



**VDC MEETING  
December 1, 2005  
Vermont Institutes**

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

vermontdata.org

**VDC  
110 East State St.  
Montpelier, VT  
05602  
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  |                     |                      |
| 2      | Addison NE         | Lauren Parren                  |                     |                      |
| 3      | Addison NW         | Bob Owens, member-at-large     | x                   |                      |
| 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                |                     |                      |
| 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 Marcia Noyes       |
| 23     | Springfield        | Jude Newman                    |                     |                      |
| 24     | Washington Central | John Dudley                    |                     |                      |
| 25     | Washington South   | David Bickford/ Brucie Donahue |                     |                      |
| 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:           | 10                  | Totals               |

| Partner | Rep            | Present |
|---------|----------------|---------|
| DOE     | Denise Sanders | x       |
| VDC     | John Ferrarra  | x       |
| VDC     | Bryant Patten  |         |

## MINUTES

### 1. Welcome at 1:05

### 2. Introductions

Now at half the districts in VT and 51,000 students

Todd from Orange North is new, and Jill McMenamin, representing Windham Central.

There is a Rep from every member district, now 30

VDC meetings are scheduled with Exec Board, or 7 reps; however, all are welcome.

### 3. Changes to the Agenda – Request to Move 7A up, 5, 4, 6, Denise needs to leave early.

Motion to accept made by Bill K., seconded by Jill M. Passed

### 4. Victoria B Feedback

Conference was well attended; all but 1 member district attended

Tweaking the December agenda,, particularly with DOE, not as tight a fit for the Dept., as with LEA's  
Revising the agenda a bit

Evaluations were: VDC people – high numbers, but disappointed that the presentation seemed “packaged.”  
DOE folks found it less relevant to their work. DOE walked away without a sense of relevance to their work.  
No big Aha's!

Still very mindful that benefit to districts is primary – don't want to lose that value, but working with Vicki to make the most meaning for all.

Main change is a visionary discussion to begin Day 2 – what role DOE should have in the use of data, same with VDC – keep that part solid re: partnership.

How can DOE use the data to help us? – is a guiding question.

*Security issues add to the “silo” effect at the DOE – need to work with that. Right now migrant can't see SPED, for example. So within DOE, there is a divide, not just between DOE and LEA's  
Want to move them away from yes, every piece of data that you want isn't in there yet, but there is a lot in there.  
There is a lot to work on even now.*

Vicki has been in the warehouse, and has worked on some “shared favorites.” She needs to get in there and see the DOE stuff as well.

\*\*\*Reminder – Do your homework for Vicki – Use the Problem Solving Cycle – go through at least the first 3 steps. In order to test it out, use it precisely as the protocol is designed initially.

Cortina had some technical difficulties. There was a tech person, timed-out after 3 minutes – no timeouts next time, not enough bandwidth – they’ll open up the bandwidth next time. Could not stay connected. No proxy. Thanks to everyone for feedback

## **5. Project Team Report**

System will be down a bit next week – change from development to production – should be new objects in there, new data extracts. Getting aware of problems – problem reports, like ours from WWSU re: 7<sup>th</sup> graders from Waitsfield. Getting the bugs out.

SPED data – gets collected by facility code, not necessarily org name. Crosswalk from codes isn’t as clean as should be. New person is amazing – resolving them as fast as possible. Now we can query on facility name, but not org name yet. We know how to solve it...

Another issue – Adding more info on “right clicks.” Valuable to programmers. Help system is getting much better, keep reporting issues

Another one for everyone – Got reports, counts of educators – just in SU, but not in schools. E.g. Morristown Elementary but not Morristown School District

HQT is still very manual at present, still working. FYI – Bill says HQT is the highest query request. Not ready for prime time, yet. More complicated than yes/no. e.g. could have endorsement, but not teaching in their endorsement area. Not in educator census, it’s an analysis data element, it’s a determination.

What about HQ for Paraeducators? State’s not asking for that at this time. Could come from local side.

Because of “Vicki days” and trainings, we are adding new users and user names, creating spreadsheet, will need a directory? Got this down to just a few people entering from anywhere. Now at 75 to 100 accounts.

Brucie’s training sessions overview now, here’s the tetra training, here’s your real user account, policies, “Vermontized versions,” practice – then advanced training. Brucie needs to wean the VDC trainers. Use the train the trainer model. We can help at first, but can’t keep going back. We really have to do the training in our own districts. Stuff keeps changing. Hence, the help systems being updated.

