

2007 Report on Act 82. Section 14

An Act Relating to Education Quality and Cost Control: Operational Effectiveness and Efficiency of the Department of Education

Interim Report to the House and Senate Committees on Education

December 31, 2007

Submitted by:



**Commissioner Richard H. Cate
(802) 828-3135**

Interim Report on the Effectiveness and Efficiency of the Department of Education
December 31, 2007

Section 14 of Act 82 of the Acts of 2007 requires a study of the operational effectiveness and efficiency of the Department of Education. The Act calls for the creation of a committee to select an independent individual or entity to conduct the study. The list of members of this committee appears in Appendix C of this report. The required elements of the Act are:

- (1) An examination of the effectiveness and efficiency of the department with respect to its internal operations, its relationship and communications with other state entities, and its relationship and communications with the field.
- (2) A review and analysis of ways to increase the operational efficiency of the department by, for example, streamlining communications within the department and within the entire education system.
- (3) Identification of ways to eliminate redundancies, inefficiencies, outdated work methods, and cumbersome reporting systems; to address capacity issues; and to streamline current practices and processes.
- (4) The creation of an ongoing strategic planning process that allows for constant review of operational performance within the department and in the field.

Because there was no appropriation associated with these requirements of the Act, the committee has struggled with how best to accomplish the task before it. This has delayed the process so what follows is an interim report. The completed report will be submitted to the House and Senate Education Committees on or about April 15, 2008. Without an appropriation, it simply will not be possible to find an independent entity to conduct a study of the magnitude described in the Act. All of the extensive efforts to find someone willing to conduct the study on a pro bono basis have failed.

The Commissioner of Education has identified \$15,000 out of the department's operating budget to be used to conduct a more limited study. The committee has, thus far, had difficulty coming to consensus on what the narrower scope of the study should be. In an effort to bring the committee to consensus, the commissioner has arranged for two different consultants to meet with the committee on January 7, 2008 to make recommendations on how best to proceed considering the limited resources available for the project. After meeting with the consultants, the goal is for the committee to determine the appropriate scope of the project and to select a consultant to do the work. If the committee is not satisfied with either of the two consultants who will be interviewed on January 7th, others will be brought in for interviews.

In preparation for the consultant's work, department staff have developed two documents regarding the work of the organization. The first, found in Appendix A, is a list of the functions the different department divisions currently undertake. The initial work on this project was undertaken two years ago as part of the Strategic Enterprise Initiative, in which all state agencies were engaged. Staff have updated this document in preparation for this study. The second document, found at Appendix B, describes the primary data collections the department

undertakes. School districts provide these data as required by state and federal regulations and statutes. These two documents represent a preliminary self-study of the department. The documents have been provided to the consultants and they will discuss them with the committee when we meet on January 7th. Once the committee has decided on the revised scope of the project and a consultant has been selected, the commissioner will send this updated information to the House and Senate Education Committees.

Department of Education Business Functions

The business functions outlined in the attached list reflect DOE’s “as is” state of operations. Although an attempt has been made to cite the regulations, rules and statutes which govern each function, there has not been a formal review of the degree of each process to verify it’s alignment to each citation.

DOE business functions can be classified as operational imperatives (processing payroll, etc), regulatory mandates (administering student assessments, etc) and strategic initiatives (study of governance, education best practices, etc). A process evaluating the efficiency of business functions and their alignment to their drivers can ensure all resources are leveraged appropriately. In addition, the processes required to support rules and statutes may inform and support time changes that are more appropriate to present day Vermont.

#	Division	Workgroup	Mfunc	FuncNo	Function	Legal Driver	Citation (Statute, Rule, etc..)
1	DOE business functions	COMMUNICATIONS	2100		Coordinate internal communication strategies	Dept Decision	n/a
2	ADMINISTRATION	COMMUNICATIONS		2100.1	Develop and publish internal monthly newsletter		
3	ADMINISTRATION	COMMUNICATIONS		2100.2	Develop and maintain internal Web site	Dept Decision	
4	ADMINISTRATION	COMMUNICATIONS		2100.3	Coordinate internal events	Dept Decision	
5	ADMINISTRATION	COMMUNICATIONS		2100.4	Develop and maintain internal communications policy (e-mail)	Dept Decision	
6	ADMINISTRATION	COMMUNICATIONS	2110		Coordinate State Board of Education communications		n/a
7	ADMINISTRATION	COMMUNICATIONS		2110.1	Prepare minutes at monthly meetings	State Rule	
8	ADMINISTRATION	COMMUNICATIONS		2110.2	Create and disseminate monthly State Board summary report	Dept Decision	
9	ADMINISTRATION	COMMUNICATIONS	2120		Oversee department publications		n/a
10	ADMINISTRATION	COMMUNICATIONS		2120.1	Create, supervise and produce department publications	Dept Decision	
11	ADMINISTRATION	COMMUNICATIONS		2120.2	Develop and enforce graphics and publication standards	State Rule	
12	ADMINISTRATION	COMMUNICATIONS	2130		Execute media relations strategies		n/a
13	ADMINISTRATION	COMMUNICATIONS		2130.1	Field media information requests	Dept Decision	
14	ADMINISTRATION	COMMUNICATIONS		2130.2	Create and disseminate press releases	Dept Decision	
15	ADMINISTRATION	COMMUNICATIONS		2130.3	Coordinate press conferences and other media events	Dept Decision	
16	ADMINISTRATION	COMMUNICATIONS		2130.4	Monitor media portrayal in daily clips	Dept Decision	
17	ADMINISTRATION	COMMUNICATIONS	2140		Serve as public information officer		n/a
18	ADMINISTRATION	COMMUNICATIONS		2140.1	Field public information requests	Dept Decision	
19	ADMINISTRATION	COMMUNICATIONS	2150		Develop and maintain Web sites		n/a
20	ADMINISTRATION	COMMUNICATIONS		2150.1	Develop and enforce guidelines and policies for Web site	State Rule	
21	ADMINISTRATION	COMMUNICATIONS		2150.2	Field calls from public regarding Web site	Dept Decision	
22	ADMINISTRATION	COMMUNICATIONS		2150.3	Coordinate public information and publications on Web site	Dept Decision	
23	ADMINISTRATION	COMMUNICATIONS		2150.4	Develop and maintain vision for Web site	Dept Decision	
24	ADMINISTRATION	COMMUNICATIONS		2150.5	Work with DOE staff to maintain, update and improve materials on Web site	Dept Decision	
25	ADMINISTRATION	COMMUNICATIONS		2150.6	Examine and enforce new methods of Web communication	Dept Decision	
26	ADMINISTRATION	COMMUNICATIONS		2150.7	Examine and enforce new methods of external communication and distribution	Dept Decision	
27	ADMINISTRATION	HUMAN RESOURCES	1500		Maintain employee records/documents		
28	ADMINISTRATION	HUMAN RESOURCES		1500.1	Create staff file		
29	ADMINISTRATION	HUMAN RESOURCES		1500.2	Obtain files from other departments		
30	ADMINISTRATION	HUMAN RESOURCES		1500.3	Keep records current		
31	ADMINISTRATION	HUMAN RESOURCES		1500.4	Forward to public records upon retirement		
32	ADMINISTRATION	HUMAN RESOURCES	1510		Coordinate human resource information		
33	ADMINISTRATION	HUMAN RESOURCES		1510.1	Ensure employees receive accurate up-to-date information		
34	ADMINISTRATION	HUMAN RESOURCES		1510.2	Collect information from employees as required		
35	ADMINISTRATION	HUMAN RESOURCES	1520		Manage recruitment effort		
36	ADMINISTRATION	HUMAN RESOURCES		1520.1	Establish need & requirements from hiring manager		
37	ADMINISTRATION	HUMAN RESOURCES		1520.2	Submit information to Department of Human Resources		
38	ADMINISTRATION	HUMAN RESOURCES		1520.3	Organize & forward applicant info to manager		
39	ADMINISTRATION	HUMAN RESOURCES		1520.4	Provide new employee orientation and enrollment services		
40	ADMINISTRATION	HUMAN RESOURCES	1530		Provide human resources consultation to managers & staff		
41	ADMINISTRATION	HUMAN RESOURCES		1530.1	Conduct crisis intervention work on staff issues		
42	ADMINISTRATION	HUMAN RESOURCES		1530.2	Provide technical assistance on performance evaluations		

DRAFT

DRAFT

DRAFT
Appendix A

43	ADMINISTRATION	HUMAN RESOURCES		1530.3	Serve as liaison with VSEA to resolve contract issues		
44	ADMINISTRATION	HUMAN RESOURCES		1530.4	Identify staffing needs		
45	ADMINISTRATION	HUMAN RESOURCES		1530.5	Provide staff development		
46	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS	4000	Serve as legislative liaison		Dept Decision	
47	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.1	Research issues	Dept Decision	
48	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.2	Draft legislation	Dept Decision	
49	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.3	Monitor legislation	Dept Decision	
50	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.4	Testify to the legislature	Dept Decision	
51	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.5	Assist committees and legislators	Dept Decision	
52	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.6	Coordinate testimony	Dept Decision	
53	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.7	Assist and inform administration	Dept Decision	
54	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.8	Inform education partners to the agency	Dept Decision	
55	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4000.9	Work with other agency directors	Dept Decision	
56	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4001	Report on legislative progress	Dept Decision	
57	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS	4010	Advise the commissioner on legislative issues		Dept Decision	
58	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4010.1	Research issues	Dept Decision	
59	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4010.2	Draft legislation	Dept Decision	
60	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4010.3	Monitor legislation	Dept Decision	
61	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4010.4	Advise and assist staff	Dept Decision	
62	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4010.5	Support the State Boards work in developing legislative proposals	Dept Decision	
63	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4010.6	Represent the department to the Vt. Education Coalition	Dept Decision	
64	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS	4020	Serve as federal liaison		Dept Decision	
65	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.1	Advise the commissioner on federal education issues	Dept Decision	
66	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.2	Work with Vermont congressional delegation	Dept Decision	
67	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.3	Represent Vermont to the council of chief state school officers as federal liaison	Dept Decision	
68	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.4	Coordinate testimony to legislature on federal policy	Dept Decision	
69	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.5	Coordinate information on federal policy to DOE staff and education partners	Dept Decision	
70	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.6	Work with counterparts in other states regarding education policy	Dept Decision	
71	ADMINISTRATION	INTERGOVERNMENTAL AFFAIRS		4020.7	Advise administration regarding federal education policy	Dept Decision	
72	ADMINISTRATION	LEGAL	2200	Advise State Board of Education, commissioner, staff on legislation		Dept Decision	
73	ADMINISTRATION	LEGAL		2200.1	Research issues	Dept Decision	
74	ADMINISTRATION	LEGAL		2200.2	Draft legislation	Dept Decision	
75	ADMINISTRATION	LEGAL		2200.3	Monitor legislation	Dept Decision	
76	ADMINISTRATION	LEGAL		2200.4	Testify	Dept Decision	
77	ADMINISTRATION	LEGAL		2200.5	Assist committees and individual legislators	Dept Decision	
78	ADMINISTRATION	LEGAL		2200.6	Inform and assist Administration	Dept Decision	
79	ADMINISTRATION	LEGAL		2200.7	Inform and provide training to the field	Dept Decision	
80	ADMINISTRATION	LEGAL	2210	Advise State Board, commissioner, staff on regulations		Dept Decision	
81	ADMINISTRATION	LEGAL		2210.1	Prepare and maintain State Board rules manual	Dept Decision	
82	ADMINISTRATION	LEGAL		2210.2	Advise staff on Administrative Procedures Act procedures	Dept Decision	
83	ADMINISTRATION	LEGAL		2210.3	Assist staff in obtaining and analyzing issues	Dept Decision	
84	ADMINISTRATION	LEGAL		2210.4	Draft proposed rules	Dept Decision	
85	ADMINISTRATION	LEGAL		2210.5	Assist in public hearing comment process	Dept Decision	
86	ADMINISTRATION	LEGAL		2210.6	Assist in analyzing public comment and redraft	Dept Decision	
87	ADMINISTRATION	LEGAL		2210.7	Assist in presentation to State Board, Interagency Committee on Administrative Rules and Legislative Committee on Administrative Rules	Dept Decision	
88	ADMINISTRATION	LEGAL	2220	Advise State Board, commissioner, staff on policy		Dept Decision	
89	ADMINISTRATION	LEGAL		2220.1	Research, advise, negotiate and draft interagency agreements and memorandums of understanding	Dept Decision	
90	ADMINISTRATION	LEGAL		2220.2	Draft memos to the field re state policy	Dept Decision	
91	ADMINISTRATION	LEGAL		2220.3	Draft model policies	Dept Decision	
92	ADMINISTRATION	LEGAL		2220.4	Provide training to the field	Dept Decision	

DRAFT

DRAFT

DRAFT
Appendix A

93	ADMINISTRATION	LEGAL		2220.5	Research and write opinions	Dept Decision	
94	ADMINISTRATION	LEGAL		2220.6	Prepare and update state policy guidelines	Dept Decision	
95	ADMINISTRATION	LEGAL	2230	Advise commissioner and staff on department operations		Dept Decision	
96	ADMINISTRATION	LEGAL		2230.1	Review and advise on contracts and grant applications	Dept Decision	
97	ADMINISTRATION	LEGAL		2230.2	Assist and advise residential review team	Dept Decision	
98	ADMINISTRATION	LEGAL		2230.3	Prepare contracts	Dept Decision	
99	ADMINISTRATION	LEGAL		2230.4	Advise on public documents requests	Dept Decision	
100	ADMINISTRATION	LEGAL	2240	Advise commissioner and staff on external issues		Dept Decision	
101	ADMINISTRATION	LEGAL	2250	Respond to inquiries from external parties		Dept Decision	
102	ADMINISTRATION	LEGAL		2250.1	Provide legal guidance	Dept Decision	
103	ADMINISTRATION	LEGAL		2250.2	Resolve disputes	Dept Decision	
104	ADMINISTRATION	LEGAL	2260	Contract with and oversee sepcial education and 504 hearing officers		Fed Law	
105	ADMINISTRATION	LEGAL		2260.1	Provide and arrange for training and technical assistance	Fed Law	
106	ADMINISTRATION	LEGAL		2260.2	Schedule and assign hearing officer	Fed Law	
107	ADMINISTRATION	LEGAL		2260.3	Track timelines for federal compliance	Fed Law	
108	ADMINISTRATION	LEGAL		2260.4	Compile data	Fed Law	
109	ADMINISTRATION	LEGAL		2260.5	Process bills	Dept Decision	
110	ADMINISTRATION	LEGAL	2270	Contract with and oversee sepcial education and 504 mediators		Fed Law	
111	ADMINISTRATION	LEGAL		2270.1	Provide and arrange for training and technical assistance	Dept Decision	
112	ADMINISTRATION	LEGAL		2270.2	Schedule and assign mediator	Fed Law	
113	ADMINISTRATION	LEGAL		2270.3	Track timelines for federal compliance	Fed Law	
114	ADMINISTRATION	LEGAL		2270.4	Compile data	Fed Law	
115	ADMINISTRATION	LEGAL		2270.5	Process bills	Dept Decision	
116	ADMINISTRATION	LEGAL	2280	Administer administrative complaint process		Fed Law	IDEA Section 618; 34 CFR §§ 300.640 - 645
117	ADMINISTRATION	LEGAL		2280.1	Receive and assign incoming complaint	Fed Law	
118	ADMINISTRATION	LEGAL		2280.2	Screen complaints	Fed Law	
119	ADMINISTRATION	LEGAL		2280.3	Conduct investigations	Fed Law	
120	ADMINISTRATION	LEGAL		2280.4	Prepare recommended findings, conclusions and decisions, corrective actions	Fed Law	
121	ADMINISTRATION	LEGAL		2280.5	Compile data	Fed Law	
122	ADMINISTRATION	LEGAL		2280.6	Monitor corrective actions	Fed Law	
123	ADMINISTRATION	LEGAL	2290	Coordinate Civil Rights compliance		Fed Law	
124	ADMINISTRATION	LEGAL		2290.1	Advise DOE staff	Fed Law	
125	ADMINISTRATION	LEGAL		2290.2	Respond to Office of Civil Rights	Fed Law	
126	ADMINISTRATION	LEGAL		2290.3	Respond to inquiries from the field	Fed Law	
127	ADMINISTRATION	LEGAL	2300	Administer tuition and residency appeals		State Law	
128	ADMINISTRATION	LEGAL		2300.1	Arrange for appointment of hearing officer	State Law	
129	ADMINISTRATION	LEGAL		2300.2	Schedule hearings	State Law	
130	ADMINISTRATION	LEGAL		2300.3	Represent State Board in tuition hearings	State Law	
131	ADMINISTRATION	LEGAL		2300.4	Conduct residency hearings	State Law	
132	ADMINISTRATION	LEGAL		2300.5	Write recommended decision	State Law	
133	ADMINISTRATION	LEGAL	2310	Represent commissioner in licensing cases		State Law	
134	ADMINISTRATION	LEGAL		2310.1	Arrange for appointment of hearing officer	State Rule	
135	ADMINISTRATION	LEGAL		2310.2	Conduct investigations	State Rule	
136	ADMINISTRATION	LEGAL		2310.3	Advise commissioner	State Rule	
137	ADMINISTRATION	LEGAL		2310.4	Present case in hearings and appeals	State Rule	
138	ADMINISTRATION	LEGAL	2320	Represent VT Standards Board for Professional Educators panel and full board in licensing appea		State Rule	
139	ADMINISTRATION	LEGAL		2320.1	Assist in hearings	State Rule	
140	ADMINISTRATION	LEGAL		2320.2	Draft proposed findings and conclusions at the direction of the panel	State Rule	
141	ADMINISTRATION	LEGAL	2330	Represent commissioner in home study cases		State Law	
142	ADMINISTRATION	LEGAL		2330.1	Gather evidence	State Law	
143	ADMINISTRATION	LEGAL		2330.2	Arrange for appointment of hearing officer	State Law	
144	ADMINISTRATION	LEGAL		2330.3	Advise commissioner	State Law	

