Jeffrey Everitt	X	
18	Rivendell	Hank Plaisted, member at large	X	
19	Rutland SW	Chip Baldwin		
20	St. Johnsbury	Beth Cobb		
21	South Burlington	Steve Webster	X	
22	Southwest VT	Jim Boutin		
23	Springfield	Jude Newman		
24	Washington Central	John Dudley	X	
25	Washington South	David Bickford/ Brucie Donahue	X Brucie	
26	Washington West	Eddie Beatty, Secretary	X	
27	Windham Central	Jil MacMenamin	X	
28	Windham NE	Chris Kibbe, member-at-large	X	
29	Windham SE	Paul Smith/JE		
30	Windham SW	Curtis Carroll		
31	Windsor SW	Linda Waite/Doug Holcomb		
	# Directors present:	17	6	Totals
Partner	Rep	Present		
DOE	Denise Sanders	x	X	
VDC	John Ferrarra	x	X	
VDC	Bryant Patten	x	X	
Tetra	Sandy,Donnie,Leslie	x	X	

NEXT MEETING: 1st Thursday of Month, Feb. 2, 2006, Vermont Institutes, VT College

MINUTES

- 1. Welcome, attendance 5 minutes 1:00

- 2. Changes to the agenda 3 minutes
 - a. **Move Project Team Report up to #4 to allow Tetra Data to participate before they catch their plane.**
 - b. **Add discussion of revised training manuals**

- 3. Accept December 1, 2005 minutes 2 minutes

Patricia, Jeff

- 4. Treasurer's Report 10 minutes total 1:10
 - a. Membership Update 5 minutes

 - b. Budget 5 minute

“Bill’s List” of outstanding is floating – he is touching base with folks.
3 new members – Orange North, Washington Central, and St. Johnsbury.

Motion to to move 35,000. out of “other” to “contracted services.”

Brucie, Edie, Passed unanimously.

Motion to accept treasurer’s report.

Jill, Todd, passed unanimously.

- 5. Project Team Report, including 70 minutes total 1:20
 - a. EDWA status & timeline 40 minutes
 - i. Revised project plan affecting knowledge transfer & local data process

John spoke about some of the drivers and questions the project team has regarding the contract extension and what will happen during it to facilitate local data. Leslie McClure from Tetra Data gave a presentation about how a usual installation and Timeline.

John went over considerations of getting VDC member districts on board and up to date. Need to present a more scaled back model, a more realistic approach to getting us on board. Making a connection to every student and teacher, and getting assessment data in, are the two most important pieces of the work for districts. Getting everyone up and running the first time is the goal. Some entries are : “postponed for a later date.”

Building of an object - for assessments, each assessment needs to be its own object. Abstracting and “cleaning” the data. Some VDC personnel being trained on abstracting and cleansing the data, while some personnel are out helping the districts getting the data ready for loading.

Questions about common prototypes or ETLs speeding up the process – Yes, but not much faster, is the understanding. Members are seeing this as problematic – would take more years? Board needs to discuss this – how problematic is this?

Note that those member districts just beginning to employ new, local SIS programs, could learn from those already using them, and work to make them more similar to those already cleansed and loaded.

Bill shared examples of what can cause “dirty data.” Documenting these examples is critical to districts getting ready.

Common enumerations, like male-female, or letter grades ABCDF, help.

Patricia asked questions about number of staff to do this within a year.

What are Tetra and the DOE willing to do to make this work? Tetra is ready to work with us on this, and will continue to meet. It is noted that membership has increased faster than anticipated. We (VDC members) are working as a team on this.

Acknowledge that intention is that to get everyone on the basic state model, but then there is a vision of other capabilities.

Reminder that those districts that ponied up first want to get served first – Lauren.

This is something of a surprise to us, notes Diane. Why didn’t we know this upfront?

Bill is raising the question, as one who has been in from inception, that the VDC needs to discuss – is this the right road to go down?

Lisa feels the DOE and staff can really help cleanse, which does speed things up some.

Todd brings up the need for us to present realistic projections to new or prospective members.

Also, we know that we will want to continually want to re-work the model, so it will be a while before we coast.

Dialog about what happens in the 2 months. How long to clean, how many can be in a pipe at one time, and so forth... Brucie.

Who wants which model, who wants what? Three levels are presented, re: level of service. This came from real questions from the V Bernhardt workshop. Edie asks what the incentives are for a district to select a model with less service or a longer timeline (differential costs.) Folks spoke up to support the reality that some districts just aren't ready and might be relieved to use what is in there now.

