



VDC MEETING

April 6th, 2006
[VermontInstitutes](http://VermontInstitutes.org)

1:00-3:00 Board Meeting
All Board members welcome to attend
3:00-3:30 Executive Committee only

vermontdata.org

VDC
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Montpelier, VT
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NO ILN AVAIL.

	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	x		Brian O'Reagan x
6	Essex Caledonia	Steve Sanborn			
7	Franklin Central	Diane Lemieux, President		x	
8	Franklin NE	Mary Helen Hart			
9	Franklin NW	George Raynak			
10	Lamoille North	Aria Benjamin		x	
11	Lamoille South	Bill Kimball, Treasurer		x	
12	Orange East	Dotty Danforth			
13	Orange North	Todd Ponto			
14	Orange SW	Brent Kay			
15	Orleans Central	Jeffrey Everitt			
16	Orleans ENSU	Richard Smith/Jeff Everitt			
17	Orleans SWSU	Jeffrey Everitt			
18	Rivendell	Hank Plaisted, member at large			
19	Rutland SW	Chip Baldwin			
20	St. Johnsbury	Beth Cobb			
21	South Burlington	Steve Webster			
22	Southwest VT	Jim Boutin		x	
23	Springfield	Jude Newman			
24	Washington Central	John Dudley			
25	Washington South	David Bickford/ Brucie Donahue		x	
26	Washington West	Edie Beatty, Secretary		x	
27	Windham Central	Jil MacMenamin			
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		x	Doug
		# Directors present:			Totals

Partner	Rep	Present
DOE	Denise Sanders	x
VDC	John Ferrara	
VDC	Bryant Patten	
Tetra	Sandy.Donnie,Leslie	

MINUTES

	<u>Time</u>	<u>Start at</u>
1. Welcome, attendance		
Diane called the meeting to order at 1:06.	5 minutes	1:06
Small meeting today – people over at the Summit.		
2. Changes to the agenda	3 minutes	
3. Accept March 9, 2006 minutes	2 minutes	
Brucie, Bill		
Accepted.		
4. Treasurer's Report	30 minutes	1:10

Treasurer is new Dad, so no report today.

Need to clarify – people join part way through the year – the policy is – proposed is pay half. No other pro-rating, no quarters, or any thing. Still need to pay initial 7.00 start-up fee.

Discussion – pros and cons.

Encourage as much participation as possible. Is this fair to those who have been members all along? Good sign of growth. Cash flow issues could help both the VDC and the new members.

Brucie moved to allow new membership after January 1, a fee of half of the annual fee. Doug seconds.

Friendly amendment – this would be an 2 year membership – commitment.

Motion passes.

New question – Aria – district joins, pays start-up, member in good standing. All paid up when they leave.

They leave (for example due to short fall on funds) and then can they come back without a penalty. Discussion ensued. What if they join every other year... What about an inactive fee? Or a re-entry fee. Want to look at incentives in both directions. Create a minimal re-entry, plus any adjustments for upgrades, or any structural work. Essentially you are still paying for the maintenance (As with TetraData, fees are for license, start-up, training, maintenance, etc.)

Perhaps a small group could work on a draft of a proposal for moving forward on this.

Brian would agree to serve on such a workgroup, Patricia, or on a draft of work.

Timeline for sending out invoices, agreements for membership. After May meeting.

- a. Proposed FY 07 budget
- b. Finalize FY 07 pp cost
 - i. Policy regarding mid-year new members

c. Timeline for sending out FY 07 Partnership Agreements

5. VDC Staff Report 45 minutes total 1:40

i. Hiring update, Data Analyst, Ex. Dir.

Doug Holcomb is new data analyst – welcome to the team!

7 aps, 3 of whom viable. Interviewed 2, checked references, ended up with 1.

ii. Contractor/employee status

No final word on this yet. Work in progress, but no final word yet.

Recruitment piece.

Protocol for hiring an exec director – with timelines and priorities – Patricia. Needs one more person. Patricia, Chris Kibbe and one more. Edie volunteered to join.

Also Hank P. has been unable to make Exec. Comm. meetings, so would be happy to have someone replace him in that regard.

iii. VDC Website demo

Patricia walked us through the website, as it has been updated and revised.

Models, manuals, moving around the webpage are all there...

Denise wants input as to what VDC members want. Public portal vs. Local. Have a link to the request page...

6. Project Team Report, including 45 minutes total 1:50

EDWA status & timeline

- Working on QA of 5.3 – when everything checks out it will be moved from development to production. Bill's LSSU warehouse (the first integrated one) will be available to him at that point as well.

This is holding other work up, unfortunately.

- DOE received the NECAP record layout last week, but no data file. Denise and John met with the assessment data analysts and began a discussion of NECAP object creation. Denise and John have enough guidance to start this process. We won't be able to test our work until DOE receives the complete data file from Measured Progress. I don't think we have a date on that yet.