145	ADMINISTRATION	LEGAL		2330.4	Present case in hearings and appeals	State Law	
146	ADMINISTRATION	LEGAL	2340	Represent commissioner and State Board in general litigation		Dept Decision	
147	ADMINISTRATION		1600	Direct/Oversee/Coordinate the work of the six educational teams		Dept Decision	
148	ADMINISTRATION			1600.1	Develop collective goals		
149	ADMINISTRATION			1600.2	Implement strategies to meet goals		
150	ADMINISTRATION			1600.3	Align work		
151	ADMINISTRATION			1600.4	Develop systems that ensure consistency		
152	ADMINISTRATION			1600.5	Develop consistent protocols of operation		
153	ADMINISTRATION			1600.6	Provide encouragement and compelling vision		
154	ADMINISTRATION			1600.7	Coordinate work with other DOE teams		
155	ADMINISTRATION		1610	Develop budget		State Law	16 VSA § 164(4) this is a state board duty
156	ADMINISTRATION			1610.1	Determine priorities		
157	ADMINISTRATION			1610.2	Determine funding sources		
158	ADMINISTRATION		1620	Work one-on-one with Directors		Dept Decision	
159	ADMINISTRATION			1620.1	Establish high priority focus		
160	ADMINISTRATION			1620.2	Problem-solve challenging issues		
161	ADMINISTRATION			1620.3	Provide encouragement and incentives		
162	ADMINISTRATION			1620.4	Provide constructive feedback		
163	ADMINISTRATION		1630	Facilitate VELC (VT Educational Leadership Collaborative)		Dept Decision	
164	ADMINISTRATION			1630.1	Plan meetings		
165	ADMINISTRATION			1630.2	Organize work projects		
166	ADMINISTRATION			1630.3	Ensure collaboration of partners		
167	ADMINISTRATION			1630.4	Disseminate products		
168	ADMINISTRATION		1640	Manage grants		State Rule	
169	ADMINISTRATION			1640.1	Develop application		
170	ADMINISTRATION			1640.2	Review application		
171	ADMINISTRATION			1640.3	Release funds		
172	ADMINISTRATION			1640.4	Monitor compliance and evaluate quality		
173	ADMINISTRATION			1640.5	Provide technical assistance		
174	ADMINISTRATION			1640.6	Evaluate process		
175	ADMINISTRATION			1640.7	Comply with federal and state reporting requirements		
176	ADMINISTRATION		1650	Implement initiatives (SQS, etc.)		State Law	
177	ADMINISTRATION			1650.1	Develop plan and timeline		
178	ADMINISTRATION			1650.2	Involve internal and external stakeholders in the planning stages		
179	ADMINISTRATION			1650.3	Develop draft plan/ document		
180	ADMINISTRATION			1650.4	Coordinate work with existing projects and initiatives		
181	ADMINISTRATION			1650.5	Develop final document/plan		
182	ADMINISTRATION			1650.6	Seek approval		
183	ADMINISTRATION		1660	Collaborate with education partners and agencies		Dept Decision	
184	ADMINISTRATION			1660.1	Participate in joint projects		
185	ADMINISTRATION			1660.2	Determine joint priorities		
186	ADMINISTRATION			1660.3	Advocate for DOE positions		
187	ADMINISTRATION		1670	Represent Commissioner as needed		Dept Decision	
188	ADMINISTRATION		3800	Support State Board of Education			
189	ADMINISTRATION			3800.1	Advise Board on policy-making decisions	State Law	
190	ADMINISTRATION			3800.2	Implement State Board policy	State Law	
191	ADMINISTRATION			3800.3	Develop monthly Board agenda	State Law	
192	ADMINISTRATION			3800.4	Coordinate development and assembly of monthly Board information packet	State Law	
193	ADMINISTRATION			3800.5	Provide guidance and assistance to department staff on development of agenda items materials	State Law	
194	ADMINISTRATION			3800.6	Take and develop meeting minutes, when needed	State Law	
195	ADMINISTRATION			3800.7	Oversee SBE meeting video contract	State Law	

196	ADMINISTRATION			3800.8	Coordinate meetings	State Law	
197	ADMINISTRATION			3800.9	Conduct research as requested by Board chair, members, commissioner	State Law	
198	ADMINISTRATION			3801	Monitor work of the the board, agenda, minutes for progress on mission, Strategic Plan	State Law	
199	ADMINISTRATION			3801.1	Respond to requests for information and assistance from Board members	State Law	
200	ADMINISTRATION			3801.2	Advise Board of NASBE communications, etc.	Dept Decision	
201	ADMINISTRATION			3810	Process State Board rules waiver requests	Dept Decision	
202	ADMINISTRATION			3820	Process supervisory union adjustment requests	Dept Decision	
203	ADMINISTRATION			3830	Process school/supervisory union formation requests and boundary adjustment requests	Dept Decision	
204	ADMINISTRATION			3840	Collect, summarize and distribute regional student attendance calendars	Dept Decision	
205	ADMINISTRATION			3850	Coordinate activities related to the approval of hiring new superintendents 16 VSA §242	State Law	16 VSA §242
206	ADMINISTRATION			3860	Maintain files relating to supervisory union formation and adjustments	Dept Decision	
207	ADMINISTRATION			3870	Maintain historical files	Dept Decision	
208	ADMINISTRATION			3880	Support Commissioner's responsibilities		
209							
210	EDUCATOR QUALITY	LICENSING		1920	Manage correspondence	Dept Decision	
211	EDUCATOR QUALITY	LICENSING		1920.1	Record and distribute incoming correspondence	Dept Decision	
212	EDUCATOR QUALITY	LICENSING		1920.2	Process deposits and refunds	Dept Decision	
213	EDUCATOR QUALITY	LICENSING		1920.3	Maintain educator/administrator files	Dept Decision	
214	EDUCATOR QUALITY	LICENSING		1930	Manage educator licensing process	State Law	16 VSA §1696
215	EDUCATOR QUALITY	LICENSING		1930.1	Develop and disseminate applications	State Rule	VSBE 5200
216	EDUCATOR QUALITY	LICENSING		1930.2	Process initial, renewal and reinstatement applications	State Rule	VSBE 5300
217	EDUCATOR QUALITY	LICENSING			Process provisional and emergency licenses and extensions	State Rule	VSBE 5300
218	EDUCATOR QUALITY	LICENSING		1930.3	Provide guidance	State Rule	VSBE 5400
219	EDUCATOR QUALITY	LICENSING		1930.4	Determine pre-approval of coursework and professional development	State Rule	VSBE 5400
220	EDUCATOR QUALITY	LICENSING		1930.5	Review transcripts	State Rule	VSBE 5400
221	EDUCATOR QUALITY	LICENSING		1930.6	Determine eligibility for licensure	State Rule	VSBE 5400
222	EDUCATOR QUALITY	LICENSING		1930.7	Issue determination letters	State Rule	VSBE 5400
223	EDUCATOR QUALITY	LICENSING		1930.8	Process determination appeals	State Rule	VSBE 5400
224	EDUCATOR QUALITY	LICENSING			Assist Standards Board with Code of Ethics	State Law	16 VSA §1694
225	EDUCATOR QUALITY	LICENSING		1930.9	Collaborate with Education Legal unit	State Rule	VSBE 5300
226	EDUCATOR QUALITY	LICENSING		1931	Administer National Association of State Directors of Teacher Education and Certification (NASDTEC) Agreement	State Law	16 VSA §1696
227	EDUCATOR QUALITY	LICENSING		1931.1	Issue licenses	State Rule	VSBE 5400
228	EDUCATOR QUALITY	LICENSING		1931.2	Provide licensure status information	State Rule	VSBE 5800
229	EDUCATOR QUALITY	LICENSING		1931.3	Process and maintain Criminal Record Checks	State Law	16 VSA §254
230	EDUCATOR QUALITY	LICENSING		1931.4	Support districts in licensing issues	State Rule	VSBE 5400
231	EDUCATOR QUALITY	LICENSING		1931.5	Provide technical assistance and training	State Rule	VSBE 5400
232	EDUCATOR QUALITY	LICENSING		1931.6	Disseminate information as requested	State Rule	VSBE 5400
233	EDUCATOR QUALITY	LICENSING		1940	Manage Clinical Speech Language Pathologist & Audiologist Licensing Processes	State Law	26 VSA §4456
234	EDUCATOR QUALITY	LICENSING		1940.1	Develop and disseminate applications	State Law	26 VSA §4456
235	EDUCATOR QUALITY	LICENSING		1940.2	Process initial, renewal and reinstatement applications	State Law	26 VSA §4456
236	EDUCATOR QUALITY	LICENSING		1940.3	Provide guidance	State Law	26 VSA §4456
237	EDUCATOR QUALITY	LICENSING		1940.4	Determine pre-approval of coursework and professional development	State Law	26 VSA §4456
238	EDUCATOR QUALITY	LICENSING		1940.5	Review transcripts	State Law	26 VSA §4456
239	EDUCATOR QUALITY	LICENSING		1940.6	Determine eligibility for licensure	State Law	26 VSA §4456
240	EDUCATOR QUALITY	LICENSING		1940.7	Issue determination letters	State Law	26 VSA §4456
241	EDUCATOR QUALITY	LICENSING		1940.8	Process determination appeals	State Law	26 VSA §4456
242	EDUCATOR QUALITY	LICENSING		1940.9	Collaborate with Education Legal unit	State Law	26 VSA §4456
243	EDUCATOR QUALITY	LICENSING		1941	Review American Speech Language Hearing Association (ASHA) requirements	State Law	26 VSA §4456
244	EDUCATOR QUALITY	LICENSING		1941.1	Issue licenses	State Law	26 VSA §4456
245	EDUCATOR QUALITY	LICENSING		1941.2	Provide licensure status information	State Rule	VSBE 5800

244	EDUCATOR QUALITY	LICENSING		1941.3	Process and maintain Criminal Record Checks	State Law	16 VSA §254
245	EDUCATOR QUALITY	LICENSING		1941.4	Support districts in licensing issues	State Law	26 VSA §4456
246	EDUCATOR QUALITY	LICENSING		1941.5	Provide technical assistance	State Law	26 VSA §4456
247	EDUCATOR QUALITY	LICENSING		1941.6	Disseminate information	State Law	26 VSA §4456
248	EDUCATOR QUALITY	LICENSING	1950	Oversee and Support Local and Regional Standards Boards		State Rule	VSBE 5620-30
249	EDUCATOR QUALITY	LICENSING		1950.1	Provide technical assistance to the field	State Rule	VSBE 5620-30
250	EDUCATOR QUALITY	LICENSING		1950.2	Develop written materials, templates and guides	State Rule	VSBE 5620-30
251	EDUCATOR QUALITY	LICENSING		1950.3	Review and recommend approval of Plans of Operation to VSBE	State Rule	VSBE 5620-30
252	EDUCATOR QUALITY	LICENSING		1950.4	Plan and coordinate conferences and trainings	State Rule	VSBE 5620-30
253	EDUCATOR QUALITY	LICENSING		1950.5	Function as local and/or regional standards boards for educators renewing through the department	State Rule	VSBE 5620-30
254	EDUCATOR QUALITY	LICENSING		1950.6	Determine grant awards	State Rule	VSBE 5620-30
255	EDUCATOR QUALITY	LICENSING		1950.7	Process grant applications	State Rule	VSBE 5620-30
256	EDUCATOR QUALITY	LICENSING	1960	Manage Troops to Teachers program		Fed Law	
257	EDUCATOR QUALITY	LICENSING		1960.1	Provide technical assistance to military personnel	Fed Law	
258	EDUCATOR QUALITY	LICENSING		1960.2	Prepare candidates for peer review process	Fed Rule	
259	EDUCATOR QUALITY	LICENSING		1960.3	Provide training	Fed Rule	
266	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1800	Implement highly qualified teacher (HQT) compliance process		Fed Law	NCLBA-Title II
					Develop criteria for meeting HQT requirements	Fed Law	NCLBA-Title II
					Review transcripts to determine HQT status	Fed Law	NCLBA-Title II
					Preapprove coursework for HQT purposes	Fed Law	NCLBA-Title II
					Issue determination letters	Fed Law	NCLBA-Title II
					Collaborate with IHEs, ESAs, Administrators on HQT requirements and procedures	Fed Law	NCLBA-Title II
					Provide technical assistance and training to administrators and educators	Fed Law	NCLBA-Title II
					Disseminate information as requested	Fed Law	NCLBA-Title II
					Monitor compliance of LEAs with HQT requirements	Fed Law	NCLBA-Title II
268	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1820	Conduct data administration		Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
269	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.1	Review/Determine Requirements	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
270	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.2	Develop Collection Instruction	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
271	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.3	Collect Data	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
272	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.4	Verify data	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
273	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.5	Administer databases	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
274	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.6	Develop queries	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
275	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.7	Develop reports	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
276	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1820.8	Issue reports	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
277	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1830	Revise, update, and develop policy regarding educator quality		State Rule	
278	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1830.1	Collaborate with external stakeholders	State Rule	
279	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1830.2	Research literature and practices in other states	State Rule	
280	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1830.3	Create draft policy	State Rule	SB Rule 5610.7
	EDUCATOR QUALITY	PROFESSIONAL STANDARDS			Guide policy through the Administrative Procedures process	State Law	
281	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1830.4	Finalize and disseminate	State Rule	
282	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1840	Develop and implement higher ed program approval process		State Law	16 VSA §1694