Bill has done a couple of trainings thus far.

John, cont. Still working on Knowledge transfer. From 2 pilot districts. Going back and forth with 1 & 2, now re-evaluating. Tetra is going to have their proposal to us this Tuesday as to how to finish this aspect, as well as security tasks. Should be done with security pieces in February. Also will have an additional add-on for the FERPA tags. Different longitudinal analysis. (Can follow kids as a group, but not as individuals.) Lots of questions still here, lot of e-mails, \$13000. price tag. Should have been done mid December, so need to extend. Security for phase 1 should be done, Feb. putting in a 6 month x. Know not yet from where this \$ will come...

## **6. Treasurer’s Report**

\$306,000. should have in revenues. So far, with new membership, \$60,000. collected. 93,000. outstanding from existing members. Flush on expenditure side right now. But, real question now is 457,000. is expected revenue. 120k to state in January. Other encumbrances. Some of us are outstanding \*\*\* Reminders up front!\*\*\* 13 outstanding!!!

Approval for additional staff – quorum of 5 people

Funding for approving a full time staff person, and 1, .2 person, perhaps an admin asst. Amount of time it takes to load the data is enormous. Front end is really high. Then, it should reduce. Takes more than anticipated. DOE has expressed to us they're worried – load data into the warehouse in a timely fashion so that we don't lose members. Need plans for loading data and extracting data. Our intent is to get everybody up and running as soon as we can. Plus – considering the state of everyone's data. There are common layouts, but data are diverse. Who's cost should that be? Should we make everyone conform to the common layout or should this be a VDC service to that district. Heavy lifting anyway for LEA staff. We want to be where we intended to be re; loading, re: training. Need to be flexible as a growing organization. Need to be able to deliver on what we're promising. Had always planned to add staff in the original business plan at a certain number of students. Have 6 – 7 student info systems. Talking through local assessments. Not unanticipated, but earlier than expected. Original agreement – some misunderstandings about where the 2.0FTE would be (just the warehouse, or warehouse, training, LEA support, etc.)

Orange Central and one other new site, and another 2 earlier, but later than former estimates.

Now looking at possibilities for lowering per pupil cost for next year now at 50,000. If 3.0 FTE's need 303,000. to meet expenses.

Absolutely need to get the cost down to 3 or 4. per pupil. In order to keep members, particularly with possibility of CFG funds drying up...

Questions about why hiring more staff vs. lowering costs, refunding. How many board members are employees? None on exec board. This info is on web site.

**Funding for approving a full time staff person, and 1, .2 person, perhaps an admin asst. Bill moved and Diane seconded, approved by all.**

VDC Staff report – Who needs to work at the Vicki conferences? Really important for staff to be assisting teams. John, there all four days; Denise will be working with DOE, Brucie at Cortina. George at Burlington. Bryan at Cortina. Tradeoff of working at conferences vs. loading data.

LSSU employees vs contracted services? Issues of worker's comp and liability rest with the fiscal agent. VDC is not a non-profit 501C3. Not intended to be. Issue for Jon and Bryan, not George. Explored lots of options for supporting this. Risk issues, tax issues. Need to explore options.

Have a sample job description for a technical admin – see attached.

Data coordinator – John leading this  
2 part time analysts – George and Bryant  
Data manager/engineer/technician - at a computer, at a desk at the DOE, not in the field

Discussed new position – more technical in nature.

Hiring committee, and timeline and where to post. Would like someone in place by Jan 1. Need to go beyond School Spring... Listserves, newspapers,

Display Ad out by next Thursday, 12/8  
Posting 12/10 Free press, 7 Days  
2 weeks response time

Response by 1/8  
Interviews in January  
Hire mid-January

New trainings  
Yes, Monday  
Brucie 12/5 for 8 – 10 people ONSU, RSW. Caledonia  
Brucie working with Coaches, 8 and 9  
January OENSU  
George FNESU and  
\*\*\* Get your trainings posted on the login – let Brucie know\*\*\*

Vermontdata.org

Denise needs to know when trainings are so that data warehouse will not be down that time!

Diane doing a demo for Essex, CCSU 12/20

Decision to allow all current sites to participate, ONSU. – Yes, try to let everyone be there.

We can burn Vicki's CD's. We have permission.

What's inside the "VDC Box?"

Update on new employee

Follow up on Vicki, 2

Brown bag lunches, or regional networking opportunities for VDC users, quarterly thing? Point person or 2-3

## **7. Motion to adjourn**

**Todd, Edie, moved and passed**