



**VDC MEETING**  
**March 17th, 2005**  
**Norwich University**  
**9:00-2:00 Board of Directors**  
**2:00-3:00 Executive Committee**  
**vermontdata.org**

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**ILN 53518**

**This meeting will be F2F (no ILN)**

**MINUTES**

	<b>VDC SU</b>	<b>Directors</b>	<b>Present</b>	<b>Other Rep(s) Present</b>
1	ACSU	Patricia Aigner	X	
2	ANESU	Lauren Parren	X	
3	CESU	Steve Jarrett	X	
4	FCSU	Diane Lemieux	X	
5	FNESU	Mary Helen Hart		
6	FNWSU	George Raynak	X	
7	LNSU	John Ferrara	X	
8	LSSU	Bill Kimball	X	
9	ORESU	Dotty Danforth	X	Tammie Patton
10	ORSWSU	Steve Metcalf	X	12:30
11	Orl ENSU	Richard Smith		
12	Orl SWSU	David Ford		
13	Rivendell	Hank Plaisted		
14	Springfield	Sara Carter		
15	WSSU	Dave Bickford		Brucie Donahue
16	WWSU	Edie Beatty		
17	Windham CSU	Neil Manders	X	
18	Windham NESU	Chris Kibbe	X	
19	Windham SESU	Paul Smith		
20	Windsor SWSU	Linda Waite		

# Directors present: 11 X or ILN = directors present

<b>Partner</b>	<b>Rep</b>	<b>Present</b>
DOE	Denise Sanders	X
VSBA	Winton Goodrich	
Vita Learn		
Tetra Data	Sandi Smith	X
VI		

<b>OTHER SUs</b>	<b>Rep(s) Present</b>

1. Welcome, attendance
2. Changes to the agenda

Break out groups may change.

3. Approval of officers

Slate of officers was approved via on- line vote:

VDC 2006 Executive Committee

Diane Lemieux	Chair
Patricia Aigner	Co-Chair
Steve Metcalf	Secretary
Sarah Carter	Treasurer
At-Large	George Raynak
	Steve Jarrett
	Edie Beatty

4. Accept February 3, March 4, and March 7, 2005 minutes

Motion to accept: Neil, Patricia

- a. Review/ discuss XC minutes from 3-4-05
  - i. VDC non-negotiables
    1. We cannot exceed the \$7. per student fee
    2. We will use the VDC decision making process
    3. We will only support decisions that will allow the VDC to remain viable
  - ii. Chittenden County/Non-Member SUs
    1. Project Team reviewed the VDC packet
    2. Richard will be sending out a letter to the field regarding the VDC/EDW
    3. Remind VDC/field of the role of VDC to advocate for the interests of the field.
    4. SWSU, NE Kingdom, & Rutland Central are writing the grant template for VDC membership. There is a potential for an additional 14,000 students.
  - iii. Membership Renewal Costs
    1. Bill flattened out the costs over the possible options and combined it with the services and costs document.
  - iv. VDC data collection tools & boundaries
    1. Bill & George are working on a POA data collection tool. Dottie asked if we could avoid having teachers enter data in two places. ECVLC has a web based data entry system. This may not be possible.
    2. Already developed data collection tools can be shared among members

3. There may be 3-5 generic templates can be shared among members for common assessments.
  4. Field needs
    - a. Explain difference between EDW and SIS to member board/administrators
    - b. Can we put out a list of recommended/supported SIS systems? Can these tools do some of the data collection? We might do this.
    - c. Mass. has a process for creating a list of approved SIS vendors that meet the state standards
  5. John and Bill could work on guidelines for developing local data collection tools beyond the common templates. Basic spreadsheets can be created by VDC to begin entering data locally. Can we use the state data collection tool(s) to add additional assessment data?
  6. Additional local assessments will not cost a per assessment fee, just the time and personnel required to load it.
  7. TD just announced a partnership with Mazik USA, which has aggressive SIS pricing
  8. VDC will be developing a contract list that we can share with schools/SUs asking for assistance beyond the templates
  9. Historical data discussion about how important it is to enter old data.
  10. Local data was tabled for discussion at a future meeting.
- b. VDC/DOE meeting 3-7-05: the following items were discussed:
- i. VDC-DOE contract
  - ii. EDW Cost Sharing
  - iii. EDW Policy Development
5. VDC/DOE Project Team Report
- a. THE PROECT HAS BEGUN (3-14-05)
    - i. Denise is working on the data model. They are fine-tuning the project plan. The data discovery process has prepared us well.
    - ii. The NSRE and DRA are going to be loaded in. AYP will be loaded in as paradata.
    - iii. A third assessment will be loaded in the build of the EDW. YRBS may be loaded too; they are working out the public access details of it. K Readiness Survey was discussed as an option to add. OR PASS, **RSVP your preference to Bill/John by 4/25**. We discussed the benefit of school level vs student levels. **Bill will send out a vote to the list.**
    - iv. NECAP data will be loaded into the EDW next school year sometime