283	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1840.1	Coordinate Results Oriented Program Approval reviews of new and existing teaching programs	State Rule	VSBPE 5900
284	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1840.2	Prepare final Results Oriented Program Approval reports following visits	State Rule	VSBPE 5900
285	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1840.3	Provide technical assistance to Institutions of Higher Educations	State Rule	VSBPE 5900
286	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1840.4	Collaborate with Results Oriented Program Approval design team	State Rule	VSBPE 5900
287	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1840.5	Provide logistical support	State Rule	VSBPE 5900
288	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1850	Implement educator testing regulations		State Rule	VSBPE 5200
289	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1850.1	Assemble and facilitate validation panels	State Rule	VSBPE 5200
290	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1850.2	Submit cut score recommendations for State Board approval	State Rule	VSBPE 5200
291	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1850.3	Provide technical assistance to field	State Rule	VSBPE 5200
292	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1860	Process testing results (Praxis)		State Rule	VSBPE 5200
293	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1860.1	Provide technical assistance	State Rule	VSBPE 5200
294	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1860.2	Receive data files	State Rule	VSBPE 5200
295	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1860.3	Load data files into database	Dept Decision	VSBPE 5200
296	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1860.4	Verify data	Dept Decision	VSBPE 5200
297	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1860.5	Report data	State Rule	VSBPE 5200
298	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1870	Implement Peer Review Process		State Rule	VSBPE 5331
299	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.1	Disseminate information	Dept Decision	
300	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.2	Determine eligibility	State Rule	VSBPE 5331
301	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.3	Assemble and facilitate panels	State Rule	VSBPE 5331
302	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.4	Provide technical assistance to panelists and prospective educators	Dept Decision	
303	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.5	Prepare written determinations	State Rule	VSBPE 5331
304	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.6	Process deposits and refunds	Dept Decision	
305	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.7	Maintain records	Dept Decision	
306	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1870.8	Report data	Dept Decision	
307	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1880	Develop alternative routes to licensure		State Rule	VSBPE 5332
309	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1880.2	Collaborate with appropriate stakeholders	State Rule	VSBPE 5332
310	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1880.3	Develop additional programs for Vermont	State Rule	VSBPE 5332
311	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1880.4	Implement additional alternative routes to licensure	State Rule	VSBPE 5332
312	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1890	Serve as staff for VT Standards Board for Professional Educators and Hearing Panels		State Law	16 VSA §1693
313	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1890.1	Plan and coordinate meetings	State Law	16 VSA §1693
314	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1890.2	Handle correspondence	State Law	16 VSA §1693
315	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1890.3	Assemble materials for dissemination	State Law	16 VSA §1693
316	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1890.4	Prepare meeting minutes	State Law	16 VSA §1693
317	EDUCATOR QUALITY	PROFESSIONAL STANDARDS			Arrange for training for members of VSBPE and hearing panels	State Law	16 VSA §1693
317	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1890.5	Provide logistical support	State Rule	
318	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1900	Coordinate state support for National Board for Professional Teaching Standards certification pro			
319	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1900.1	Provide and disseminate information to teachers re process	Dept Decision	
320	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1900.2	Provide technical assistance to candidates	Dept Decision	
321	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1900.3	Provide stipends to national board certified teachers	State Law	
322	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1900.4	Facilitate candidate process	Dept Decision	
323	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1900.5	Recognize individuals and promote attainment of National Board Certification	Dept Decision	
324	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1900.6	Partially fund registration and testing fees	State Law	
325	EDUCATOR QUALITY	PROFESSIONAL STANDARDS			Provide grants for mentors		
325	EDUCATOR QUALITY	PROFESSIONAL STANDARDS	1910	Analyze data		Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
326	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1910.1	Meet federal and state reporting requirements	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
327	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1910.2	Inform policy	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
328	EDUCATOR QUALITY	PROFESSIONAL STANDARDS		1910.3	Evaluate programs	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7

EDUCATOR QUALITY	PROFESSIONAL STANDARDS				Supply data to public, other agencies, other DOE teams in response to requests	Fed Law/State Rule	NCLBA-Title II, HEA, SB Rule 5610.7
329							
330	FINANCE	BUSINESS MANAGEMENT	1000	Prepare budgets		State Law	See 1610 above
331	FINANCE	BUSINESS MANAGEMENT	1010	Prepare payroll		Admin Bulletins	
332	FINANCE	BUSINESS MANAGEMENT		1010.01	Process expense accounts	Admin Bulletins	AA Bulletin 3.4
333	FINANCE	BUSINESS MANAGEMENT		1010.02	Process time sheets	Admin Bulletins	
334	FINANCE	BUSINESS MANAGEMENT	1020	Manage grants finance		Admin Bulletins	AA Bulletin 5.0 & 5.5
335	FINANCE	BUSINESS MANAGEMENT		1020.01	Process award documents	Admin Bulletins	AA Bulletin 5.0 & 5.5
336	FINANCE	BUSINESS MANAGEMENT		1020.02	Track cash payments	Admin Bulletins	AA Bulletin 5.0 & 5.5
337	FINANCE	BUSINESS MANAGEMENT		1020.03	Process payments	Admin Bulletins	
338	FINANCE	BUSINESS MANAGEMENT	1030	Administer accounting system		Admin Bulletins	AA Bulletin 4
339	FINANCE	BUSINESS MANAGEMENT		1030.01	Process accounts receivables	Admin Bulletins	AA Bulletin 4
340	FINANCE	BUSINESS MANAGEMENT		1030.02	Process accounts payables	Admin Bulletins	AA Bulletin 4
341	FINANCE	BUSINESS MANAGEMENT		1030.03	track budgets	Admin Bulletins	AA Bulletin 4
342	FINANCE	BUSINESS MANAGEMENT	1040	Manage purchasing		Admin Bulletins	AA Bulletin 3
343	FINANCE	BUSINESS MANAGEMENT	1050	Administer accounting system			
344	FINANCE	BUSINESS MANAGEMENT		1050.01	Buildings	Admin Bulletins	
345	FINANCE	BUSINESS MANAGEMENT		1050.02	tele-communications	Admin Bulletins	
346	FINANCE	BUSINESS MANAGEMENT		1050.03	Fleet	Admin Bulletins	AA Bulletin 2.3
347	FINANCE	BUSINESS MANAGEMENT		1050.04	equipment/furniture	Admin Bulletins	AA Bulletin 1
348	FINANCE	BUSINESS MANAGEMENT	1060	Draw federal and other funds		Admin Bulletins	CMAA Agreement
349	FINANCE	BUSINESS MANAGEMENT	1070	Process ad hoc legislative requests		Dept Decision	
350	FINANCE	BUSINESS MANAGEMENT	1080	Prepare fiscal reports		Fed Law	
351	FINANCE	BUSINESS MANAGEMENT		1080.01	Prepare internal fiscal reports	Dept Decision	
352	FINANCE	BUSINESS MANAGEMENT		1080.02	Prepare external fiscal reports	Fed Law	
353	FINANCE	BUSINESS MANAGEMENT	1090	Process Child Nutrition Programs claims		Fed Law	
354	FINANCE	BUSINESS MANAGEMENT	1100	Respond to state and federal auditors		Fed Law	
355	FINANCE	BUSINESS MANAGEMENT	1110	Provide technical assistance and training		Dept Decision	
356	FINANCE	BUSINESS MANAGEMENT		1110.01	Provide subgrantee finance TA/training	Dept Decision	
357	FINANCE	BUSINESS MANAGEMENT		1110.02	Develop policy	Dept Decision	
358	FINANCE	BUSINESS MANAGEMENT		1110.03	Communicate current issues	Dept Decision	
359	FINANCE	BUSINESS MANAGEMENT		1110.04	Provide employee training on admin functions	Dept Decision	
360	FINANCE	BUSINESS MANAGEMENT	1120	Determine allocation of federal funds		Fed Law	
361	FINANCE	BUSINESS MANAGEMENT	1130	Determine allocation of state tech ed grants		State Law	
362	FINANCE	CHIEF FINANCIAL OFFICER	1390	Supervise and direct department operations & finances, and supervise school financing			
363	FINANCE	CHIEF FINANCIAL OFFICER	1400	Advise the Legislature, commissioner, and State board of Education on matters of school financin			
364	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1190	Monitor state and federal audits		Fed Law	
365	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1190.01	Determine annual audits required	Fed Law	
366	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1190.02	Track receipts of audits	Fed Law	
367	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1190.03	Review audits	Fed Law	
368	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1190.04	Track findings and corrective actions	Fed Law	
369	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1190.05	Close out audits	Fed Law	
370	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1200	Monitor subgrantee grants management		Fed Law	
371	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1200.01	Perform risk analysis	Fed Law	
372	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1200.02	Select and schedule grantees	Fed Law	
373	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1200.03	Conduct onsite review of grants management and accounting systems	Fed Law	
374	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1200.04	Issue report and collect corrective actions	Fed Law	
375	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1200.05	Follow up on corrective actions	Fed Law	
376	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1210	provide technical assistance		Dept Decision	
377	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1210.01	Develop policy	Dept Decision	
378	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1210.02	Track recurring statewide issues	Dept Decision	

DRAFT

DRAFT

DRAFT
Appendix A

379	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1210.03	Communicate current issues	Dept Decision	
380	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1210.04	Provide information and training on federal fiscal requirements	Dept Decision	
381	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1210.05	Respond to ad hoc information requests (leg, public, etc)	Dept Decision	
382	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1220	Administer contract approvals		Admin Bulletins	AA Bulletin 3.5
383	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1220.01	Provide training in policy administration	Admin Bulletins	AA Bulletin 3.5
384	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1220.02	provide guidance on drafting and bidding contracts	Admin Bulletins	AA Bulletin 3.5
385	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1220.03	Track and coordinate internal approval	Admin Bulletins	AA Bulletin 3.5
386	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1220.04	Coordinate external approval	Admin Bulletins	AA Bulletin 3.5
387	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1220.05	Secure vender approval	Admin Bulletins	AA Bulletin 3.5
388	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1230	Develop and administer indirect rates		Fed Law	
389	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1230.01	Prepare and negotiate departments indirect rate	Fed Law	
390	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1230.02	Prepare and negotiate subgrantees indirects system	Fed Law	
391	FINANCE	FED FISCAL PROG AND AUDIT TEAM		1230.03	Review and approve subgrantee indirect requests	Fed Law	
392	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1240	Review internal grants administration		Dept Decision	
393	FINANCE	FED FISCAL PROG AND AUDIT TEAM	1250	Coordinate support for department audit		Dept Decision	
394	FINANCE	SCHOOL CONSTRUCTION	1350	Administer state school construction aid program		State Law	Chap. 123 of Title 16
395	FINANCE	SCHOOL CONSTRUCTION	1360	Enforce State Board of Education rules on school facilities		State Rule	SBE Rule 6000
396	FINANCE	SCHOOL CONSTRUCTION	1370	Provide technical assistance to districts		Dept Decision	
397	FINANCE	SCHOOL CONSTRUCTION	1380	Advise Legislature on school facilities and construction		Dept Decision	
398	FINANCE	SCHOOL FINANCE	1260	Define school district financial reporting requirements		State Law	16 VSA 823, 824, 4027(e), 1321(a), 4010(1),261(a)4101(a)
399	FINANCE	SCHOOL FINANCE	1270	Collect school district financial data		State Law	16 VSA 823, 824, 4027(e), 1321(a), 4010(1),261(a)4101(a)
400	FINANCE	SCHOOL FINANCE	1280	Report school district financial data		State Law	16 VSA 823, 824, 4027(e), 1321(a), 4010(1),261(a)4101(a)
401	FINANCE	SCHOOL FINANCE	1290	Analyze school district financial data		Dept Decision	
402	FINANCE	SCHOOL FINANCE		1290.01	ad hoc requests	Dept Decision	
403	FINANCE	SCHOOL FINANCE	1300	Respond to audits		State Law	
404	FINANCE	SCHOOL FINANCE	1310	Administer public education funding		State Law	
405	FINANCE	SCHOOL FINANCE		1310.01	Calculate state categorical grants	State Law	Chap 133 of Title 16
406	FINANCE	SCHOOL FINANCE		1310.02	Calculate district funding levels	State Law	Chap 133 of Title 16
407	FINANCE	SCHOOL FINANCE		1310.03	Calculate municipal taxes due	State Law	Chap 133 of Title 16
408	FINANCE	SCHOOL FINANCE		1310.04	Calculate payments to school districts	State Law	Chap 133 of Title 16
409	FINANCE	SCHOOL FINANCE	1320	Provide technical assistance to districts		Dept Decision	
410	FINANCE	SCHOOL FINANCE	1330	Establish accounting procedures for school districts		State Law	16 VSA § 164(15)
411	FINANCE	SCHOOL FINANCE	1340	Advise Legislature re school finance and funding policy		Dept Decision	
412	FINANCE	SPECIAL EDUCATION FINANCE	1140	Administer state special education funds		State Law	Suchapter 2 of Chp 101 of title 16
413	FINANCE	SPECIAL EDUCATION FINANCE		1140.01	Calculate mainstream block grant	State Law	Suchapter 2 of Chp 101 of title 16
414	FINANCE	SPECIAL EDUCATION FINANCE		1140.02	Calculate Essential Early Education grants	State Law	Suchapter 2 of Chp 101 of title 16
415	FINANCE	SPECIAL EDUCATION FINANCE		1140.03	Collect/process special education expenditure reports	State Law	Suchapter 2 of Chp 101 of title 16
416	FINANCE	SPECIAL EDUCATION FINANCE		1140.04	determine payments	State Law	Suchapter 2 of Chp 101 of title 16
417	FINANCE	SPECIAL EDUCATION FINANCE		1140.05	compile special education expenditure information	State Law	Suchapter 2 of Chp 101 of title 16
418	FINANCE	SPECIAL EDUCATION FINANCE		1140.06	Project special education aid amounts	State Law	Suchapter 2 of Chp 101 of title 16
419	FINANCE	SPECIAL EDUCATION FINANCE	1150	Audit special education expenditure report info		State Law	Sec. 7(e)(2) of Act 117 of 2000
420	FINANCE	SPECIAL EDUCATION FINANCE	1160	Administer school-based health services program		State Law	16 VSA § 2959a
421	FINANCE	SPECIAL EDUCATION FINANCE		1160.01	Provide technical assistance to SUs	State Law	
422	FINANCE	SPECIAL EDUCATION FINANCE		1160.02	Determine grant awards	State Law	
423	FINANCE	SPECIAL EDUCATION FINANCE		1160.03	coordinate with OVAH	State Law	
424	FINANCE	SPECIAL EDUCATION FINANCE	1170	Determine payments for state-placed students in residential homes			Suchapter 2 of Chp 101 of title 16
425	FINANCE	SPECIAL EDUCATION FINANCE	1180	Administer IDEA flow-thru subgrant funds			
426	FINANCE	SPECIAL EDUCATION FINANCE		1180.01	Calculate allocations by supervisory union		
427	FINANCE	SPECIAL EDUCATION FINANCE		1180.02	Manage subgrant application process		
428							
429	INDEP & FED PROGRAMS	CONSOLIDATED FEDERAL PROGRAMS	4030	Collect Data		Fed Law	OMB NO 1810-0614
430	INDEP & FED PROGRAMS	CONSOLIDATED FEDERAL PROGRAMS	4040	Report Data		Fed Law	OMB NO 1810-0614

431	INDEP & FED PROGRAMS	HOME STUDY	2500	Administer programs	State Law	T.16.166(b), T.16.906, Act 119, T.16.317 (11), T.16.11(21)
432	INDEP & FED PROGRAMS	HOME STUDY	2510	Review enrollments	State Law	
433	INDEP & FED PROGRAMS	HOME STUDY	2520	Provide support and materials	Dept Decision	
434	INDEP & FED PROGRAMS	HOME STUDY	2530	*Provide outreach to families and schools	Dept Decision	
435	INDEP & FED PROGRAMS	HOME STUDY	2540	Liaison with Legislature and schools	Executive Order	
436	INDEP & FED PROGRAMS	HOME STUDY	2550	Ensure statutory compliance	State Law	
437	INDEP & FED PROGRAMS	HOME STUDY		2550.1 Review and maintain materials		
438	INDEP & FED PROGRAMS	HOME STUDY		2550.2 Adhere to timelines		
439	INDEP & FED PROGRAMS	HOME STUDY		2550.3 Prepare for and hold hearings		
440	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS		2550.4 0		T.16.166, T.16.906, T.16.11, T.16.12, T.16.828. T.16.1073(b), T.16.1121, T.16.251-260, T.16.1161(a), T.16.1166, T.16.11(26), T.16.140(b), T.16.565, 18 VSA 1121, T.16.1481, T.23.1282(a), T.28.120, T.16.4012, T.16.1071, T.16.165
441	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2560	Review applications/enrollment notices	State Law	16 VSA 166
442	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS		2560.1 Visit schools/programs		
443	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2570	Set special education rates	State Law	
444	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2580	Prepare State Board of Education reports	State Law	
445	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2590	Respond to complaints/concerns	Dept Decision	
446	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2600	Facilitate Council of Independent Schools meetings	Dept Decision	
447	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2610	Liaison with agencies and schools	Executive Order	
448	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2620	Assist with development of new programs	State Law	
449	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2630	Ensure statutory compliance and State Board requirements	State Law	
450	INDEP & FED PROGRAMS	INDEPENDENT SCHOOLS	2640	Maintain publications	Dept Decision	
451	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2650	Provide technical assistance	State Law	16 VSA 176
452	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2660	Review certification applications	State Law	16 VSA 176
453	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2670	Monitor approved certifications	State Law	16 VSA 176
454	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2680	Protect student records	State Law	16 VSA 175
455	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2690	Investigate noncompliant programs	State Law	16 VSA 176
456	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2700	Recommend revocation, cease & desist	State Law	16 VSA 176
457	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2710	Liaison w/accreditation organizations and USDOE	Dept Decision	
458	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2720	Participate in postsecondary agencies networks	Dept Decision	
459	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2730	Enforce transfer credit provisions	State Law	16 VSA 176
460	INDEP & FED PROGRAMS	POST-SECONDARY EDUCATION	2740	Respond to student complaints		
461	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2830	Promote best practices	Fed Law	Title IIA,Act 117, Title I,SBE Rule-SQS
462	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2830.1 Research model programs		
463	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2830.2 Develop informational materials and planning tools		
464	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2830.3 Develop and support providers		
465	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2830.4 Develop graduate programs on adult development teaching & learning		
466	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2830.5 Provide professional development and support		
467	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2830.6 Promote national awareness		
468	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2840	Provide Grant Management	Fed Law	Title IIA,Act 117,Title I
469	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2840.1 Develop and implement state plan		
470	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2840.2 Establish grant award process		
471	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2840.3 Develop and manage state budget		
472	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2840.4 Collect program data		
473	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2840.5 Submit state reports		
474	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2840.6 Analyze program data to inform program		
475	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2850	Develop educator preparation and support programs	State Law	Title IIA,Act 117,SBE Rule-SQS,Title I
476	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.1 Identify personnel shortages		
477	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.2 Identify resources, models and expertise in shortage areas		
478	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.3 Form and facilitate development teams		
479	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.4 Develop curriculum, funding and delivery model		

