



**VDC MEETING MINUTES**  
**March 9th, 2006**  
[Montpelier School District](#)

**1:00-3:00 Executive Board Meeting**  
*All Board members 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.**

	VDC SU	Directors	Directors Present	Exec. Comm. Present	Other Rep(s) Present
1	Addison Central	Patricia Aigner, Co-President	X	X	
2	Addison NE	Lauren Parren	X		
3	Addison NW	Bob Owens, member-at-large	X	X	
4	Chittenden East	Steve Jarrett			
5	Chittenden South	Amy Cole			Brian O'Reagan
6	Essex Caledonia	Steve Sanborn			
7	Franklin Central	Diane Lemieux, President	X	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	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	X		
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			
27	Windham Central	Jil MacMenamin	X		
28	Windham NE	Chris Kibbe, member-at-large	X	X	
29	Windham SE	Paul Smith/JE			
30	Windham SW	Curtis Carroll			
31	Windsor SW	Linda Waite/Doug Holcomb			
		# Directors present:	12	5	Totals

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

## AGENDA

	<u>Time</u>	<u>Start at</u>
1. Welcome, attendance	5 minutes	1:00
2. Changes to the agenda	3 minutes	
3. Accept February 2, 2006 minutes	2 minutes	
a. Motion to accept, 2 <sup>nd</sup> : Brucie, Patricia	All in favor	
4. Treasurer's Report		
a. Corrections to SW VT and Addison NW to reflect their contracts		
b. Motion to accept, 2 <sup>nd</sup> : Brucie, Jill	All in favor	
5. Tetra Proposal and Meeting with Commissioner	45 minutes	1:15
a. Organizational structure		
i. History		
1. Commissioner wants to know what districts would formally commit to get their data in by December		
2. Frame a training model to train the districts using the data verification tool (local data extraction)		
3. Develop a plan to get all warehouses in		
a. Tetra submitted a proposal		
b. We looked at a plan using our own staff		
i. See budget comparison document		
c. One warehouse per month per engineer		
b. Bill has a working warehouse. He can see his warehouse as well as the state data		
c. Knowledge transfer will take the VDC staff through the end of June. VDC staff will be able to create two CDM per month with two people, seven completed by September.		
d. We need to provide documentation and training about the skill set needed as well as who should be dedicated to creating the warehouse		
e. On the local side we are looking at one month		
i. Bill is willing to share how to extract from Winschool		
ii. Patricia needs to document the amount of time and activities it takes to create the CDM		
iii. Remember, we need to put good data in so good data comes out---it is meticulous work and we are documenting the challenges and checkpoints of having clean data		
f. Hiring priorities, associated costs, services & timeline		
i. We need to have a long term plan for the organization		
ii. We have voted to approve a third FTE		

- iii. If we want 4 FTEs it would be \$6 per child
- iv. If we want 5 FTEs then we are looking at 7.50 per child

**v. Motion that VDC hire 4 FTEs as of July 06**

**1. Motion to accept, 2<sup>nd</sup>: Brucie, Chris K All in favor**

**2. This needs to go out to membership so that they can plan for grants**

**vi. Motion to target the membership rate at \$6.00 per child not to exceed**

**\$6.50**

**1. Motion to accept, 2<sup>nd</sup>: Brucie, Jill All in favor**

- |  |                         |      |
|--|-------------------------|------|
| 6. VDC Staff Report  | <b>10 minutes total</b> | 2:00 |
| i. Hiring update   | 10 minutes              |      |
| ii. We will be readvertising for a Data Analyst  |                         |      |
| iii. Need a plan for advertising for the executive director  |                         |      |
| iv. Need a committee to hire an executive director   |                         |      |
| 1. Chris Kibbe   |                         |      |
| 2. Brucie  |                         |      |
| 3. Patricia  |                         |      |
| 7. Project Team Report, including  | <b>30 minutes total</b> | 2:10 |
| a. EDWA status & timeline  |                         |      |
| i. See the web page for updates on .net frameworks and a note from Denise  |                         |      |
| ii. Denise is testing a new release 5.3 and is keeping the old version in production   |                         |      |
| iii. We need to have a contingency plan to get data out w/o 5.3  |                         |      |
| iv. Denise is coming up with a timeframe for collecting and fixing data as well as doing refreshes. They are looking at 3-4 refreshes per year. Anything that has to do with ADM they are obligated to go back and fix up to three year history. |                         |      |
| b. Local data timeline; SU loading priorities, commitment letter   |                         |      |
| i. ACSU is using the CDM as Warehouse #2. March 23 <sup>rd</sup> is on our timeline for loading the data into the warehouse.   |                         |      |
| ii. In early May we plan to have ACSU do Q.A.  |                         |      |
| iii. Warehouse #3, data extracts due the end of May and data should be in the warehouse before the end of June.  |                         |      |
| iv. We need a process to pick the third district.  |                         |      |

1. Denise indicated that it would be easier for the district to use one student management system (it will take longer for local personnel with multiple systems)
2. Power school and MMS are the next most numerous SIS
3. **George and Bryant will complete the matrix and make a recommendation for the 3<sup>rd</sup> district to the executive committee by March 28<sup>th</sup>. This is the priority over training materials.**
4. For those who sign the commitment letter they will get a phone call from VDC executive committee to discuss their level of staffing commitment

c. VDC-DOE communication

- i. Telephone conference calls for DOE and VDC are taking place.

d. Roles & Responsibilities

- i. VDC and DOE are still working on finalizing these.

8. Grant/Professional Development Report **10 minutes total** 2:40

a. Local Data Training

- i. Berlin Chamber of Commerce on the 3<sup>rd</sup> and 6<sup>th</sup>
- ii. Hold up to about 45 people
- iii. Training is going to be around data extraction
- iv. What kind of support will be provided by Bryant and George (this will be asked at the training). How many site visits?
- v. **The budget allows \_\_\_\_\_ hours for on-site support. George will get us that number based upon his estimates.**

b. Other options

- i. We have spent 52K in the grant
- ii. We have about 12K left for the conference

9. Other 5 minutes 2:50

10. Items for next time agenda 5 minutes 2:55

11. Adjourned at 3:00