

CRISTAL CLEAR GRANT MEETING
October 24, 2007

Minutes

The meeting was chaired by Marty Espinola. A sign-in sheet was signed by all present.

Grant Status – Marty

Marty attended the recent DOE meeting and will be contacted by John Celso from DOE on October 31 about a new user group which is being started. David reported that the advertisement began running in *The Recorder* and *The Republican* and on Western Massachusetts Craigslist last Saturday and will run in the Hampshire Gazette on Friday and Saturday of this week. Although the position has been advertised as a salaried, 35 hour / week job with benefits, we are open to discussing a consultancy if that makes sense with any of the job candidates. Half a dozen people have responded to the ad.

Professional Development

There was some discussion of the types of professional development that will be offered. There is stipend money available. Many felt that there should be specific training on how to use the DW tools, although some districts may also need help with basic data input. It was noted that analysis beyond that produced by DataWiz is desirable, but the DW reporting tools are not yet developed to do this. Clearly, one of the key functions of the Data Specialist that is hired will be to produce reports. It is not clear at this point which districts, if any, have personnel on staff who have the time/background to learn how to produce reports on their own.

Budget

In discussing the budget, people sought clarification on the \$10.5K for additional training. This money could be used to hire Cognos personnel or someone with Cognos experience. The Data Specialist will probably not be able to do all the training. Cognos charges using a point system, \$157. / point. 3.5 points for a 1:1 session; 16 points for a day of report writing, 20 points for administrative training; 1.5 points for travel. This will get expensive quickly.

The suggestion was made that, at least to some degree, we can use our own people who have been trained over the past 2 years. We could also look into training from DOE personnel. It is quite likely that the individual that we hire may have to spend considerable time in Malden being trained in the Cognos DW. We may have to use Cognos trainer to train our specialist. If so, we will want to find out if others could attend for same price?

It may be more useful in the long run to run to use some of the \$10.5K to provide more generic DW workshops that will help people develop concepts for reports, that the Data Specialist will then write. There was agreement that the district staff will not have time to learn to write reports. How will we prioritize report writing being done by the Data Specialist? It was agreed that we may need a small

user's group to decide which reports should be developed first? The consensus was that data/report writing skills are much more important than educational experience when selecting a Data Specialist.

It was noted that if districts want to move forward on using the DW, it is important that we get superintendents and school committee members on board. The idea of developing a program to take on the road was discussed briefly.

ACTION ITEMS

- **Meet to review resumes on Monday, October 29, 3:00 at Greenfield Admin. building. All invited. - David, Marty, Bill, Carol**

- **Schedule meeting with Superintendents for Jan 23, 11:00 – 1:00 at FCTS (Jan. 30 backup)**
 - **Check if good date with Regina Nash – David**
 - **Check availability at FCTS – Jocelyn**
 - **Send invitation letter to all TEP districts and grant districts – Gary (as chair; David will draft)**

AGENDA ITEMS FOR NEXT MEETING

- **Updated financial status report (dues, licensing, etc.) – David**
- **Matt Crocker – Options for Internet services**
- **New meeting time for next year**
- **Document retention – Jeff (will talk to lawyer)**

Other

Jeff is interested in student success plans. Please send him anything you've got. Electronic and hard copy accepted.

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