480	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.5	Identify and work with partners and individuals to operate programs		
481	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.6	Evaluate courses and programs		
482	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2850.7	Coordinate programs		
483	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2860	Assure Program Quality and Accountability		Fed Law	Title IIA,Act 117,SBE Rule-SQS,Title I
484	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2860.1	Formalize and communicate quality expectations		
485	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2860.2	Establish program indicators to guide improvement		
486	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2860.3	Establish guidelines for intervention		
487	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2860.4	Use results for continuous program improvement		
488	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2870	Monitor programs		Fed Law	Title IIA,Act 117,Title I
489	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2870.1	Develop criteria		
490	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2870.2	Provide technical assistance		
491	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2880	Provide Professional Development and Technical Assistance		Fed Law	Title IIA,Act 117,SBE Rule-SQS,Title I
492	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2880.1	Promote research-based instruction, curriculum and professional development		
493	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2880.2	Identify staff requirements		
494	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2890	Provide leadership		Fed Law	Title IIA,Act 117,Title I
495	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2890.1	Ensure use of research-based instruction, curriculum and professional development		
496	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2890.2	Increase program leadership capacity		
497	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2890.3	Promote program effectiveness through partnerships		
498	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2890.4	Monitor grantees compliance with outcomes		
499	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2900	Manage federal and state grants		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
500	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2900.1	Train grantees and education providers		
501	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2900.2	Manage budgets for compliance and efficiency		
502	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2900.3	Manage RFP process including electronic applications		
503	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2900.4	Monitor grantee compliance with outcomes		
504	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2900.5	Report outcomes to USDOE and partners		
505	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2910	Manage evaluation process		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
506	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2910.1	Create systems and collect data		
507	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2910.2	Synthesize, analyze and disseminate data		
508	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2910.3	Communicate standards for quality		
509	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2920	Manage information		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
510	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2920.1	Design		
511	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2920.2	Disseminate		
512	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2930	Provide training and technical assistance		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
513	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2940	Develop federally mandated grant programs and systems		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
514	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2940.1	Design		
515	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2940.2	Market		
516	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT		2940.3	Implement		
517	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2950	Address and solve legal issues		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
518	INDEP & FED PROGRAMS	PROFESSIONAL DEVELOPMENT	2960	Evaluate internal processes		Fed Law	(NCLB) Titles I, II,IV,V, VII-B,IX
519	INDEP & FED PROGRAMS	VETERANS EDUCATION	2750	Manage contract		Fed Law	38 USC 36
520	INDEP & FED PROGRAMS	VETERANS EDUCATION	2760	Approve education & training programs		Fed Law	38 USC 36
521	INDEP & FED PROGRAMS	VETERANS EDUCATION	2770	Approve programs and policies		Fed Law	38 USC 36
522	INDEP & FED PROGRAMS	VETERANS EDUCATION	2780	Visit schools, inspect student records		Fed Law	38 USC 36
523	INDEP & FED PROGRAMS	VETERANS EDUCATION	2790	Provide technical assistance		Fed Rule	38 USC 36
524	INDEP & FED PROGRAMS	VETERANS EDUCATION	2800	Provide outreach to interested parties		Fed Law	38 USC 36
525	INDEP & FED PROGRAMS	VETERANS EDUCATION	2810	Liaison w/college associations and veterans groups		Fed Rule	38 USC 36
526	INDEP & FED PROGRAMS	VETERANS EDUCATION	2820	Provide professional development		Fed Rule	38 USC 36
527							
528	IT	DATA MANAGEMENT AND ANALYSIS	400	Project Management		Fed Law	
529	IT	DATA MANAGEMENT AND ANALYSIS	410	Business Analysis		Fed Law	NCLB, 16 VSA 166, 2968,823,824, 4027(e),1321a,4010a, 261a, IDEA Section 618; 34 CFR §§ 300.640 - 645 Rule 4102

530	IT	DATA MANAGEMENT AND ANALYSIS	420	Metadata Management		Fed Law	NCLB, 16 VSA 166, 2968,823,824, 4027(e),1321a,4010a, 261a, IDEA Section 618; 34 CFR §§ 300.640 - 645 Rule 4102
531	IT	DATA MANAGEMENT AND ANALYSIS	430	Data Management		Fed Law	NCLB, 16 VSA 166, 2968,823,824, 4027(e),1321a,4010a, 261a, IDEA Section 618; 34 CFR §§ 300.640 - 645 Rule 4102
532	IT	DATA MANAGEMENT AND ANALYSIS	440	Administer Data Collections		Fed Law	
533	IT	DATA MANAGEMENT AND ANALYSIS	450	Administer Listservs		Dept Decision	
534	IT	DATA MANAGEMENT AND ANALYSIS	460	Administer Organization and Contact Lists		Fed Law	
535	IT	DATA MANAGEMENT AND ANALYSIS	470	Technical support		Fed Law	
536	IT	DATA MANAGEMENT AND ANALYSIS	480	Test Applications		Fed Law	
537	IT	DATA MANAGEMENT AND ANALYSIS	490	Meet reporting requirements		Fed Law	
538	IT	DATA MANAGEMENT AND ANALYSIS	500	Provide Ad hoc reporting and analysis		Fed Law	
539	IT	DATA MANAGEMENT AND ANALYSIS	510	Purchasing office supplies		Dept Decision	
540	IT	DATA MANAGEMENT AND ANALYSIS	520	Provide training for DOE applications		Fed Law	
541	IT	DATA MANAGEMENT AND ANALYSIS	530	Provide ID matching services		Fed Law	ACT 68, FEDERAL - CCD EDEN,FEDERAL - CCD NON-FISCAL,FEDERAL - EDEN,FEDERAL - NCLBA - ACCOUNTABILITY,FEDERAL - NCLBA - DISAGGREGATION,FEDERAL - NCLBA - GRADUATION RATE,FEDERAL - NCLBA - OTHER INDICATOR,FEDERAL - OCTOBER 1 ENROLLMENT,FEDERAL - TCLI,FEDERAL-
542	IT	IT ADMIN	100	Develop Policies		Fed Law	FERPA
543	IT	IT ADMIN	110	Resource Planning		Dept Decision	
544	IT	IT ADMIN	120	Develop Budget		Dept Decision	
545	IT	IT ADMIN	130	Develop Systems Architecture		Dept Decision	
546	IT	IT ADMIN	140	Collaborate with other Depts/Agencies		Dept Decision	
547	IT	IT ADMIN	150	Project Management		Dept Decision	
548	IT	IT ADMIN	160	Purchasing		Dept Decision	
549	IT	IT ADMIN	170	Develop and Review RFPs		Dept Decision	
550	IT	IT ADMIN	180	Continuous process improvement		Dept Decision	
551	IT	IT ADMIN	190	Write/Review Contracts and Grants		Dept Decision	
552	IT	IT ADMIN	200	Coordinate EDW Implementation		Dept Decision	ACT 68, FEDERAL - CCD EDEN,FEDERAL - CCD FISCAL,FEDERAL - CCD NON-FISCAL,FEDERAL - EDEN,FEDERAL - NCLBA - ACCOUNTABILITY,FEDERAL - NCLBA - DISAGGREGATION,FEDERAL - NCLBA - GRADUATION RATE,FEDERAL - NCLBA - OTHER INDICATOR,FEDERAL - OCTOBER 1 ENROLLMENT,FE
553	IT	IT ADMIN		210.05	Project Management	Dept Decision	
554	IT	IT ADMIN		210.1	Develop EDW policies	Dept Decision	
555	IT	IT ADMIN		210.15	Develop Security Model	Fed Law	FERPA
556	IT	IT ADMIN		210.2	Coordinate activities with VDC	Dept Decision	
557	IT	IT ADMIN		210.25	Develop Object Models	Dept Decision	
558	IT	IT ADMIN		210.3	Manage Users	Dept Decision	
559	IT	IT ADMIN		210.35	Develop Mapping	Dept Decision	
560	IT	IT ADMIN		210.4	ID Reporting Requirements	Dept Decision	ACT 68, FEDERAL - CCD EDEN,FEDERAL - CCD FISCAL,FEDERAL - CCD NON-FISCAL,FEDERAL - EDEN,FEDERAL - NCLBA - ACCOUNTABILITY,FEDERAL - NCLBA - DISAGGREGATION,FEDERAL - NCLBA - GRADUATION RATE,FEDERAL - NCLBA - OTHER INDICATOR,FEDERAL - OCTOBER 1 ENROLLMENT,FE
561	IT	IT ADMIN		210.45	Develop plan for rolling administration into IT Team duties	Dept Decision	
562	IT	NETWORK ADMIN & COMPUTER SRVCS	300	Network Admin		Dept Decision	
563	IT	NETWORK ADMIN & COMPUTER SRVCS		300.05	User Maintenance	Dept Decision	
564	IT	NETWORK ADMIN & COMPUTER SRVCS		300.1	Security/antivirus	Dept Decision	FERPA
565	IT	NETWORK ADMIN & COMPUTER SRVCS		300.15	Maintain Hardware (servers, net infra, firewalls)	Dept Decision	
566	IT	NETWORK ADMIN & COMPUTER SRVCS		300.2	Backup and recovery	Dept Decision	
567	IT	NETWORK ADMIN & COMPUTER SRVCS		300.25	Maintain Software	Dept Decision	

574	IT	NETWORK ADMIN & COMPUTER SRVCS	320	App Server Admin		Dept Decision	
575	IT	NETWORK ADMIN & COMPUTER SRVCS		320.05	User Maintenance	Dept Decision	
576	IT	NETWORK ADMIN & COMPUTER SRVCS		320.1	Security/antivirus	Dept Decision	FERPA
577	IT	NETWORK ADMIN & COMPUTER SRVCS		320.15	Backup and recovery	Dept Decision	
578	IT	NETWORK ADMIN & COMPUTER SRVCS		320.2	Maintain Hardware	Dept Decision	
579	IT	NETWORK ADMIN & COMPUTER SRVCS		320.25	Maintain Software	Dept Decision	
580	IT	NETWORK ADMIN & COMPUTER SRVCS	330	List Server Admin		Dept Decision	
581	IT	NETWORK ADMIN & COMPUTER SRVCS	340	Computer Support		Dept Decision	
582	IT	NETWORK ADMIN & COMPUTER SRVCS		340.05	Spec Out Equipment	Dept Decision	
583	IT	NETWORK ADMIN & COMPUTER SRVCS		340.1	Set up pcs	Dept Decision	
584	IT	NETWORK ADMIN & COMPUTER SRVCS		340.15	Support Users	Dept Decision	
585	IT	NETWORK ADMIN & COMPUTER SRVCS	350	Asset management		State Rule	
586	IT	NETWORK ADMIN & COMPUTER SRVCS	360	License management		Dept Decision	
587	IT	SYS DEVELOPMENT & DB ADMIN	370	Systems Development (Web based and Distributed Applications)		Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
588	IT	SYS DEVELOPMENT & DB ADMIN		370.05	Business Analysis	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
589	IT	SYS DEVELOPMENT & DB ADMIN		370.1	Systems Analysis	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
590	IT	SYS DEVELOPMENT & DB ADMIN		370.15	Systems Design	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
591	IT	SYS DEVELOPMENT & DB ADMIN		370.2	Develop Security Model	Fed Law	FERPA
592	IT	SYS DEVELOPMENT & DB ADMIN		370.25	Develop Application	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
593	IT	SYS DEVELOPMENT & DB ADMIN		370.3	Testing	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
594	IT	SYS DEVELOPMENT & DB ADMIN		370.35	Deployment	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
595	IT	SYS DEVELOPMENT & DB ADMIN		370.4	Technical Support	Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA - ACCOUNTABILITY,FED - NCLBA - DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE

596	IT	SYS DEVELOPMENT & DB ADMIN		370.45	Access control		Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA – ACCOUNTABILITY,FED - NCLBA – DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
597	IT	SYS DEVELOPMENT & DB ADMIN		370.5	Ongoing maintenance		Fed Law	SB, IDEA 618; 34 CFR 300.640-645, 16 VSA 2968, ACT 68, FED - CCD EDEN,FED- CCD FISCAL,FED - CCD NON-FISCAL,FED- EDEN,FED - NCLBA – ACCOUNTABILITY,FED - NCLBA – DISAGGREGATION,FED - NCLBA - GRAD RATE,FED - NCLBA - OTHER INDICATOR,FED - OCT 1 ENROLLMENT,FE
598	IT	SYS DEVELOPMENT & DB ADMIN	380	Database Administration			Fed Law	NCLB, 16 VSA 2968,823,824, 4027(e),1321a, IDEA Section 618; 34 CFR §§ 300.640 - 645 Includes requirements for Special Ed Students(IDEA Section 618; 34 CFR §§ 300.640 - 645)Rule 4102
599	IT	SYS DEVELOPMENT & DB ADMIN		380.05	Object Creation		Fed Law	
600	IT	SYS DEVELOPMENT & DB ADMIN		380.1	Managing Users		Fed Law	
601	IT	SYS DEVELOPMENT & DB ADMIN		380.15	Performance & Tuning		Fed Law	
602	IT	SYS DEVELOPMENT & DB ADMIN		380.2	Backup & Recovery		Fed Law	
603	IT	SYS DEVELOPMENT & DB ADMIN		380.25	Maintenance (patches, space management, etc)		Fed Law	
604	IT	SYS DEVELOPMENT & DB ADMIN		380.3	Provide Security		Fed Law	
605	IT	SYS DEVELOPMENT & DB ADMIN		380.35	Troubleshooting		Fed Law	
606	IT	SYS DEVELOPMENT & DB ADMIN		380.4	Admin Database Users		Fed Law	
607	IT	SYS DEVELOPMENT & DB ADMIN	390	App Server Administration			Fed Law	NCLB, 16 VSA 2968,823,824, 4027(e),1321a, IDEA Section 618; 34 CFR §§ 300.640 - 645 Includes requirements for Special Ed Students(IDEA Section 618; 34 CFR §§ 300.640 - 645)Rule 4102
608	IT	SYS DEVELOPMENT & DB ADMIN		390.05	Configuration/Installation		Fed Law	
609	IT	SYS DEVELOPMENT & DB ADMIN		390.1	Implement security model		Fed Law	
610	IT	SYS DEVELOPMENT & DB ADMIN		390.15	Maintenance (patches, space management, etc)		Fed Law	
611	IT	SYS DEVELOPMENT & DB ADMIN		390.2	Backup & Recovery		Fed Law	
612	IT	SYS DEVELOPMENT & DB ADMIN		390.25	Admin Users		Fed Law	
613	IT	SYS DEVELOPMENT & DB ADMIN		390.3	Performance & Tuning		Fed Law	
614	IT	SYS DEVELOPMENT & DB ADMIN		390.35	Troubleshooting		Fed Law	
615								
616	LIFELONG LEARNING		3600	Provide professional development			Fed Law	AEL, Perkins, IDEIA part C
617	LIFELONG LEARNING			3600.1	Identify needs			
618	LIFELONG LEARNING			3600.2	Plan and coordinate offerings			
619	LIFELONG LEARNING			3600.3	Provide logistical support			
620	LIFELONG LEARNING			3600.4	Maintain pool of presenters/mentors, etc.			
621	LIFELONG LEARNING			3600.5	Evaluate effectiveness			
622	LIFELONG LEARNING			3600.6	Track participation			
623	LIFELONG LEARNING			3600.7	Deliver workshops, etc.			
624	LIFELONG LEARNING			3600.8	Collaborate with partners			
625	LIFELONG LEARNING			3600.9	Support creation of and collaborate with public, professional and content organizations			
626	LIFELONG LEARNING			3601	Recognize individuals and promote model programs			
627	LIFELONG LEARNING			3601.1	Facilitate dialogue and collaboration in the field, educators, etc.			
628	LIFELONG LEARNING		3610	Provide leadership and technical assistance			Fed Law	AEL, Perkins, IDEIA part C
629	LIFELONG LEARNING			3610.1	Identify needs			
630	LIFELONG LEARNING			3610.2	Respond to requests			
631	LIFELONG LEARNING			3610.3	Prepare manuals			
632	LIFELONG LEARNING			3610.4	Provide input on policy issues			
633	LIFELONG LEARNING			3610.5	Facilitate problem solving			
634	LIFELONG LEARNING			3610.6	Conduct site visits and accreditation reviews			
635	LIFELONG LEARNING			3610.7	Monitor compliance and evaluate quality			

