



VDC MINUTES
April 1, 2004
VT College
1:00-3:00

vermontdata.org

VDC SU	Directors	Present?	Other Rep(s) Present
ACSU	Patricia Aigner	X	
ANESU	Lauren Parren	X	
ARSU	Katie Duggan	Not Present	
CESU	Steve Jarrett	X	Steve Peery
FCSU	Diane Lemieux	X	
FNESU	Mary Helen Hart	ILN	Robert Gervais
FNWSU	George Raynak	X	
LNSU	John Ferrara	X	
LSSU	Bill Kimball	X	
ORESU	Alice Worth	-	
OrlENSU	Richard Smith	Not Present	
Orl SWSU	Dave Bickford	Not Present	
OrSWSU	Steve Metcalf	X	
WindhCESU	Neil Manders	X	
WindhNESU	Chris Kibbe	Not Present	Charlie Usher
WindsSWSU	Linda Waite	ILN	Jim Robinson, Ed Brown
WWSU	Edie Beatty	X	
Springfield	Sara Carter	X	
WindSESU	Brucie Donahue	X	

19 VDC SU s

X or ILN =
 directors present

OTHER SUs Rep(s) Present

Partner(s)

DOE		
VSBA	Winton Goodrich	Not Present
Vita Learn	Tamera Pariseau	Not Present

Next meeting

1st Thursday, May 6, 2004 - VT College, ILN Room

AGENDA

1. Welcome, attendance

- See above table.

2. Approve Feb. minutes

- Neil moved to accept the February 12th minutes – Steve Metcalf seconded – No Discussion - approved

3. Changes to the agenda

- Diane indicated changes to the agenda order to bring meeting with Commissioner first. Steve Peery indicated he had short presentation at the end. Bill Kimball wanted to talk about some specific invoices and will do so in Treasurer's Report

4. Approve & sign Fiscal Agent Agreement

- Bill Kimball brought members attention to a few changes to Fiscal Agent Agreement (e.g., indirects changed from \$3,500 to \$6,000 (3% of grant) – Lamoille South usually charges 5%)
- Due to lack of copies, Bill read the "Letter of Agreement for Fiscal Services" to the group. This document includes both Lamoille South SU and VDC responsibilities.
- Neil Manders moved to approve the Fiscal Agent Agreement – Lauren seconds – Discussion begins
- Linda Waite on ILN asked to see the agreement and it was faxed down.
- Vote: Approve Fiscal Agents agreement – Montpelier (Bill abstain) – All "Ayes" – ILN "Ayes"

5. VDC employee

a. Approve job description for posting/advertising

- Steve Metcalf moved to accept – Bill Kimball seconds – Discussion
- Edits to the position include (1) strike "district" in title and change to "consortium" (2) strike "supervisory unions" to "member districts" (3) add language that indicates the employee will report and be evaluate to the VDC Board
- Steve Metcalf moved to accept with revisions – Bill Kimball seconds
- Approval Vote – Ayes approve in Montpelier, Ayes approve in ILN as well – The position is approved for advertising.

b. Letter of Agreement contracting with LSSU for VDC employee

- Discussion about how should the VDC employee be employed in practice– contracted services, an employee of a fiscal agent, etc.?
- Bill recommends that we wait to see what candidates emerge for this position and then work it through at that point
- Ed Brown indicated that the liability of unemployment and workman's compensation could be risks for the fiscal agent. Shouldn't VDC accept the risk, not LSSU?

- Diane asked the group if anyone knew how Reading Recovery teachers that were hired by consortiums were employed. Examples from Southern Vermont as well as Franklin, Addison, and Chittenden county indicated that the teachers are employed through school districts. The South Burlington School District was an example of a district that employed a teacher that was funded by a larger Reading Recovery consortium.
- Edie mentioned that organizations like Vermont Institutes have experience in this area – should we look to an organization like VI to employee the VDC position.
- Bill and Edie talked about the contract with the VDC employee stating clearly that the person is employed by the district contingent on funding. The group thought that this was good language to include when contracts are written.
- Diane summarizes and stated that VDC is going to advertise the job description and table the “Letter of Agreement” with LSSU.
- Vote: Authorize the VDC Executive Committee to authorize LSSU to manage the employee if it becomes necessary – Lauren moves – Neil seconds – Montpelier – all “Ayes” (John and Bill abstained) – ILN – “Aye”