Again, questions are asked about why this really takes this many person hours – 2 months with a full time person to enter one district.

Automation? This current state is about as automated as it gets, for now. The automation happens when data are entered that follow the same structure as what exists for former data.

Steve – how much of this will get easier as time goes on? Level of person? This is still pretty high level stuff, from the prior meetings with Tetra. Knowledge transfer – the original contract stated 2 districts, and included 4 people – 2 Tetra and 2 VDC. In the build of district 1 – we (VDC staff) watch and learn, and during D-2, we do, and they support and throw us the lifeline. This knowledge will never be a “manual.” Bill Schwartz and Denise are the 2 state people being trained.

Lisa is representing the DOE today, as well, and engaging in the dialog about how to get this done right. We're all in this together...

The sooner we know which districts are selecting which option, the sooner Tetra can help us to get other districts going while the “knowledge transfer” is continuing and being completed.

Estimate now is 80 – 10 – 10; however, when the 80% are going with option 1, some will realize that they may want to drop down a level or two of option.

We need to know immediately following this meeting, from member districts what option they are choosing. And we need to communicate clearly to districts what is needed to be in place, in order to choose the appropriate option.

Bill can do the “cheat sheet” for Option #1. Be specific about objects.

Templates are a couple of weeks away from being ready for districts.

Questions of who will help districts that do not have internal capacity to do some of the prep work. Pretty unanimous sense (no vote) that this does not fit “in the box.” Concern, however, continues re: what districts think they were buying and what they now are receiving.

Looked together at the question, again, of what the LEA can be doing to help implement. Always looking for what tools can be developed that will help the implementation upfront. Whose responsibility is that, and/or who will do this?

John will send out a sheet with the options, and an explanation of each. What is entailed in getting there. Project team will then sit down and determine what time that will take.

In order to stay at \$4. per student, we can afford 3 FTE. Need to calculate costs over time, and project costs over multiple years. Look at Tetra, DOE and our costs. DOE feels that Tetra has really stepped up to the plate, and more. Some members have different constructions. Does Tetra own some responsibility to own some of the problem we now have?

VDC staff will also develop a timeline for implementation, site by site. That will inform our need for Tetra staff vs. VDC staff.

b. VDC Box 30 minutes

i. What comes with your membership? What doesn't?

Gleaned from the earlier conversation: cleaning your own data and getting it in electronic form is “out” of the box, or the responsibility of the local districts. We are working out what comes with the membership, beginning with the survey for local data options.

6. VDC Staff Report **40 minutes total** 2:30

i. Office update 5 minutes

Ongoing...

ii. Website 10 minutes

Working on this... George. How can this be part of the data loading process – may or not be able to. Members area – not there yet.

- iii. New VDC member trainings 5 minutes

Diane and Brucie re-working the manual, to make it work with what we have now. Bill will work on it, too. Any input and collation of what people have done, is welcome. Diane training Tuesday, Wednesday next week and the following week. Several others are on the calendar. **If doing training let Brucie and Denise know. You want to make sure the warehouse is up and running!**

Brucie will be returning to the district next year, and won't be training with VDC. Not going away, and may be available during the summer, and certain other times. Brucie feels strongly that the training needs to move into the VDC budget, and not be grant dependent.

- iv. Staffing for EDW 5 minutes

Covered in staff updates.

- v. Hiring update 15 minutes

- 1. .2 FTE Administrative Assistant

- 2. 1.0 FTE Data Analyst/Engineer

In process...

Bill contacting people, starting next week to interview. About 9 applicants, 5-7 may be qualified.

- 7. Grant/Professional Development Report **30 minutes total** 3:10

- a. VB Conferences- feedback 15 minutes

Not sure why Vicki was there? Underused. Almost lost people after the first day, did lose some. George is working with some of the templates and queries. Staff can do this themselves. Still have some grant funds left, can pursue this, like John and Denise' session at the DoubleTree. Quarterly users group model? Do this on our own – yes! Full day meeting – proposal forthcoming; will be Data Collection Training day.

- b. Grant budget report 5 minutes

- c. Future trainings planned 10 minutes

Starting this Friday, there is a “coaches” lunch meeting at the DOE at the Alley, at 11:30 – networking about lessons learned.

Leads to FAQ work, and to building a knowledge base system.

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|---|-------------------|------|
| 8. Other | 10 minutes | 3:40 |
| Common data model needed. | | |
| 9. Items for next time agenda | 10 minutes | 3:50 |
| Diane will make up. | | |
| 10. Move to ajourn at 3:48. Lauren, Edie, Passed Unanimous. | | |