636	LIFELONG LEARNING			3610.8	Recognize individuals and promote model programs		
637	LIFELONG LEARNING		3620	Develop budget		State Law	
638	LIFELONG LEARNING		3630	Secure and administer grants		Fed Law	AEL, Perkins, IDEIA part C
639	LIFELONG LEARNING			3630.1	Develop application		
640	LIFELONG LEARNING			3630.2	Review application		
641	LIFELONG LEARNING			3630.3	Release funds		
642	LIFELONG LEARNING			3630.4	Monitor compliance and evaluate quality		State Statute, SBE rule, AEL, Perkins, IDEIA part-C
643	LIFELONG LEARNING			3630.5	Evaluate process		
644	LIFELONG LEARNING			3630.6	Comply with federal and state reporting requirements		
645	LIFELONG LEARNING		3640	Manage information		Fed Law	AEL, Perkins, IDEIA part C
646	LIFELONG LEARNING			3640.1	Identify requirements, productivity and outcome measures		
647	LIFELONG LEARNING			3640.2	Develop data collection method		
648	LIFELONG LEARNING			3640.3	Process data		
649	LIFELONG LEARNING			3640.4	Maintain and operate system		
650	LIFELONG LEARNING			3640.5	Generate & disseminate reports		
651	LIFELONG LEARNING			3640.6	Analyze program performance		
652	LIFELONG LEARNING		3650	Provide policy leadership		Fed Law	AEL, Perkins, IDEIA part C
653	LIFELONG LEARNING			3650.1	Clarify goals and outcomes		
654	LIFELONG LEARNING			3650.2	Research options		
655	LIFELONG LEARNING			3650.3	Analyze impact		
656	LIFELONG LEARNING			3650.4	Gather stakeholder input		
657	LIFELONG LEARNING			3650.5	Draft proposal		
658	LIFELONG LEARNING			3650.6	Educate and advocate		
659	LIFELONG LEARNING			3650.7	Obtain approval		
660	LIFELONG LEARNING			3650.8	Implement policy		
661	LIFELONG LEARNING		3660	Manage contracts		Fed Law	AEL, Perkins, IDEIA part C
662	LIFELONG LEARNING			3660.1	Define scope of work		
663	LIFELONG LEARNING			3660.2	Estimate budget		
664	LIFELONG LEARNING			3660.3	Enter bid process/letter of contract		
665	LIFELONG LEARNING			3660.4	Search for and assess potential contractors		
666	LIFELONG LEARNING			3660.5	Negotiate final agreement		
667	LIFELONG LEARNING			3660.6	Process contract thru DOE system		
668	LIFELONG LEARNING			3660.7	Supervise contractor performance		
669	LIFELONG LEARNING			3660.8	Approve deliverables and invoices		
670	LIFELONG LEARNING			3660.9	Monitor and evaluate quality		State Statute, SBE rule, AEL, Perkins, IDEIA part-C
671	LIFELONG LEARNING		3670	Create student assessments		Fed Law	AEL, Perkins, IDEIA part C
672	LIFELONG LEARNING			3670.1	Identify knowledge and skills for student outcomes		
673	LIFELONG LEARNING			3670.2	Research options		
674	LIFELONG LEARNING			3670.3	Develop or adopt		
675	LIFELONG LEARNING			3670.4	Adhere to policy requirements		
676	LIFELONG LEARNING			3670.5	Market and promote		
677	LIFELONG LEARNING			3670.6	Train assessors		
678	LIFELONG LEARNING			3670.7	Link credentials to assessments		
679	LIFELONG LEARNING		3680	Issue credentials		Fed Law	AEL, Perkins
680	LIFELONG LEARNING			3680.1	Contract with scoring sites		
681	LIFELONG LEARNING			3680.2	Determine measure of achievement		
682	LIFELONG LEARNING			3680.3	Evaluate student work		
683	LIFELONG LEARNING			3680.4	Determine eligibility		
684	LIFELONG LEARNING			3680.5	Record results		
685	LIFELONG LEARNING			3680.6	Issue certificates		
686	LIFELONG LEARNING			3680.7	Maintain historical records		
687	LIFELONG LEARNING		3690	Advise Legislature		Executive Order	AEL, Perkins, IDEIA part C

DRAFT

DRAFT

DRAFT
Appendix A

688						
689	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	840	Provide technical assistance		Fed Law
690	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		840.1	Assess programs	Fed Law
691	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		840.2	Consult on delivery	Fed Law
692	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		840.3	Deliver/intervene	Fed Law
693	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		840.4	Prepare follow-up report	Fed Law
694	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		840.5	Evaluate	Fed Law
695	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	850	Provide professional development		State Law
696	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	860	Provide reimbursement		State Law
697	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		860.1	Approve program	State Law
698	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		860.2	Receive claim	State Law
699	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		860.3	Review claim	State Law
700	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		860.4	Initiate payment	State Law
701	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	870	Collect and report data		Fed Law
702	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		870.1	Review/determine requirements	Fed Law
703	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		870.2	Develop collection instrument	Fed Law
704	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		870.3	Collect data	Fed Law
705	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		870.4	Verify data	Fed Law
706	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		870.5	Issue reports	Fed Law
707	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	880	Administer Grants		Fed Law
708	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		880.1	Develop application	Fed Law
709	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		880.2	Review application	Fed Law
710	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		880.3	Release funds	Fed Law
711	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		880.4	Monitor compliance and evaluate quality	
712	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		880.5	Comply with federal and state reporting requirements	Fed Law
713	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		880.6	Evaluate process	Fed Law
714	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	890	Develop policies		State Law
715	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		890.1	Determine requirement or need	State Law
716	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		890.2	Identify stakeholders and solicit input	State Law
717	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		890.3	Establish development plan	State Law
718	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		890.4	Draft policy	Dept Decision
719	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		890.5	Receive approval (Commissioner, State Board)	Dept Decision
720	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		890.6	Disseminate & educate	State Law
721	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	900	Enforce regulations		Fed Law
722	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		900.1	Monitor	Fed Law
723	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		900.2	Respond to complaints	Fed Law
724	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY		900.3	Enforce corrective actions	Fed Law
725	SAFE & HEALTHY SCHOOLS	ATOD PREV & TRAFFIC SAFETY	910	Advise Legislature		Fed Law
726	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION	700	Provide Technical Assistance		Fed Rule
727	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		700.1	Assess programs	
728	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		700.2	Consult on delivery	
729	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		700.3	Deliver/intervene	
730	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		700.4	Prepare follow-up report	
731	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		700.5	Evaluate	
732	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION	710	Provide professional development		Fed Rule
733	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION	720	Provide reimbursement		Fed Law
734	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		720.1	Approve program	
735	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		720.2	Receive claim	
736	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		720.3	Review claim	
737	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		720.4	Initiate payment	
738	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION	730	Collect and report data		Fed Rule
739	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		730.1	Review/determine requirements	

DRAFT

DRAFT

DRAFT
Appendix A

740	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		730.2	Develop collection instrument		
741	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		730.3	Collect data		
742	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		730.4	Verify data		
743	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		730.5	Issue reports		
744	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740 Administer grants		State Rule	
745	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740.1	Develop application		
746	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740.2	Review application		
747	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740.3	Release funds		
748	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740.4	Monitor compliance and evaluate quality		
749	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740.5	Comply with federal and state reporting requirements		
750	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		740.6	Evaluate process		
751	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750 Develop policies		Fed Rule	
752	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750.1	Determine requirement or need		
753	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750.2	Identify stakeholders and solicit input		
754	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750.3	Establish development plan		
755	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750.4	Draft policy		
756	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750.5	Receive approval (Commissioner, State Board)		
757	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		750.6	Disseminate & educate		
758	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		760 Enforce regulations		Fed Law	
759	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		760.1	Monitor		
760	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		760.2	Respond to complaints		
761	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		760.3	Enforce corrective actions		
762	SAFE & HEALTHY SCHOOLS	CHILD NUTRITION		770 Advise Legislature		Dept Decision	
763	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		920 Provide technical assistance		State Law	
764	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		920.1	Assess programs		
765	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		920.2	Consult on delivery		
766	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		920.3	Deliver/intervene		
767	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		920.4	Prepare follow-up report		
768	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		920.5	Evaluate		
769	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		930 Provide professional development		State Law	
770	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		940 Collect and report data		State Law	16 VSA 1422
771	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		940.1	Review/determine requirements		
772	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		940.2	Develop collection instrument		
773	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		940.3	Collect data		
774	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		940.4	Verify data		
775	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		940.5	Issue reports		
776	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950 Administer Grants		State Law	
777	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950.1	Develop application		
778	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950.2	Review application		
779	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950.3	Release funds		
780	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950.4	Monitor compliance and evaluate quality		
781	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950.5	Comply with federal and state reporting requirements		
782	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		950.6	Evaluate process		
783	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960 Develop policies		State Law	
784	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960.1	Determine requirement or need		
785	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960.2	Identify stakeholders and solicit input		
786	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960.3	Establish development plan		
787	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960.4	Draft policy		
788	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960.5	Receive approval (Commissioner, State Board)		
789	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		960.6	Disseminate & educate		
790	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		970 Enforce regulations		State Law	
791	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		970.1	Monitor		

DRAFT

DRAFT

DRAFT
Appendix A

792	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		970.2	Respond to complaints		
793	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH		970.3	Enforce corrective actions		
794	SAFE & HEALTHY SCHOOLS	COORDINATED SCHOOL HEALTH	980	Advise Legislature		State Law	
795	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS	780	Provide technical assistance		State Law	
796	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		780.1	Assess programs		
797	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		780.2	Consult on delivery		
798	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		780.3	Deliver/intervene		
799	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		780.4	Prepare follow-up report		
800	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		780.5	Evaluate		
801	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS	790	Provide professional development		State Law	16 VSA 165
802	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS	800	Collect and report data		Fed Law	Rule 4102, Gun Free Schools Act, Safe and Drug Free Schools and Communities, NCLBA, IDEA Section 618; 34 CFR §§ 300.640 - 645
803	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		800.1	Review/determine requirements		
804	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		800.2	Develop collection instrument		
805	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		800.3	Collect data		
806	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		800.4	Verify data		
807	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		800.5	Issue reports		
808	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS	810	Develop policies		Fed Law	16VSA14
809	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		810.1	Determine requirement or need		
810	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		810.2	Identify stakeholders and solicit input		
811	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		810.3	Establish development plan		
812	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		810.4	Draft policy		
813	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		810.5	Receive approval (Commissioner, State Board)		
814	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		810.6	Disseminate & educate		
815	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS	820	Enforce regulations		Fed Law	16VSA14
816	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		820.1	Monitor		
817	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		820.2	Respond to complaints		
818	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS		820.3	Enforce corrective actions		
819	SAFE & HEALTHY SCHOOLS	SAFE SCHOOLS	830	Advise Legislature		Dept Decision	
820							
821	STANDARDS & ASSESSMENT		600	Administer state and federal assessments		Fed Law	Title I Sec 1111, 16 VSA 164 (9), IDEA Section 618; 34 CFR §§ 300.640 - 645
822	STANDARDS & ASSESSMENT			600.1	Develop test specifications	Fed Law	Title I Sec 1111, 16 VSA 164 (9),IDEA Section 618; 34 CFR §§ 300.640 - 645
823	STANDARDS & ASSESSMENT			600.2	Jointly develop assessments with other states	Fed Law	Title I Sec 1111, 16 VSA 164 (9),IDEA Section 618; 34 CFR §§ 300.640 - 645
824	STANDARDS & ASSESSMENT			600.3	Issue and monitor contracts	State Law	
825	STANDARDS & ASSESSMENT			600.4	Work with test contractors on development and administration	Fed Law	Title I Sec 1111, 16 VSA 164 (9),IDEA Section 618; 34 CFR §§ 300.640 - 645
826	STANDARDS & ASSESSMENT			600.5	Provide training and technical assistance to field	Dept Decision	Title I Sec 1111, 16 VSA 164 (9),IDEA Section 618; 34 CFR §§ 300.640 - 645
827	STANDARDS & ASSESSMENT			600.6	Report and analyze results	Fed Law	Title I Sec 1111, 16 VSA 164 (9),IDEA Section 618; 34 CFR §§ 300.640 - 645
828	STANDARDS & ASSESSMENT			600.7	Create and monitor alternative assessment options	Fed Law	Title I Sec 1111, 16 VSA 164 (9),IDEA Section 618; 34 CFR §§ 300.640 - 645
829	STANDARDS & ASSESSMENT			600.8	Convene and maintain technical advisory panel	Dept Decision	
830	STANDARDS & ASSESSMENT		610	Administer school accountability system		Fed Law	Title I Sec 1111, 16 VSA 165 (b)
831	STANDARDS & ASSESSMENT			610.1	Develop and submit accountability plan to USDOE	Fed Law	Title I Sec 1111, 16 VSA 165 (b)
832	STANDARDS & ASSESSMENT			610.2	Review and update accountability plan	Fed Law	Title I Sec 1111, 16 VSA 165 (b)
833	STANDARDS & ASSESSMENT			610.3	Determine school performance according to accountability plan	Fed Law	
834	STANDARDS & ASSESSMENT			610.4	Report results	Fed Law	Title I Sec 1111, 16 VSA 165 (b)
835	STANDARDS & ASSESSMENT			610.5	Provide and coordinate technical assistance to identified schools	State Law	Title I Sec 1111, 16 VSA 165 (b)
836	STANDARDS & ASSESSMENT			610.6	Provide technical assistance and professional development	Dept Decision	Title I Sec 1111, 16 VSA 165 (b)