Some questions about the status of the released items, and student scores on those items were raised.

- Denise and John also worked with the DOE assessment analysts to discuss modifications to the DRA and NSRE objects. If all goes as planned, these modifications will be part of the next warehouse data update. Test Grade Level, Teacher / Group Name, Valid Test Flag, and Out of Level Flag will all be new attributes.
- We received an initial data extract from ACSU. This data loaded through the TetraData CDM process well. ACSU is creating new extracts by the week of April 17th. After those extracts load, we should have our second IDM up and running and should be dealing with mostly data quality issues.
- SU #3 has been chosen – ANESU. Michael Carper from that SU attended the first Local Training on Monday.

Lauren started the "WAVE!"

- John and Denise have been receiving Knowledge Transfer. A number of days in the past week, for example, have been spent learning how to add new attributes to an existing object.

- Additional SUs (Rutland South, Caledonia North and Orange-Windsor) are considering membership. The VDC Board needs to adopt a new policy for “Start-up” costs and possibly prorating membership fees for SUs that join late in a Fiscal Year. Diane, Bill and Patricia have seen a small “proposal” that went around a week or so ago.

Local data timeline; SU loading priorities, commitment letter

- Commitment letters have been received. Patricia collected those and may want to present a summary.
- Local Data Warehouse Summit #1 had (draft) 26 attendees representing 14 SUs. We expect 14-16 attendees representing approximately 8 SUs on Day 2.
- VDC-DOE communication’ and ‘Roles & Responsibilities’ can maybe be talked about by Patricia and Diane who participated in the last session. There is an updated R & R document and with the hiring of a new employee and maybe an update on a sponsor organization (???), we can move forward with the Exec Dir process.

Cleansing tools? Denise and John will fix the template, and inform us of what needs to be done.

Going back 2 years. CDM has more automation than the state model.

Classroom analyzer planning – want to set up a new demo. Ap that will work on the CDM. Virtual demo, with web access. May 2, from 3:00 to 4:00, tentative. Denise will confirm with Tetra. Web access. Diane/Bill will send the invitation out to the Exec Comm, cc to Denise for this demo Primarily for the 3 first sites. (Will be used for teachers primarily, rather than the ad hoc tool.) This will be played out in May, to begin in September.

Number of sites signed up at the options:

CDM – 9 (after initial 3)

LAM – 3

When did folks sign on, readiness, staff, summer availability, etc. Could someone draft a procedure for this so that it would be fair? Iterations (being “bumped” in line) limited to 2. Tools verified. Cleaning is easier now than it was with initial sites.

Bill and Jim will work on this, representing sites that have been through it, and those in queue.

May 22 – 26 – for Patricia’s district #2 work. User acceptance testing.

June 22 – 28 – for Lauren’s

Districts 4, 5, ... and preferences for SIS. Have covered Sassy, Winschool, MMS. Networking and sharing these SIS. CDM really overrides the specificity of SIS. Then think about common assessments.

Ask John and George to start working on tips and hints, best practices around student ID’s, or on any of these issues. We so enjoyed the 12 best...

Cleansing tools went over really well – at data summit.

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|--|------------------|------|
| 7. Grant/Professional Development Report | 20 minutes total | 2:40 |
| a. Local Data Training | | |

Summits generally successful. Wondering about SU’s not represented.

Curriculum Directors are both key and “fuzzy.” Seek ways of keeping them hooked. Various role groups – School Boards, Superintendents, could benefit from targeted development, as well.

Let's stay tuned to SU's where folks are moving/changing positions, losing interest, funds, etc. Don't want to lose members.

Brucie and George went to Tetra User Group National Workshop.

Program and technical "sides." Data is not one more thing on the plate – it IS the plate.

Networked with Connecticut users.

Want to know best how to "share this" info with the rest of us.

Will continue networking and learning with other users.

b. Other options

8. VDC 5 Year Plan

10 minutes

2:55

What is a reasonable expectation for which to shoot? 90%?

What can we do to support districts without the leadership to support this data use?

70% may be more reasonable. At 55% right now.

Some districts are waiting for the state to support this; others are waiting to see how successful this is.

What could be the role of SBA, or VSA to help push for this data availability? Is the projected growth figure for the desired or for realistic state for planning purposes?

This is one form of success criteria. What other indicators of success could we identify? What would a really successful EDW look like in 5 years?

Next agenda – revise 5 year plan. Consider a retreat – half day.

For example – number of security roles/ID's assigned – as an indicator for teacher use of classroom model.

Who are the key users, and how are they using it?

Tool as empowerment vs. enabling resource.

Move to adjourn at 3:10. Jim, Doug; all in favor.

Doug Reeves Data-Driven Decision Making Trainers

Executive Committee

1. FY 07 employee contracts