



**VDC MEETING**  
**February 2, 2005**  
**Vermont Institutes**

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

[vermontdata.org](http://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	X		
3	Addison NW Bob Owens, member-at-large	X		
4	Chittenden East Steve Jarrett			
5	Chittenden South Amy Cole			X Brian O'Reagan
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			
23	Springfield Jude Newman			
24	Washington Central John Dudley	X		
25	Washington South David Bickford/ Brucie Donahue			
26	Washington West Edie 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:	11	5	Totals

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

**NEXT MEETING: CHANGED FROM 1<sup>st</sup> Thursday of Month DUE TO VACATION!!  
March 9, 2006, Vermont Institutes, VT College**

**MINUTES**

- |  |                         |      |
|--|-------------------------|------|
| 1. Welcome, attendance   | <b>5 minutes</b>        | 1:00 |
| 2. Changes to the agenda   | <b>3 minutes</b>        |      |
| 3. Accept January 5, 2006 minutes<br>Chris moved and Lauren seconded, passed | <b>2 minutes</b>        |      |
| 4. Treasurer's Report  | <b>10 minutes total</b> | 1:10 |
| a. Membership Update   | 5 minutes               |      |
| b. Budget  | 5 minutes               |      |

See Bill's Report and worksheet. Doing well. Sent out invoices to those not paid in full. Could have 110K carry over to next year – need to keep one quarter of annual expenses to maintain cash flow. Same membership holding, with 2 new SU's expressing interest. So many changes and so much growth – nice to hold on new members, pending more certainty. No new furniture at this time. Bill's office will do POs.

**Move next meeting moved to 2<sup>nd</sup> Thursday in March (March 9), because of "February vacations."  
Meeting will be at the Montpelier School District Central Office. Directions will accompany agenda.**

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|-----------------------------------|-------------------------|------|
| 5. Project Team Report, including | <b>45 minutes total</b> | 1:20 |
| a. EDWA status & timeline         |                         |      |
| b. Local data timeline            |                         |      |
| c. IDM, CDM decisions             |                         |      |
| d. VDC-DOE communication          |                         |      |
| e. Roles & Responsibilities       |                         |      |

John – Multiple meetings since last meeting. Phase 1, then looking at 2 districts loaded. Moving into the process of loading districts, ran into problems and stepped back. Tetra building more tools into system. Build into system for second district. E.g. Pre-verification tool. DOE also working on building tools. VDC – John and team are working on support piece for knowledge transfer. Getting as many SU's as possible up and running, as soon as possible. Resolving knowledge transfer issues. In doing so, discovered need for extended time to build each warehouse. Continuing to design user support meetings. Thinking 2-3 people per SU. George is working on this. Also regional user networking groups. Clearer, realistic timelines soon.

Numbers of SU's responding to survey of options for data load: are low 20's out of 31 responded. 18 SU's chose Option 1, CDM; 5 selected Option 2; and 8 said they were not not ready to move forward yet, but hope to be ready to take next step next year, or at least be ready for more help.

John also working on a more standardized common data structure, e.g. gender definitions, for the common data model. District 1 informing district 2, and then a 3<sup>rd</sup> district, with Tetra's continued help. Three districts by June. Hopefully, all 18 and 5, options 1 and 2, by September, hopefully.

Middle March or early April - target date for John's common data structure and training for preparing for common district model for local load.

3 Reps from Tetra Data were at meeting with VDC, DOE, and Commissioner this past week. Shared insights and experience with nuts and bolts for this work of loading data.

Using NCES language for synchronization.

Input for training – pre-built queries are helpful – Lauren. George talked about custom reports and common shared favorites. Denise training coaches at DOE, who are working on some common queries, or “favorites.” Bringing consistency and ease to this work...

Working on QA - How to compare local assessments with state data, as old website did for us, compare our data to similar districts, or to all districts. This function will be available.

Training for Options 1 and 2 group together – discussed pros and cons.