837	STANDARDS & ASSESSMENT		610.7	Recognize high-performing schools	Fed Law	Title I Sec 1111, 16 VSA 165 (b)
838	STANDARDS & ASSESSMENT		620	Provide professional development	Fed Law	
839	STANDARDS & ASSESSMENT		620.1	Coordinate and support teacher networks	Dept Decision	
840	STANDARDS & ASSESSMENT		620.2	Support implementation of Grade Expectations	Dept Decision	
841	STANDARDS & ASSESSMENT		620.3	Support creation of and collaborate with professional and content organizations	Dept Decision	
842	STANDARDS & ASSESSMENT		630	Recognize individuals and promote model programs	Dept Decision	
843	STANDARDS & ASSESSMENT		640	Administer grants	Fed Law	Title I,IIa,IIId,III,CSR
844	STANDARDS & ASSESSMENT		640.1	Develop application	Fed Law	Title I,IIa,IIId,III,CSR
845	STANDARDS & ASSESSMENT		640.2	Review application	Fed Law	Title I,IIa,IIId,III,CSR
846	STANDARDS & ASSESSMENT		640.3	Release funds	State Law	
847	STANDARDS & ASSESSMENT		640.4	Monitor compliance and evaluate quality	Fed Law	Title I,IIa,IIId,III,CSR
848	STANDARDS & ASSESSMENT		640.5	Provide technical assistance	Fed Law	Title I,IIa,IIId,III,CSR
849	STANDARDS & ASSESSMENT		640.6	Evaluate process	Fed Law	Title I,IIa,IIId,III,CSR
850	STANDARDS & ASSESSMENT		640.7	Comply with federal and state reporting requirements	Fed Law	Title I,IIa,IIId,III,CSR
851	STANDARDS & ASSESSMENT		650	Support implementation of the School Quality Standards	State Law	16 VSA 165 (b)
852	STANDARDS & ASSESSMENT		650.1	Support development and implementation of local assessment plans	State Rule	SQS Rule 2120.2.2
853	STANDARDS & ASSESSMENT		650.2	Review and maintain VTs Framework of Standards and Grade Expectations	State Rule	16 VSA 165 (b)
854	STANDARDS & ASSESSMENT		650.3	Provide technical assistance	State Rule	
855	STANDARDS & ASSESSMENT		650.4	*Coordinate monitoring visits	State Rule	SQS Rule 2122.3
856						
857	STUDENT SUPPORT	DATA AND REPORTING	3260	Coordinate data collections	Fed Law	IDEIA, Act 117, IDEA Section 618; 34 CFR §§ 300.640 - 645, 16 VSA 2964
858	STUDENT SUPPORT	DATA AND REPORTING	3260.1	Define data requirements	State Law	Act 117, Act 82
859	STUDENT SUPPORT	DATA AND REPORTING	3260.2	Develop performance indicators		
860	STUDENT SUPPORT	DATA AND REPORTING	3260.3	Develop data collection methods		
861	STUDENT SUPPORT	DATA AND REPORTING	3260.4	Create data processing and verification methods		
862	STUDENT SUPPORT	DATA AND REPORTING	3260.5	Coordinate data collections with other DOE teams		
863	STUDENT SUPPORT	DATA AND REPORTING	3260.6	Provide technical program support for Child Count Collection		
864	STUDENT SUPPORT	DATA AND REPORTING	3270	Coordinate data analysis and reporting	Fed Law	IDEIA, Title VI of Civil Rights Act, USDOE (OELA)
865	STUDENT SUPPORT	DATA AND REPORTING	3270.1	Determine and fulfill federal and state reporting requirements		
866	STUDENT SUPPORT	DATA AND REPORTING	3270.2	Provide Child Count Reports to OSEP: 618 and EDEN		
867	STUDENT SUPPORT	DATA AND REPORTING	3270.3	Gather analysis from other DOE teams to fulfill OSEP IDEIA B Reporting Requirements: SPP and APR	Fed Law	
868	STUDENT SUPPORT	DATA AND REPORTING	3270.4	Inform policy decisions		
869	STUDENT SUPPORT	DATA AND REPORTING	3270.5	Provide Child Count data analysis and reports to other DOE teams		
870	STUDENT SUPPORT	DATA AND REPORTING	3270.6	Create ad hoc Child Count reports for student support teams		
871	STUDENT SUPPORT	DATA AND REPORTING	3270.7	Deliver ad hoc Child Count Reports to senior decision-makers		
872	STUDENT SUPPORT	DATA AND REPORTING	3270.8	Evaluate programs		
				Public reporting of SU APR data		
873	STUDENT SUPPORT	DATA AND REPORTING	3280	Manage databases	Fed Law	IDEIA, Act 117, Title VI of Civil Rights Act, USDOE (OELA)
874	STUDENT SUPPORT	DATA AND REPORTING	3280.1	Maintain and update Child Count database	State Law	Act 117
875	STUDENT SUPPORT	DATA AND REPORTING	3280.2	Provide technical program support for Child Count		
876	STUDENT SUPPORT	DATA AND REPORTING	3280.3	Verify database updates and corrections with SU contacts		
877	STUDENT SUPPORT	DATA AND REPORTING	3280.4	Assist student support program teams with individual database management		
878	STUDENT SUPPORT	INTERAGENCY TEAM	3100	Implement Interagency Agreement	Fed Law	IDEIA, ACT 264
879	STUDENT SUPPORT	INTERAGENCY TEAM	3100.1	Define functions of IAT with Agency of Human Resources partners		
880	STUDENT SUPPORT	INTERAGENCY TEAM	3100.2	Provide training and technical assistance		
881	STUDENT SUPPORT	INTERAGENCY TEAM	3100.3	Recommend and develop policy		
882	STUDENT SUPPORT	INTERAGENCY TEAM	3100.4	Provide DOE staff for dispute resolution process		
883	STUDENT SUPPORT	INTERAGENCY TEAM	3100.5	Represent DOE in State Interagency Team and New Agency Team		
884	STUDENT SUPPORT	INTERAGENCY TEAM	3110	Review residential placement of state-placed students	State Law	VSA Title 16 2950
885	STUDENT SUPPORT	INTERAGENCY TEAM	3110.1	Provide technical assistance		
886	STUDENT SUPPORT	INTERAGENCY TEAM	3110.2	Evaluate residential programs		

887	STUDENT SUPPORT	INTERAGENCY TEAM		3110.3	Represent DOE at Case Review Committee -Review placements		
888	STUDENT SUPPORT	INTERAGENCY TEAM		3110.4	Approve reimbursement		
889	STUDENT SUPPORT	INTERAGENCY TEAM		3110.5	Estimate projected budget		
890	STUDENT SUPPORT	INTERAGENCY TEAM		3110.6	Manage budget		
891	STUDENT SUPPORT	INTERAGENCY TEAM		3110.7	Analyze data trends		
892	STUDENT SUPPORT	INTERAGENCY TEAM		3110.8	Make recommendations for policy changes		
893	STUDENT SUPPORT	INTERAGENCY TEAM		3110.9	Inform LEAs of oversight responsibility		
894	STUDENT SUPPORT	INTERAGENCY TEAM	3120	Verify state-placed student eligibility		State Law	VSA Title 16 2950,1075
895	STUDENT SUPPORT	INTERAGENCY TEAM		3120.1	Receive files from DCF & Mental health OADAP		
896	STUDENT SUPPORT	INTERAGENCY TEAM		3120.2	Load files into database ongoing		
897	STUDENT SUPPORT	INTERAGENCY TEAM		3120.3	Determine eligibility		
898	STUDENT SUPPORT	INTERAGENCY TEAM		3120.4	Estimate projected budget		
899	STUDENT SUPPORT	INTERAGENCY TEAM		3120.5	Calculate state-placed Average Daily Membership		
900	STUDENT SUPPORT	INTERAGENCY TEAM		3120.6	Approve reimbursement		
901	STUDENT SUPPORT	INTERAGENCY TEAM		3120.7	Manage budget		
902	STUDENT SUPPORT	INTERAGENCY TEAM		3120.8	Provide technical assistance and training		
903	STUDENT SUPPORT	INTERAGENCY TEAM		3120.9	Make recommendations for policy changes		
904	STUDENT SUPPORT	INTERAGENCY TEAM	3130	Collaborate with DOE partners		Fed Law	IDEIA, 16VSA§2964
905	STUDENT SUPPORT	INTERAGENCY TEAM		3130.1	Collaborate with DOE partners		
906	STUDENT SUPPORT	INTERAGENCY TEAM		3130.2	Identify systemic issues		
907	STUDENT SUPPORT	INTERAGENCY TEAM		3130.3	Consult and collaborate with investigators regarding administrative complaints		
908	STUDENT SUPPORT	INTERAGENCY TEAM		3130.4	Make recommendations for policy changes		
909	STUDENT SUPPORT	INTERAGENCY TEAM	3140	Coordinate with Vermont Educational Surrogate Parent Program		Fed Law	IDEIA
910	STUDENT SUPPORT	INTERAGENCY TEAM	3150	Coordinate with Consolidated Federal Programs, independent Schools		Dept Decision	U.S.C. section 1396a(a)(3), and 42 C.F.R. Part 44, Subpart B
911	STUDENT SUPPORT	INTERAGENCY TEAM		3150.1	Assist with rate-setting for independent schools		
912	STUDENT SUPPORT	INTERAGENCY TEAM	3160	Represent DOE at rate-setting PNMI		Fed Law	U.S.C. section 1396a(a)(3), and 42 C.F.R. Part 44, Subpart B
913	STUDENT SUPPORT	INTERAGENCY TEAM	3170	Review LEA residential placements		State Law	VSA16 2958
914	STUDENT SUPPORT	INTERAGENCY TEAM		3170.1	Review requests for exceptions		
915	STUDENT SUPPORT	INTERAGENCY TEAM		3170.2	Review placement requests		
916	STUDENT SUPPORT	INTERAGENCY TEAM		3170.3	Provide technical assistance		
917	STUDENT SUPPORT	INTERAGENCY TEAM		3170.4	Review extraordinary reimbursement requests (worksheet B)		
918	STUDENT SUPPORT	INTERAGENCY TEAM		3170.5	Monitor extraordinary reimbursement		
919	STUDENT SUPPORT	INTERAGENCY TEAM		3170.6	Authorize extraordinary reimbursement		
920	STUDENT SUPPORT	INTERAGENCY TEAM		3170.7	Recommend and develop policy changes		
921	STUDENT SUPPORT	INTERAGENCY TEAM	3180	Develop statewide capacity to provide services for students with emotional behavioral challenges		State Law	ACT 117, ACT 264, ACT 230
922	STUDENT SUPPORT	INTERAGENCY TEAM		3180.1	Analyze needs		
923	STUDENT SUPPORT	INTERAGENCY TEAM		3180.2	Identify systemic issues		
924	STUDENT SUPPORT	INTERAGENCY TEAM		3180.3	Conduct research		
925	STUDENT SUPPORT	INTERAGENCY TEAM		3180.4	Review and analyze data		
926	STUDENT SUPPORT	INTERAGENCY TEAM		3180.5	Determine best practices		
927	STUDENT SUPPORT	INTERAGENCY TEAM		3180.6	Facilitate schoolwide change		
928	STUDENT SUPPORT	INTERAGENCY TEAM		3180.7	Disseminate grants		
929	STUDENT SUPPORT	INTERAGENCY TEAM		3180.8	Coordinate efforts across teams and with other agencies		
930	STUDENT SUPPORT	INTERAGENCY TEAM		3180.9	Develop resources		
931	STUDENT SUPPORT	INTERAGENCY TEAM		3181	Consult with investigators re administrative complaints		
932	STUDENT SUPPORT	INTERAGENCY TEAM		3181.1	Plan and coordinate conferences and institutes		
933	STUDENT SUPPORT	INTERAGENCY TEAM		3181.2	Collaborate with relevant organizations, etc.		
934	STUDENT SUPPORT	INTERAGENCY TEAM		3181.3	Make recommendations for policy changes		
935	STUDENT SUPPORT	INTERAGENCY TEAM		3181.4	Provide technical assistance to to schools and families		
936	STUDENT SUPPORT	INTERAGENCY TEAM		3181.5	Review and consult regarding service plans		

937	STUDENT SUPPORT	INTERAGENCY TEAM	3190	Analyze needs and develop statewide capacity in autism		Fed Law	IDEA, Sec 504
938	STUDENT SUPPORT	INTERAGENCY TEAM		3190.1	Analyze needs	State Law	ACT 117, ACT 264, ACT 230
939	STUDENT SUPPORT	INTERAGENCY TEAM		3190.2	Identify systemic issues		
940	STUDENT SUPPORT	INTERAGENCY TEAM		3190.3	Conduct research		
941	STUDENT SUPPORT	INTERAGENCY TEAM		3190.4	Review and analyze data		
942	STUDENT SUPPORT	INTERAGENCY TEAM		3190.5	Determine best practices		
943	STUDENT SUPPORT	INTERAGENCY TEAM		3190.6	Facilitate schoolwide change		
944	STUDENT SUPPORT	INTERAGENCY TEAM		3190.7	Disseminate grants		
945	STUDENT SUPPORT	INTERAGENCY TEAM		3190.8	Coordinate efforts across teams and with other agencies		
946	STUDENT SUPPORT	INTERAGENCY TEAM		3190.9	Develop resources		
947	STUDENT SUPPORT	INTERAGENCY TEAM		3191	Consult with investigators re administrative complaints		
948	STUDENT SUPPORT	INTERAGENCY TEAM		3191.1	Plan and coordinate conferences and institutes		
949	STUDENT SUPPORT	INTERAGENCY TEAM		3191.2	Collaborate with relevant organizations, etc.		
950	STUDENT SUPPORT	INTERAGENCY TEAM		3191.3	Make recommendations for policy changes		
951	STUDENT SUPPORT	INTERAGENCY TEAM		3191.4	Provide technical assistance to to schools and families		
952	STUDENT SUPPORT	INTERAGENCY TEAM		3191.5	Review and consult regarding service plans		
953	STUDENT SUPPORT	INTERAGENCY TEAM	3200	Administer Surrogate Parent Program		Fed Law	IDEIA
954	STUDENT SUPPORT	INTERAGENCY TEAM		3200.1	Determines eligibility		
955	STUDENT SUPPORT	INTERAGENCY TEAM		3200.2	Recruit, train and assign surrogate parents		
956	STUDENT SUPPORT	INTERAGENCY TEAM		3200.3	Maintain database		
957	STUDENT SUPPORT	INTERAGENCY TEAM		3200.4	Provide technical assistance		McKinney-Vento, IDEA, State Board Rule
958	STUDENT SUPPORT	INTERAGENCY TEAM		3200.5	Make recommendations for policy changes		
959	STUDENT SUPPORT	INTERAGENCY TEAM		3200.6	Provide liaison for schools for homeless students		McKinney-Vento, IDEA, State Board Rule
960	STUDENT SUPPORT	MONITORING	3210	Provide training and technical assistance		Fed Law	IDEIA, CFR 300.119, Act 117
961	STUDENT SUPPORT	MONITORING		3210.1	Identify needs	State Law	
962	STUDENT SUPPORT	MONITORING		3210.2	Respond to requests		
963	STUDENT SUPPORT	MONITORING		3210.3	Disseminate information		
964	STUDENT SUPPORT	MONITORING		3210.4	Identify systemic issues		
965	STUDENT SUPPORT	MONITORING		3210.5	Inform policy		
966	STUDENT SUPPORT	MONITORING		3210.6	Liaison with state advisory panel		CFR 300.167
967	STUDENT SUPPORT	MONITORING		3210.7	Review and consult regarding service plans		
968	STUDENT SUPPORT	MONITORING		3210.8	Respond to school, family and other technical assistance questions phoned in		
969	STUDENT SUPPORT	MONITORING		3210.9	Consult and collaborate with investigators		
970	STUDENT SUPPORT	MONITORING	3220	Monitor school districts for regulatory compliance		Fed Law	IDEIA, Act 117, CFR 300.600, IDEA Section 618; 34 CFR §§ 300.640 - 645, 16 VSA 2964
971	STUDENT SUPPORT	MONITORING		3220.1	Conduct site visits		
972	STUDENT SUPPORT	MONITORING		3220.2	Identify systemic issues	State Law	
973	STUDENT SUPPORT	MONITORING		3220.3	Review files		
974	STUDENT SUPPORT	MONITORING		3220.4	Determine compliance		
975	STUDENT SUPPORT	MONITORING		3220.5	Report results		
976	STUDENT SUPPORT	MONITORING		3220.6	Provide technical assistance		
977	STUDENT SUPPORT	MONITORING	3230	Issue Corrective Actions		Fed Law	IDEIA, Act 117, CFR 300.600
978	STUDENT SUPPORT	MONITORING		3230.1	Review response		
979	STUDENT SUPPORT	MONITORING		3230.2	Assess responses		
980	STUDENT SUPPORT	MONITORING		3230.3	Provide feedback		
981	STUDENT SUPPORT	MONITORING		3230.4	Assure compliance		
982	STUDENT SUPPORT	MONITORING		3230.5	Reassess compliance		
					Make state to local determinations		
983	STUDENT SUPPORT	MONITORING	3240	Analyze Data		Fed Law	IDEIA, Act 117 CFR 300.602, IDEA Section 618
984	STUDENT SUPPORT	MONITORING		3240.1	Develop performance indicators		
985	STUDENT SUPPORT	MONITORING		3240.2	Meet reporting requirement		
986	STUDENT SUPPORT	MONITORING		3240.3	Evaluate programs		