- v. B/J/B have compiled a matrix of the data sets from 5 SU Data Discoveries and will share with Sandi.
- vi. EDWPT (project team) will hear tomorrow about when IBM will be starting their work regarding local data inventory.
- vii. Timeline adjustments-
  - 1. EDW will be ready in July
  - 2. 1<sup>st</sup> round of TD training will be the week of July 25.
    - a. Some of the seats will be for DOE
    - b. TD will provide guidelines for whom to designate for training.
    - c. Basic data analyzer for 20                      Aug 8
    - d. Advanced data analyzer for 17                Aug 9
    - e. Train the trainer 15 Aug 10, 11 (trainers need to attend all 4 days)
  - 3. 2<sup>nd</sup> round of training will be in the 1st week in Sept. 6<sup>th</sup>.
  - 4. Victoria Bernhardt will do a 2 day training and then return to work with data teams. 10-7-05
- b. Create a VDC Policy Committee proposal    *tabled*
- c. DOE letter to non-member SUs
  - i. Richard & John are working on this
- d. Complete Task Timeline
  - i. John and Bill will work on this
- e. April local assessment sharing day update                      *tabled for the next meeting*
- 6. Treasurer's Report    *tabled*
- 7. Grant Report

George gave a short update at the end of the meeting and asked for feedback about the professional development that we would be offering in the grant, which has 2 parts –

Part 1

- the VDC data trainer
- continuing to provide train-the-trainer instruction in the warehouse analysis tools
- additional support for data collection with the templates, etc
- data analysis basics using the tools

Part 2

- professional development program
- a data summit including follow-up session(s) with Vickie B.
- systematic approach to using data to improve curriculum, assessment and reporting
- creating and leading data teams
- other sessions to support data driven decision making – the basics of data analysis, data presentation
- and specific targeted sessions such standards based report cards

There was support and agreement for all of these ideas.

8. 10:00 Break Out Work Groups

**Work Groups**

**A. Management of the VDC (Patricia/Diane, George, Brucie lead)**

*This group did not meet because of the policy work that needed to be done.*

**Bill/John will prepare a draft of the VDC/DOE MOU to bring to the next meeting.**

1. Grant work/discussion
2. MOU with State
  - a. payment
  - b. providing PD
  - c. access level to data
  - d. support level
  - e. state and local data priority

**B. VDC internal policy work**

1. Loading of data
  - a. How do we prioritize the loading of data?
  - b. How do we determine which data templates (database) the VDC constructs for gathering data?
  - c. Do we coordinate the bulk purchase of data sets if necessary (e.g., NRTs)
  - d. Each SU needs a dedicated contact for data quality issues
  - e. What level of support does the VDC provide for data quality at local level? When is too much to support?
2. Professional Development
  - a. Does the staff work within one SU while providing Training and Analytical help?
3. VDC Decision Making process

**C. VDC/DOE policies work                      Group 1**

1. Loading of Data:
  - a. Frequency of loads of data
  - b. Amount of data (hard drive size)
  - c. Establishing agreements for keeping data in the format needed for ETL (Extract, Transform, Load) Each SU will need to have one.
  - d. data audits - this happens at ETL.

2. Ownership of Data
  - a. Local data stored on VDC servers – What is the Non-Disclosure of other agreements from VDC? What are the release documents for local SU?
  - b. What are the protocols if a member leaves the VDC? Data extracts? Data purged?
3. Security
  - a. local decisions What can the local SU make for decisions?
  - b. local set-up of computers follow best practices from NCES
  - c. local agreement to “Best Practices” by both individual personnel and SU IT departments

**D. VDC/DOE policies work            Group 2**

1. Professional Development
  - a. Who provides high quality training to the following:
    - i. Within DOE
    - ii. To trainers for each SU
    - iii. To administrators and teachers at each SU
  - b. What documentation is part of the training besides training documents?
  - c. Support levels within the SU: calls SU trainer, if trainer cannot find answer, contact VDC, VDC cannot find answer?
  - d. Web based support???? Do we want an on-line help desk? I think so.
2. Procedure for use of computer lab.
3. DOE Policies
  - a. Lisa and Denise will be bringing a list to the meeting of DOE policy needs

**11:30-12:00 Lunch (catered)**

**12:00-1:00 Resume Work Groups**

**1:00 – 2:00 Report Out/ Whole Group Discussion**

Groups should report out the following:

1. Groups should be prepared to report out and get feedback on the following:
  - a. Key decisions made
  - b. Unresolved issues
  - c. Next steps

**2:00 – 3:00 Executive Committee            (times may need to be flexible)**

1. FY 2006 budget development
2. Review Bill/John Contracted Services agreements and send letters to LSSU and LNSU superintendents requesting full time agreements for FY06

## **Future Work**

Investigate project management tool to track employee work

Develop communication Plan with Tetra Data

Handouts received:

Member Renewal Packet

1. Member Renewal Letter
2. Renewal Costs for Founding Members
3. VDC Packet

New Member Packet

1. DOE letter to non-members
2. New Member Options
3. VDC Packet

VDC Packet includes:

1. Partnership Agreement
2. EDW Project Timeline
3. VDC Services Provided
4. EDW DOE Services and Costs

## **VDC Executive Committee Meeting Minutes 3-17-05**

Members present: Diane, Bill, John, Steve J., Patricia, George, Steve M.

1. The meeting was called to order at 3:15 PM.
2. Bill and John will work on the MOU and the 06 budget.
  - a. Bill to check on guidance from auditor on cash flow practices
  - b. Anticipated cash flow schedule to be prepared
3. Contracts for 05-06
  - a. Diane will prepare a renewal letter for current members to go out by the end of March
  - b. We will ask for commitments by 1 May
  - c. May 15<sup>th</sup> will be the decision day for the establishment of membership fees and the level of staffing we will contract for
4. Adjourned at 3:47 PM