6. Commissioner Update:

- Bill Kimball summarized the meeting with the Commissioner at DOE on March 26th
- Bill mentioned the Commissioners entrepreneurial statements and the fact that DOE was going to move to build a data warehouse regardless. He indicated that the Commissioner thought a Memorandum of Understanding (MOU) was necessary to establish the framework of the partnership.
- Diane noted that the meeting focuses on the “big picture” as well as some detail
- Bill introduced a draft MOU that was drafted by Bill, John, and Diane earlier in the week.
- Ed Brown asked if the DOE could really withhold the tool from non-VDC districts even after a license was purchased, and Bill affirmed that the Commissioner did make that assertion..
- Bill and Diane and John also talked about the “pay now, pay later” concept and the Commissioner’s promise that VDC may be credited in the future or others may pay – one way or another everyone will be “paying” into the system
- Also discussed was the issue of access for data – Bill described file extracts and other current options for all schools to access their data. Bill and Diane described how the warehouse would be phased-in over time with VDC members having input in the RFP process and the first year or two of implementation before it is expanded statewide.
- A motion to approve draft MOU for discussion with DOE was raised. It was decided that we did not need a formal vote to move the draft along through this process. Members would

have a chance to vote on the final MOU with Diane (the President) signing on behalf of the group along with the Commissioner.

- Changes to draft
- Diane indicated that the last bullet should refer to the VDC board
- Bill indicated that this draft will be sent to the Commissioner and Legal Counsel ASAP after this meeting
- During this discussion members expressed concerned about the timeline slipping away and whether we should put a cap on VDC input for the draft RFP Bill and John had worked on. It was decided that VDC members should get feedback to John or Bill by April 15th. Bill had handed out hard copy at March meeting and will e-mail copies to the group as well.
- Motion: Does the Board want to authorize the Executive Board to make final revisions and finalize the MOU with the State? Neil – moved Bill – second – All “Ayes”
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7. Timeline update

- DOE will have employee at end of April
- Recommend that VDC position be advertised/posted immediately.
- The question was raised as to what was VDC legal obligation for advertising. Bill indicated that our legal obligations was to post it in a minimum of three public positions
- Where should this be done? Posted to IT Listserve, at VI, and at Lamoille South Supervisory Union.
- John and Bill will make revisions to the position description and post it.
- VDC staff could start as early as May 1st (add this to the Job Description)

8. Treasurer’s Report

- a. Bank account balance – Bill indicated that the current money “in-hand” \$98,133. More should be coming in soon as there are several members with signed partnership agreements that have not sent their checks.
 - Bill presented a simple budget and explained that the LSSU business manager needs a budget to set up the coding and open the bank account.
 - Steve – motion – Brucie – second – Discussion about whether the approved Budget should be “Budget #2” so we are in-line with Fiscal Year and school budget years
 - A question about the process for the creating the real budget. This would be a project for the VDC employee and the Board when hired. Members felt that the FY05 budget should be ready by June 15th.

- Discussion went back and forth between what detail in the budget LSSU needs to set up the accounting and get going versus voting a draft budget that VDC members are uncomfortable with
 - Friendly Amendment for Budget #2 until June 30 2004 and then June 30 2005 with first three line items and everything else in reserve fund and work toward final budget by June 15th
 - All “Ayes” from Montpelier and ILN
 - Another motion made to authorize the Executive Committee to make other small expenditures as needed until the next time we meet (May 6th) approved
- b. Membership report
 - c. New Members – Washington West Supervisory Union, Springfield, Washington South

9. Budget Development

10. Grant Committee Report – Due to time constraints the Grant Committee will send out their report on e-mail

- a. Revisions
- b. Timeline
- c. Job Description

11. Dynamic Landscape Presentation 5-21-04 St. Michael’s College

- Diane, Bill, John, Neil (and maybe Brucie) will attend to discuss VDC in general

12. Other

- **Steve Peery: Local Assessment Tool Presentation -**
- **Executive Committee Meeting:**
 - Bill informed the group the several bills needed to be paid and asked for the Executive Committee to review the bills and vote on whether to pay.
 - Legal Bill - \$667
 - Coolidge Hotel - \$45
 - VSBA - \$94
 - Motion to pay – all “Ayes”
- **Motion to Adjourn** – Meeting adjourned at 3:40 PM