987	STUDENT SUPPORT	MONITORING	3250	Collect Data		Fed Law	IDEIA, Act 117, CFR 300.601, IDEA Section 618; 34 CFR §§ 300.640 - 645, 16 VSA 2964
988	STUDENT SUPPORT	MONITORING		3250.1	Determine requirement		
989	STUDENT SUPPORT	MONITORING		3250.2	Process data	State Law	
990	STUDENT SUPPORT	MONITORING		3250.3	Maintain database		
991	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3290	Collect and report school and student data		State Law	IDEIA, Act 117, Title VI of Civil Rights Act, USDOE (OELA)
992	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3290.1	Review/determine requirements		
994	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3290.3	Collect data		
995	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3290.4	Verify data		
996	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3290.5	Issue reports		
997	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3300	Manage contracts		Fed Rule	IDEIA
998	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3300.1	Provide project management		
999	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3300.2	Develop RFP	Dept Decision	
1000	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3300.3	Review RFP		
1001	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3300.4	Develop contract		
1002	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3300.5	Monitor compliance & evaluate quality		
1003	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3300.6	Comply with federal and state reporting requirements		
1004	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3310	Secure and administer grants		Fed Law	IDEIA, Act 117
1005	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3310.1	Provide project management	Dept Decision	
1006	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3310.2	Develop application		
1007	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3310.3	Review application		
1008	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3310.4	Administer Funds		
1009	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3310.5	Monitor Compliance & evaluate quality		
1010	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3310.6	comply with fed and state reporting requirements		
1011	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3320	Provide training and technical assistance		Fed Law	Act 117, IDEIA, Sec. 504
1012	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.1	Analyze needs		
1013	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.2	Consult with individual schools	State Law	
1014	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.3	identify systemic issues	Dept Decision	
1015	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.4	Conduct research		
1016	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.5	Review and analyze data		
1017	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.6	Determine best practices		
1018	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.7	Facilitate schoolwide change		
1019	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.8	Evaluate effectiveness related to student outcomes over time		
1020	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3320.9	Coordinate efforts across teams and with other agencies		
1021	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3321	Develop and disseminate materials and resources		
1022	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3321.1	Collaborate and consult with investigators re administrative complaints		
1023	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3321.2	Collaborate with intradepartment partners		
1024	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3321.3	Plan and coordinate conferences and institutes		
1025	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3321.4	Collaborate with relevant organizations, etc.		
1026	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3321.5	Respond to school, family and other technical assistance questions phoned in		
1027	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3330	Recommend and develop policy		Fed Law	IDEIA, Sec. 504, Act 117
1028	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3330.1	Identify needs		
1029	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3330.2	Identify systemic issues	State Law	
1030	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3330.3	Identify resources	Dept Decision	
1031	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3330.4	Consult field and parents		
1032	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3330.5	Write and disseminate policy		
1033	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3340	Review and verify supervisory union special education cost estimates		State Law	State Sp Ed funding formula
1034	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3340.1	Review and consult regarding service plans	Dept Decision	
1035	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3340.2	Develop LEA plans		
1036	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3340.3	Develop service plans		
1037	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM	3350	Consult and collaborate with identified schools		Fed Law	IDEIA, Act 117, Sec. 504
1038	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM		3350.1	Review and analyze data		

DRAFT

DRAFT

DRAFT

Appendix A

1039	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM			3350.2	Identify systemic issues		
1040	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM			3350.3	Provide targeted technical assistance		
1041	STUDENT SUPPORT	TRAINING AND TECH ASSISTANCE TEAM			3350.4	Facilitate schoolwide change		

Vermont Department of Education
Data Inputs / Data Collections (as of Fall 2007)

The attached analysis focuses on data inputs rather than just data collections in order to gain a more complete understanding of how information flows from schools, districts and other state entities to DOE. The data input documentation reflects the "as is" state of operations as of Fall 2007. Although an attempt has been made to cite the regulations, rules and statutes which govern each function, there has not been a formal review of every process to verify it's alignment to each citation. This type of analysis may also inform changes to requirements that reflect a more time appropriate solution to the driving requirement.

It is important to note that information collected to meet grant or program requirements may also be leveraged to support strategic initiatives and innovative programmatic assessments. The degree to which information is leveraged has not yet been analyzed but is a key strategy for improving operations.

#	Name of Input/ Data Collection	Source of Requirement	Citation of Requirement	Description of Input / Data Collection	Granularity of Information Collected	Description of Subset of Information is Collected	Burden to DOE		DOE Effectiveness for this Input/Data Collection (Self-Assessment)		(as assessed by DOE)	
							Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Inefficient = * Needs Work = ** Efficient = *** Unknown = ???	Notes about Effectiveness	Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Notes about Burden	
1	Act 117/ESS Survey	State	Act 117; 16 VSA § 2904	Act 117 requires that each district annually provide the Vermont Commissioner of Education with a description of the Educational Support System (ESS), how it is funded, and how building the capacity of the ESS is addressed in the School Action Plan. These data are summarized, analyzed and reported in the annual Act 117 Report presented to the VT Legislature by the Vermont Department of Education Student Support Team.	School	All public schools	■ □ □	* * *		■ ■ □		
2	Early Childhood Outcomes (ECO)	Fed	IDEA Section 616; 4 CFR §§ 300.601 - 603	State Performance Plan Indicator 7 - This is the % of preschool children with IEPs who demonstrate improved: Social Skills, Knowledge and Skills, and use appropriate behaviors.	Student	Information is collected on 500-800 eligible students.	■ ■ □	*		■ ■ ■		
3	Eligibility Timeliness	Fed	IDEA Section 616; 4 CFR §§ 300.601 - 603	State Performance Plan Indicator 11- This is the % of children who had parental consent to evaluate for IEP eligibility were evaluated and eligibility determined within 60 days.	Aggregated by SU	1/6 of SU's are monitored each year --and this is when the stat is gathered	■ ■ ■	*		■ □ □		
4	Parent Involvement Survey	Fed	IDEA Section 616; 4 CFR §§ 300.601 - 603	State Performance Plan Indicator 8 - % of Parents w/ child receiving special ed services who report involvement in improving child's special ed services.	Parents	Parents who respond to mailed survey	■ □ □	* * *		■ □ □		
5	Part C To Part B Transition	Fed	IDEA Section 616; 4 CFR §§ 300.601 - 603	State Performance Plan Indicator 12- This is the % of children referred from Part C (0 up to 3 year olds receiving special education services from DCF) who are found eligible for Part B (3 - 21 year olds eligible for an IEP) and have an IEP in place by their 3rd birthday.	Student	Looking for children that have transition to Part B hasn't occurred.	■ ■ ■	*		■ □ □		
6	Personnel Survey	Fed	IDEA Section 618; 34 CFR §§ 300.640; 300.642(b), 300.645	Full Time Equivalent personnel employed and contracted to provide special education and related services on or about the child count date.	Staff	Staff employed or contracted to provide Special Ed or related services on or about Dec 1 of each year.	■ ■ □	*	Should be a web based collection.	■ ■ ■		
7	Post Secondary Transition Survey	Fed	IDEA Section 616; 4 CFR §§ 300.601 - 603	State Performance Plan Indicator 13 - This is the % of youth age 16 and above receiving IEP services whose IEP contains postsecondary goals and a plan for coordinated transition services that will enable student to meet those goals.	Aggregated by SU	1/6 of SU's are monitored each year --and this is when the data is gathered.	■ ■ ■	*		■ □ □		
8	Post Secondary Transition Survey	Fed	IDEA Section 616; 4 CFR §§ 300.601 - 603	State Performance Plan Indicator 14 - This is the % of youth who had IEP's are no longer in secondary school and are competitively employed and/or in post secondary school one year after exit.	Former Special Education Students	Students are contacted via contact list provided by SU.	■ ■ ■	* * *		■ □ □		
9	Consolidated Federal Programs Lea App (Cfp)	Fed	OMB NO 1810-0614	Online grant application for consolidated federal programs.	By Program		■ ■ ■	* *	Custom system with uncertain support for future. Should be collected via a web based grants management system	■ ■ ■		
10	Consolidated State Performance Report A	Fed	OMB NO 1810-0614	Annual data collection related to state formula grant programs. Documents implementation of Consolidated State Plan under NCLBA.	By Program		■ ■ ■	* * *		■ ■ ■		
11	21st Century Community Learning Centers Data Collection	Fed	PL 107-110 4205b 2 a and b	This data collection document progress in achieving CLC grant goals and objectives.	By School	Schools participating in this grant program	■ ■ □	* * *		■ ■ □		
12	Homestudy Students	State		This information is used to track the status of home schoolers and their enrollments, track response dates (DOE and parental) as mandated by statute, to create mailing lists, produce parental response letters; and to create a list of homeschoolers (those who've signed a release) in Vermont as a resource for other homeschoolers.	Student	Students who are home schooled	■ ■ □	* *		■ □ □		
13	Title I Basic Programs collection	Fed	OMB NO 1810-0614	Identifies low performing schools and performance by subgroups and Title I targeted and school wide status.	Program		■ ■ ■	* *	Custom system with uncertain support for future. Should be collected via a web based grants management system	■ ■ ■		
14	Title I Even Start	Fed	OMB NO 1810-0614	Title I Even Start Requirement documents progress toward achieving Even Start performance indicators.	Program		■ □ □	* * *		■ ■ □		
15	Title IIA, Teacher Quality	Fed	OMB NO 1810-0614	Title IIA, Teacher Quality - Collects data on progress of ensuring that all educators are HQT and have access to high quality professional development.	Educator		■ ■ ■	* *	Custom system with uncertain support for future. Should be collected via a web based grants management system	■ ■ ■		

Vermont Department of Education
Data Inputs / Data Collections (as of Fall 2007)

Appendix B

#	Name of Input/ Data Collection	Source of Requirement	Citation of Requirement	Description of Input / Data Collection	Granularity of Information Collected	Description of Subset of Information is Collected	Burden to DOE		DOE Effectiveness for this Input/ Data Collection (Self Assessment)		(as assessed by DOE)	
							Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Inefficient = * Needs Work = ** Efficient = *** Unknown = ???	Notes about Effectiveness	Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Notes about Burden	
16	Title V A Parental Choice and Innovative Programs	Fed	OMB NO 1810-0614	Title V A Parental Choice and Innovative Programs- Reports the number of students served by this program and the number of staff trained. Reports allocation by allowable uses.	Program		■ ■ ■	**	Custom system with uncertain support for future. Should be collected via a web based grants management system	■ ■ ■		
17	Title VI Rural Education Achievement Program (REAP)	Fed	OMB NO 1810-0614	Title VI Rural Education Achievement Program (REAP) - Collects type of investments that REAP schools have made and the AYP status of these schools.	Program		■ □ □	***		■ □ □		
18	Educator Census	Fed	NCLB	Collects educator course assignments by school and district.	Educator by School and Course	Educator, School, and Course Level(Educators by Employing District, Courses by School, Educators associated with courses they teach	■ ■ ■	**	Would like to move this collection to the web.	■ ■ ■		
19	Educator Licensing Application	State	16 VSA §1696	Database containing educator application for licensing, demographic, and endorsement information.	Candidates for licensure	All	■ ■ ■	**	Would like to move this collection to the web.	■ ■ □		
20	Educator Preparation Programs' Institutional Report	Fed		Ed Prep Programs report on program completers, number of candidates and faculty and the institutions context.	Program	All	■ □ □	**	Would like to move to a more structured data collection format	■ □ □		
21	Local And Regional Standards Boards' Annual Report	State		Boards report contact information, work completed, etc.	Board	All	■ ■ □	***		■ ■ □		
22	Local And Regional Standards Boards' Plans of Operations	State		Plans of Operations	Board	All	■ ■ □	***		■ ■ □		
23	Praxis I And Praxis II Test Scores	State/Fed		Results of Praxis exams for test takers who have listed VT as a score recipient.	Candidates for licensure	All	■ □ □	***		■ □ □		
24	Qualifications Of Title I Paraprofessionals	Fed	NCLB	Percentage of Title I paraprofessionals who meet the NCLBA criteria for qualified.	Schools	Title I Schools	■ □ □	*	Would like to move this collection to the web.	■ □ □		
25	ROPA Institutional Reports	State		Report of Higher Ed Institutions report of teacher preparation programs	Teacher Prep Program	All	■ ■ □	**		■ ■ □		
26	ROPA Process Evaluation	N/A	No requirement - Best Practice	Evaluation of ROPA visits from participants in the process	ROPA Visit	All	■ □ □	***		■ □ □		
27	Teched Milage Information	State		Number of miles that the students are transported daily for technical education.	SU of Sending Schools	All	■ □ □	*	Should collect via the web	■ ■ □		
28	Teched Salary Information	State		Salary and Benefit Information for directors, assistant directors, guidance, co-op, and adult education.	Staff	Directors, assistant directors, guidance, co-op, and adult education.	■ □ □	*	Should collect via the web	■ ■ □		
29	Annual Review of Participation	Fed		This information is collected via the web based child nutrition claims system and is provided to federal regulators to meet a mandatory program requirement.	Program	All	■ □ □	***		□ □ □	This is pulled from claims data.	
30	Food Service Contract	Fed		This information is collected via the web based child nutrition claims system and is provided to federal regulators to meet a mandatory program requirement.	Program	All	■ □ □	***		■ □ □		
31	SHEP	Fed		To identify impact measure pertaining to CDC work plan goals and objectives. Pending CDC funding.	Schools	All	■ □ □	***		■ ■ ■		
32	School Health Education Profile	Fed	Cooperative Agreement with CDC	This collection meets grant requirements. Renewal of this grant is pending at this time.	School	All receiving grants.	■ □ □	***		■ ■ ■		
33	Vision And Hearing Screening Report	State	16 VSA 1422	Track screenings from public schools. Formerly a DOE collection, this data now is collected by VDH and sent to DOE at the end of each school year.	School	All	■ □ □	***		■ ■ ■		
34	Sde 1.1	State, Fed		Grant recipients use the SDE 1.1 to request grant payments.	Grant Award	All	■ ■ ■	*	Should be collected via a web based grants management system	■ □ □		

Vermont Department of Education
Data Inputs / Data Collections (as of Fall 2007)