6. VDC Staff Report	<b>25 minutes total</b>	2:05
i. Office update	5 minutes (in treasurer's report)	
ii. Staffing assignments	10 minutes	
iii. Hiring	10 minutes	

Moved up to 1:05

VDC moved to go into executive committee only to discuss relationships with the DOE.

Diane sent letter out to us. Meetings have been convened.

Communication, understandings, timelines, partnership issues were shared  
September timeline is the target.

Learned a lot. More conference calls. Minutes and notes from all meetings are available.

DOE has conference call capability with MP3 recording feature, enabling those who need to miss to be able to hear.

Growing joys and pains –

This is our 3<sup>rd</sup> year, could be changes. Diane may need to resign at the end of this year. May be the right time to transition to an organization with an executive director. Looking to Admin Asst – and staffing opportunities to explore appropriate configuration.

All the workscope components include:

VDC, DOE, and Tetra roles and responsibilities

- Executive Director type role – hold together and manage/direct all of the work, products, and timelines
- Engineer/Analysts – load data into warehouse (2)
- Coordinator of data validation, cleansing, “data working”
- Training aspects
- Communication (may be Exec. Dir.), web communication

Looks like 4 people or 4.0 FTE

Budgeting in tools to support this, particularly web tool? Jill asks. We're using software available from the domain host.

Discussion today focuses on philosophy, not feasibility

The .2 Admin Asst. position, approved in December, is on hold.

Good organizations are built on effective communication.

Currently have 2.0 FTE (plus .3 from grant), approved for 3.3. Would like to think about going to 4.0

Timing issues are complex, re: positions, start dates...

Not resolved as to what Tetra may contribute.

Currently have contract employees. This may not be appealing for an Executive Director.

To “deliver the goods, and to explain what is happening” sounds like what is needed – Brian O’R. More SU’s sign up, the more goods there are to deliver. Can we think about a part time ED, with an AA, and maybe a web master as support. Engage the Supts’ groups, so that they understand that this is a young, growing project. People will be supportive if they understand what’s happening and what is needed. Still plan to hire the second analyst.

Next year would be about a 500K budget. Would be planning to collect 6-700K. Should have some good time and money estimates in March.

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|--|-------------------------|------|
| 7. Grant/Professional Development Report | <b>15 minutes total</b> | 2:30 |
| a. Local Data Training                   |                         |      |
| b. Tetra Conference                      |                         |      |
| c. Other options                         |                         |      |

Already discussed here, in staff report.

George planning these, preparing districts to clean, load, and use!

Planning local user groups for groups such as curriculum directors, not just for tech folks.

Brucie and George are planning to participate in Tetra Conference in South Carolina. John will send out web link, should other board members like to go. Two strands – curriculum and tech users.

Question whether training manuals are available on web sites yet. Re-written manuals are almost ready.

George will finish and post soon.

Another Reeves training – CVEVC and LAPDA training – will be offered April 11 & 12, if you missed the recent trainings in Colchester or Stowe. Stay tuned for dates.

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|--|-------------------|------|
| 8. Other   | <b>10 minutes</b> | 2:45 |
| 9. Items for next time agenda  | <b>5 minutes</b>  | 2:55 |
| Update on the timeline   |                   |      |
| CDM bills  |                   |      |
| Plan for prioritization of SU’s for data load, as well as process for parallel, rather than serial order |                   |      |
| Report from Exec Comm on staffing  |                   |      |
| Hiring update on Analyst   |                   |      |
| Update on Local Data Training  |                   |      |
| In the VDC Box   |                   |      |

Adjourn

Todd moved, and Jill seconded.

### **Executive Committee Meeting**

All EC members here except Patricia and Hank. Bob Owens via voice mail.

VDC needs to decide Option 1, 2, 3 of **CD Build Option** – unanimous for Option 3.

Tetra will now be able to have their proposal to us February 13<sup>th</sup>, as to how many FTE, and how long the build will take. DOE will then help determine how to fund the positions needed.

Re: the January **DOE invoice**, the EC asked Bill to inquire as to what the DOE has paid Tetra, and to remain good faith partners with the DOE.

Staffing dialog: