



**VDC MINUTES**  
**February 12, 2004**  
**Coolidge Hotel**  
**1:00-3:00**

vermontdata.org

SU	Other Rep(s) Present	Directors	Present?
ACSU		Patricia Aigner	yes
ANESU	Lauren Parren		yes
ARSU	Chris Cole	Katie Duggan	yes
CESU		Steve Jarrett	yes
FCSU		Diane Lemieux	yes
FNESU		Mary Helen Hart	yes not present
FNWSU		George Raynak	yes not present
LNSU		John Ferrara	yes not present
LSSU		Bill Kimball	yes
ORESU	Tammie Patten	Alice Worth	yes not present
OrlENSU		Richard Smith	yes
Orl SWSU		Dave Bickford	yes not present
OrSWSU		Steve Metcalf	yes
WWSU	Edie Beatty		yes
WindhCESU	Neil Manders		yes
WindhNESU	Charlie Usher	Chris Kibbe	yes not present
WindsSWSU	Jim Robinson, Lauren Baker	Linda Waite	yes not present

14

7 directors present

**Partner(s)**

Vita Learn	Winton Goodrich
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1. Selection of Directors, Election of officers and members at large (for member SUs with signed partnership agreements as of 2-12-04):
  - a. Board of Directors- directors were named for each SU with a signed agreement. We had 14 signed partnership agreements, representing over 20,000 students, with another 3 “in the mail”.
  - b. Officers- Nominations were made; no votes were required, as only one person was nominated for each office. The person nominated was elected.
    - i. Chair nominations- Bill (declined), Diane
    - ii. Co-chair- Alice
    - iii. Secretary- John
    - iv. Treasurer- Bill

- c. Members At Large of the Executive Committee- Nominations were made; no votes were required, as only one person was nominated for each position. The people nominated were elected.

- i. MAL nominations- George, Steve J., Patricia

## 2. Timeline

- a. Revised timeline was approved and will be posted to the list.

- b. Review revised draft & approve

- i. Be sure to get any local standardized assessment data (SAT 9, Terra Nova, etc..) that you want in the DW in electronic forms such as text, d-base 3, excel, tab delimited or comma delimited

- ii. Create model policy/procedure regarding how the VDC will handle confidentiality issues/FERPA

- c. Working protocol with DOE

- i. Questions were raised and additions to the list were made. Bill will be setting up a small group meeting with the commissioner to resolve them. See below.

## 3. Invitation to SUs/Response to listserve, Marlboro

- a. We reviewed a draft letter to be distributed to non-member SUs that would also serve as a response to listserve concerns and the letter the VDC received from the Marlboro School Board.

- b. Diane will send out a DRAFT to the VDC listserve. It will not be final until after we meet with the commissioner.

- c. We decided to hold regular meetings, on the 1<sup>st</sup> Thurs of every month at (TBD-VT College?) from 1:00-3:00 where there is access to ILN.

## 4. New member inquiries

- a. ANWSU, Milton, BFA, WCSU

- b. Newton?- Lou Lafasciano

- c. After 12<sup>th</sup>, invoices will go out; should be paid w/in 45 days- April 1<sup>st</sup> at latest

- i. We should ask for a PO# on the next partnership agreement

- d. New members should join by end of April & pay w/in 45 days – June 15

- i. Discuss extending invoicing until July 1<sup>st</sup> **Decision- NO**

- ii. **We decided not to let new members join after April 30, 2004 for the 2004 membership year.**

## 5. Job descriptions

- a. We couldn't go over them because we didn't have them with us.

- b. These will be sent out on the listserve, please RSVP by Tuesday, 2/17

- c. We will be doing a joint ad with the DOE

- i. Who will be paying for it?

ii. Advertise on School Spring

6. RFP update

- a. Bill shared the beginning draft of the RFP. It is already 14 pages, and is based on RFPs written by other states.
- b. Please read the draft and RSVP to Bill by 2/23.
- c. Bill will put the link to the DW comparison article on the listserve (~70 pgs.)

7. Grant implementation

- a. Small group will meet to review/revise timeline, activities & costs: Diane, Patricia, George, & Katie
- b. Plan on helping schools learn about entering & cleaning data this spring
- c. Identify what is pertinent data and applicable formats
- d. Build off of the state's data dictionary

**8. Questions for the commissioner**

- a. What will the working protocol be between the VDC and the DOE?
- b. What will be the roles & responsibilities of each party?
  - i. How will the 2 employees be supervised/evaluated and by whom?
  - ii. How will conflicts be resolved?
  - iii. What will the partnership agreement with the DOE look like?
  - iv. Will the VDC role look different for the data warehouse and for the SIS?
- c. Allocation of authority
  - i. Who makes final decisions about the DW, its content and access?
  - ii. What is the decision-making process/chain of command at the DOE end of this project?
  - iii. Could there be only one organization managing this project?
  - iv. Could there be joint policies that both organizations could follow?
- d. Communication- frequency, audience, etc...
- e. Financial responsibility
  - i. If the DOE buys the license, what benefit will VDC have?
  - ii. Who will be paying for the SIS?
- f. Data access
  - i. What access to the data will non-members have?
  - ii. Will only members have access to the data warehouse software?

9. Other

- a. Next meeting 1<sup>st</sup> Thursday, March 4<sup>th</sup>, 1:00-3:00, location TBD