Appendix B

#	Name of Input/ Data Collection	Source of Requirement	Citation of Requirement	Description of Input / Data Collection	Granularity of Information Collected	Description of Subset of Information is Collected	Burden to DOE		DOE Effectiveness for this Input/ Data Collection (Self-Assessment)		(as assessed by DOE)	
							Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Inefficient = * Needs Work = ** Efficient = *** Unknown = ???	Notes about Effectiveness	Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Notes about Burden	
35	Ged Testing	Fed		DOE receives GED bubble test form which is then scanned and scored via an automated database system.	GED Candidate	GED Candidate	■ ■ □	* * *	Requires scanning of paper tests	■ □ □		
36	Vermont Reporting System, Adult Education and Literacy	Fed, State		A state-wide, web-based, student-record, relational database of adult learners receiving Adult Education & Literacy services in Vermont, begun July 2000. Currently there are over 18,900 student records in the database.	Student	All	■ □ □	* * *	Custom system with uncertain support for future	■ □ □		
37	Designated Employee To Receive Harrassment Complaints	Fed		List of employees by school who are designated to receive harassment complaints.	Staff Person	Staff designated to receive	■ □ □	* * *		■ □ □		
38	Medicaid Claim Database	State		The Medicaid claim database contains information on claim payments and denials for medical claims submitted to EDS by school districts. The information is downloaded weekly from EDS and is maintained in DOE's enterprise database system.	Student	Students with claims against Education Medicaid	■ ■ □	* * *	Custom system with uncertain support for future	□ □ □		
39	Special Education Expenditure Reports	State	16 VSA 2968	Collects special education expenditure information from VT school districts three times a year.	District	All	■ ■ □	*	Should collect via the web	■ ■ □		
40	Migrant Ed Child Count	Fed		Collects information on migrant ed students, ages 3-21	Student	Migrant Students	■ ■ □	* * *		■ □ □		
41	Building Effective Supports for Students who exhibit behavior challenges (BEST)	Fed		Reporting required to meet grant requirements.	School	Schools who have been awarded a BEST Grant	■ ■ □	* *	Should be collected via a web based grants management system	■ □ □		
42	Child Count - Dec 1	Fed		Count of all children eligible for special education services Age 3-21, as of Dec 1 each year	Students	Students on an IEP as of Dec 1	■ ■ □	* *	Should collect via the web	■ ■ □		
43	Child Count Exiting	Fed	IDEA Section 618; 34 CFR §§ 300.640 - 645	Count of all children eligible for special education services Age 3-21, EXITED as of June 30 each year	Students	Students Exiting from IEP	■ ■ □	* *	Should collect via the web	■ ■ □		
44	Dcf Daily, Weekly And Monthly Extracts.	State	Confirms State Placed Status		Student	All in DCF	■ ■ ■	*	Process should be reengineered and a new database should be created	□ □ □		
45	Focused Monitoring	Fed		Collect data from surveys done during scheduled monitoring visits to SU's.	SU	SU's that are being monitored.	■ ■ □	* *		■ ■ □		
46	IEP Checklist	Fed			SU		■ □ □	*		■ □ □		
47	Residential Review Data	State		Tracks students placed in residential by LEA's, residential review team assignment per statute, compliance with Residential review law, and for verification of bill paying for extraordinary expense reimbursement.(Worksheet B), trend data and decision making. Referrals to residential to the Residential review team are sent in to the dept per statute for the residential review process. From LEAs. It is collected from paper (bills, IEPs, Eval Plans, etc.) and telephone calls.	Student	Students in residential care	■ ■ □	* *		■ ■ □		
48	Special Education Service Plan	State	16 VSA 2964	This information is used as a basis for estimating appropriation needed for special education funding formula and for estimating revenue for local school budgets.	District		■ ■ ■	*	This is currently done via a paper data collection. This should be moved to a web-based collection	■ ■ □		
49	State Placed Student	State		Data on state placed students.	Student	State placed Students	■ ■ ■	*	Process should be reengineered and a new database should be created	■ □ □		
50	State Placed Student Adm Worksheets	State		Average daily membership of state placed students.	Student	State placed Students	■ ■ □	*	Process should be reengineered and a new database should be created	■ ■ ■		
51	Surrogate Parent Data	Fed, state	IDEA and State Board Rule	Repository of information about students receiving surrogate parents --and info about surrogate parents.	Student	Students requiring surrogate parents.	■ ■ □	* * *		■ ■ □		
52	Worksheet A Data	State			Student		■ ■ □	*	Should be collected via the web	■ ■ □		

Vermont Department of Education
Data Inputs / Data Collections (as of Fall 2007)

#	Name of Input/ Data Collection	Source of Requirement	Citation of Requirement	Description of Input / Data Collection	Granularity of Information Collected	Description of Subset of Information is Collected	Burden to DOE		DOE Effectiveness for this Input/ Data Collection (Self Assessment)		(as assessed by DOE)	
							Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Inefficient = * Needs Work = ** Efficient = *** Unknown = ???	Notes about Effectiveness	Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Notes about Burden	
53	Local Education Agency Plan (LEAP)	Fed	IDEA	Grant application for IDEA dollars.	LEA	All	■ ■ □	**	Collected via electronic file transfer -but a web based application would be more efficient.	■ ■ □		
54	Safe And Healthy Schools-Cirs	Fed	Includes requirements for Special Ed Students(IDEA Section 618; 34 CFR §§ 300.640 - 645)	Collects information related to violations of school policies, state or federal statutes or regulations.	Student	No Names are collected	■ ■ ■	*	The amount of resources spent on this collection are significant -and the actual use of data minimal.	! ■ ■ ■ !		
55	Safe And Healthy Schools-Program Data Update	State	Rule 4102	Collects information on substance abuse prevention programs, school safety, restraint, seclusionary timeout, and emergency planning.	Public Schools	All	■ □ □	***		■ □ □		
56	Act 150	State	Act 150	The list of students applying to enroll or transfer to a different high school through Act 150.	Student	Students applying to transfer or enroll in a school under Act150	■ ■ □	*	Collected on paper. Very difficult to reconcile and clean data.	■ ■ □		
57	Announced Tuition	State	16 VSA 823 and 824	Collection of Announced Tuition data.	Public Schools	VT Public Schools that accepts tuitioned students	■ □ □	**	Should be collected via the web	■ □ □		
58	Budget Collection	State	16 VSA 4027(e)	Budgets of town districts.	All Public School Districts with Expenditures	All	■ □ □	***		■ ■ □		
59	Child Nutrition Direct Certification	Fed		Data from DCF for all children eligible for free and reduced lunch are given to districts. This allows districts to qualify students for free and reduced lunch without having to receive an application. Children who are not receiving services from DCF may also apply via application.	Student	Students who participate in State assistance programs --thus would be qualified for free and reduced lunch.	■ ■ □	***		■ ■ □		
60	Child Nutrition Verification Report	Fed		File received from DCF of all children eligible for FRL. Schools then get reports off the Census web page and can add additional students who are eligible from FRL who aren't in DCF program.	Student	Students who qualify for free or reduced lunch.	■ ■ □	***		■ ■ □		
61	Independent School Contact Information - Fall	State, Fed	16 VSA 166	Student census of all independent school students as of Oct 1.	School	All independent schools	■ □ □	***		■ □ □		
62	Independent School Organizational Profile - End Of Year	State, Fed	16 VSA 166	The student census data collected at the end of the school year from the independent schools.	School	All independent schools	■ □ □	***		■ □ □		
63	Independent School Organizational Profile - Fall	State, Fed	16 VSA 166	The student census data collected in the fall from the independent schools.	School	All independent schools	■ □ □	***		■ □ □		
64	Independent School Student Census - Fall	State, Fed	16 VSA 166	The student census data collected in the fall from the independent schools.	Student	All independent school students	■ ■ ■	***		! ■ ■ ■ !		
65	Preliminary Budget	State	No Citation -Voluntary	The preliminary budget collection.	Town Districts	All	■ □ □	***		■ □ □		
66	Public School Contact Information - End Of Year	State, Fed	16 VSA, 1321a	The student census data collected at the end of the school year from the public school of enrollment.	Public Schools	All	■ □ □	***		■ □ □		
67	Public School Contact Information - Fall	State, Fed	NCLBA, 16 VSA 4010(1), 261a, 1321a	The student census data collected in the fall from the public school of enrollment.	Public Schools	All	■ □ □	***		■ □ □		
68	Public School Organizational Profile - End Of Year	State, Fed	16 VSA, 1321a	The student census data collected at the end of the school year from the public school of enrollment.	Public Schools	All	■ □ □	***		■ □ □		
69	Public School Organizational Profile - Fall	State, Fed	NCLBA, 16 VSA 4010(1), 261a, 1321a	The student census data collected in the fall from the public school of enrollment.	Public Schools	All	■ □ □	***		■ □ □		
70	Public School Student Census - Fall	State, Fed	NCLBA, 16 VSA 4010(1), 261a, 1321a	The student census data collected in the fall from the public school of enrollment.	Student	Each instance of public school student enrollment	! ■ ■ ■ !	***		! ■ ■ ■ !		
71	Public School Student Census - End Year	State, Fed	16 VSA, 1321a	The student census data collected at the end of the school year from the public school of enrollment.	Student	Each instance of public school student enrollment	! ■ ■ ■ !	***		! ■ ■ ■ !		
72	Register Request	State	16 VSA 1321	Request pertaining to number of yellow pages and A/B pages required by schools for the upcoming year.	Public Schools	All	■ □ □	***		■ □ □		

Vermont Department of Education
Data Inputs / Data Collections (as of Fall 2007)

#	Name of Input/ Data Collection	Source of Requirement	Citation of Requirement	Description of Input / Data Collection	Granularity of Information Collected	Description of Subset of Information is Collected	Burden to DOE	DOE Effectiveness for this Input/ Data Collection (Self-Assessment)		(as assessed by DOE)	
							Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Inefficient = * Needs Work = ** Efficient = *** Unknown = ???	Notes about Effectiveness	Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Notes about Burden
73	Stat Report	State	16 VSA 261a(9)	This process collects all actual revenues and all actual expenditures for every school district, supervisory union, and technical center in Vermont for the previous school year.	Districts with expenditures	All	! ■ ■ ■ !	* * *	New web-based application planned.	! ■ ■ ■ !	
74	Teacher Staff Survey	N/A	No requirement - but one of the most requested piece of information from DOE	The Teacher Staff Survey is a fall data collection of school staff- fte, salary, benefit and contract amounts.	Public Schools	All	■ □ □	* * *		■ ■ ■	Although the amount of data reported in small, the effort required to compile the data is great.
75	Tuitioning District -Organizational Profile - End Of Year	State	16 VSA 4101a and 261a	The student census data collected in the fall from the designee of the town district of residence of the publicly funded student not attending a VT public school.	Tuitioning Districts	Districts who tuition students to another public school or an approved independent school or an approved out of state placement	■ □ □	* * *		■ □ □	
76	Tuitioning District Organizational Profile - Fall	State	16 VSA 4101a and 261a	The student census data collected in the fall from the designee of the town district of residence of the publicly funded student not attending a VT public school.	Tuitioning Districts	Districts who tuition students to another public school or an approved independent school or an approved out of state placement	■ □ □	* * *		■ □ □	
77	Tuitioning District Student Census - Fall	State	16 VSA 4101a and 261a	The student census data collected in the fall from the designee of the town district of residence of the publicly funded student not attending a VT public school.	Student	Students who are tuitioned to another public school or an approved independent school or an approved out of state placement	■ ■ ■	* * *		! ■ ■ ■ !	
78	DRA	Fed	For Special Education: IDEA Section 618; 34 CFR §§ 300.640; 300.644, 300.645	Reading assessment	Student	All students taking assessment	■ ■ □	* * *		■ ■ ■	
79	Ell - Primary Home Language Survey	Fed	Title VI of Civil Rights Act,USDOE (OELA)	Ongoing collection to determine the language background for students with a home language other than English. Used to identify English Language Learner students.	Student	All Students who might be ELL Students	■ ■ □	* *	Collected on paper	■ ■ □	
80	Ell Verification - Schools Verify List Of Ell Students.	Fed		Student update for all students with non-English language backgrounds (NELB)	Student	All Students who might be ELL Students	■ ■ □	* *		■ ■ □	
81	Elp- Annual English Language Prof Assessment Score Reporting	Fed		Individual student report with ELL assessment scores. Used to determine ELP levels and to track number or percentage making progress and attaining ELP.	Student	All ELL Students	■ ■ □	* * *		■ ■ ■	
82	Ncap Label Update	NA		Process through which schools can add recently enrolled students so they will receive a labeled test. This process is not required, but makes the testing process easier for schools.	Student	Students who are new to school so their name isn't in Measure Progress DB	■ □ □	* * *		■ □ □	
83	Ncap Test Request Interface	NA		Process through which schools can change the number of assessment tests that are needed. This process is not required, but makes the testing process easier for schools.	Total Tests by Grade		■ □ □	* * *		■ □ □	
84	Necap	Fed	For Special Education: IDEA Section 618; 34 CFR §§ 300.640; 300.644, 300.645		Student	Students who were tested	■ ■ ■	* * *		■ ■ ■	
85	Necap Science	Fed	For Special Education: IDEA Section 618; 34 CFR §§ 300.640; 300.644, 300.645		Student	Students who were tested	■ ■ ■	* * *		■ ■ ■	
86	Participation Verification	Fed		Process which DOE verifies the list of students who did not participate in state assessments.	Students	Students who weren't tested --but we believe should have been	■ ■ □	* * *		■ ■ □	
87	Performance Assessment Alt Grade Expectation(Paage)	Fed		Alternate assessment for students that are not at the appropriate level for regular assessment.	Student	Students evaluated for alternative assessment	■ □ □	* * *		■ ■ ■	
88	School Quality Standards Survey	State	16 VSA 165	Collection of information related to how schools meet school quality standards.	School	All who are being surveyed.	■ ■ ■	* *		■ ■ ■	
89	Submit Application For Paage	Fed		Schools submit application for each student they are proposing to test via PAAGE	School		■ □ □	* * *		■ □ □	

Vermont Department of Education
Data Inputs / Data Collections (as of Fall 2007)

#	Name of Input/ Data Collection	Source of Requirement	Citation of Requirement	Description of Input / Data Collection	Granularity of Information Collected	Description of Subset of Information is Collected	Burden to DOE		DOE Effectiveness for this Input/ Data Collection (Self Assessment)		(as assessed by DOE)	
							Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Inefficient = * Needs Work = ** Efficient = *** Unknown = ???	Notes about Effectiveness	Low = ■ □ □ Medium = ■ ■ □ High = ■ ■ ■ Very High = ! ■ ■ ■ ! Unknown = ???	Notes about Burden	
90	Survey Of Supplemental Services	Fed	CSPR Section 116(e) (4) (D)	This data is collected in order for Vermont to provide information about the participation of students in Supplemental Educational Services for the Consolidated State Performance Report required by the U.S. DOE. It also provides data that the State needs to determine the effectiveness of providers.	Schools	Identified schools who are receiving supplemental services	■ □ □	* * *		■ □ □		
91	Title III Programs And Activities	Fed	NCLB Title III	Maintain current information on type and status of language and instructional and academic programs, technical assistant activities and professional development.	Program	All Title III	■ □ □	* * *		■ □ □		
92	Administrative Complaint	Fed	For Special Education: IDEA Section 618; 34 CFR §§ 300.640; 300.644, 300.645	Complaints filed by parents against a public agency, school or district regarding a violation of IDEIA. Sometimes complaints can cross with Due Process complaints.	Complaint	All	■ ■ □	*	Need a database to meet federal requirements	■ □ □		
93	Due Process	Fed	For Special Education: IDEA Section 618; 34 CFR §§ 300.640; 300.644, 300.645	Tracks complaints filed by parents or guardians against an LEA concerning the identification, evaluation or placement of a child –or issues concerning the free and appropriate education requirements articulated in federal or state statutes.	Complaint	All	■ ■ □	*	Need a database to meet federal requirements	■ □ □		
94	Requests For Mediation	Fed	For Special Education: IDEA Section 618; 34 CFR §§ 300.640; 300.644, 300.645	Requests for Mediation	Request	All	■ ■ □	*	Need a database to meet federal requirements	■ □ □		
95	Announced Tuition Tech Ed	State		Tuition that centers charge for students. Done to ensure centers are charging sending schools amount stated.	Tech Ed Center	All	■ ■ □	*		■ ■ □		
96	Daytime Teched Database	Fed, State	Perkins IV, Act 68	Tech Center program, staff, and student information.	Student	All	■ ■ ■	*	Need to review requirements and build web based system.	■ ■ ■		
97	Evening Teched Database	State		VT Reporting system for adult ed technical education. Count and tracks adult technical education students.	Student	Students Enrolled in Evening Courses	■ ■ ■	*	Need to review requirements and build web based system.	■ ■ ■		
98	Perkins Final Reports	Fed	Perkins IV	Collect follow-up information on Perkins grant. Includes program and financial information.	School/Tech Center	All receiving grants.	■ ■ □	*	Should be collected via a grants management system that covers application, monitoring and close out.	■ ■ ■		

Department of Education Evaluation Selection Committee

Act 82, Section 14: An Act Relating to Education Quality and Cost Control: Operational Effectiveness and Efficiency of the Department of Education

Vermont Superintendents Association: Mike Deweese, Chittenden Central Supervisory Union Superintendent

Vermont School Boards Association: Junius Calitri

Vermont Principals' Association: Bob Stevens, Executive Director

Vermont-National Education Association: Joel Cook, Executive Director

Vermont Council of Special Education Administrators: Ellie McGarry, Rutland City Public Schools Support Services Director

Vermont Association for School Business Officials: Rob Billings, Caledonia Central Supervisory Union Business Manager; John Aubin, Assistant Superintendent for Business, Dresden

Vermont Business Roundtable: Mary Powell, Green Mountain Power Senior Vice President, Chief Operating Officer

Department of Education: Richard Cate; Brian O'Regan; Lisa Gauvin; Bill Talbott