



VDC MEETING
May 4, 2006
Vermont Institutes

1:00-3:00 Board Meeting
All Board members welcome to attend
3:00-3:30 Executive Committee only

vermontdata.org

VDC
110 East State St.
Montpelier, VT
05602
Ph. 224-9110
Fax 224-9113

NO ILN AVAIL.

VDC Board Meeting Minutes—5/4/06

VDC SU	Directors	Directors Present	Exec. Comm. Present	Other Rep(s) Present
1	Addison Central	Patricia Aigner, Co-President		
2	Addison NE	Lauren Parren		
3	Addison NW	Bob Owens, member-at-large	x	
4	Chittenden East	Steve Jarrett		
5	Chittenden South	Brian O'Regan	x	
6	Essex Caledonia	Steve Sanborn		
7	Franklin Central	Diane Lemieux, President		
8	Franklin NE	Mary Helen Hart		
9	Franklin NW	George Raynak	x	
10	Lamoille North	Aria Benjamin	x	
11	Lamoille South	Bill Kimball, Treasurer	x	
12	Orange East	Dotty Danforth		
13	Orange North	Todd Ponto		
14	Orange SW	Brent Kay		
15	Orleans Central	Jeffrey Everitt		
16	Orleans ENSU	Richard Smith/Jeff Everitt		
17	Orleans SWSU	Jeffrey Everitt		
18	Rivendell	Hank Plaisted, member at large		
19	Rutland SW	Chip Baldwin		
20	St. Johnsbury	Beth Cobb		
21	South Burlington	Steve Webster		
22	Southwest VT	Jim Boutin		
23	Springfield	Jude Newman		
24	Washington Central	John Dudley		
25	Washington South	David Bickford/ Brucie Donahue		
26	Washington West	Edie Beatty, Secretary	x	
27	Windham Central	Jil MacMenamin		
28	Windham NE	Chris Kibbe, member-at-large	x	
29	Windham SE	Paul Smith/JE		
30	Windham SW	Curtis Carroll		
31	Windsor SW	Linda Waite		
Other				David Webb
		# Directors present:	7	4

Partner	Rep	Present	
DOE	Denise Sanders	x	1
Tetra	Sandy.Donnie,Leslie		
Staff		Present	3
VDC	John Ferrarra		
VDC	George Raynak	x	
VDC	Bryant Patten	x	
VDC	Doug Holcomb	x	

Members, DOE and VDC staff present- Christopher Kibbe (acting Secretary), Bob Owens, Aria Benjamin, Brian O'Regan, Denise Sanders, Bill Kimball (acting Chair), Doug Holcomb, Bryant Patten, George Raynak, David Webb, Edith Beatty.

1. Welcome, attendance
2. Changes to the agenda—"Retreat" was added .
3. Accept April 6, 2006 minutes
Copies of last month's minutes were not available, so this was tabled.
4. Proposed Policies & Procedures
 - a. Board Member Access (Policy)- Terminology in the list at the bottom of this policy needs to be changed to match terms used in the development and implementation of the Warehouse. Caution in the formulation of this policy was urged as it could be referenced as a legal document by someone wanting to get access to educational data. Chris urged that the policy be simplified and that the lists at the bottom be dropped. Brian will help out with the revision of this policy.
 - b. Procedure For Data Loading Priority, Iterations, Etc (procedure)- Bryant and George will rework this procedure and send out a draft.
 - c. Lapse Of Membership (policy)- The definition of a lapsed membership was discussed. It was pointed out that districts must sometimes wait to see if grants will come through before they can join and pay. A definition of membership (in good standing) needs to be added to this policy. Access to the warehouse by members needs to added. Denise stated that the DOE public portal will be the only access for non-VDC members. The questions of what to do with districts' data when their memberships lapse and how much to charge to upload "lapsed years'" data was discussed. It was agreed that a specific maintenance fee should go into the procedure, but not in this policy. This policy will be worked upon and brought to the June meeting.
 - d. Partial-Year Membership (policy)- Edith moved and Bob seconded the motion to move this policy to the full board for action. Unanimous approval.
 - e. Mileage Reimbursement (procedure)- Bob suggested that a timeline for submitting reimbursement requests be added. Monthly was suggested and there was a consensus on this.
5. Treasurer's Report
 - a. FY 06 Report- Bill reported that we are well within budget and expect to carry over a significant total to next fiscal year. Some SU's (Orleans Central, Orleans Southwest, Windham Central) have not paid any of their fees for this year. Partial payments have been made by two other districts. Bill wondered what measures should be taken to encourage them to pay. He has sent emails to these districts. Brian offered to follow through with SU's that do not respond.
 - b. Proposed FY 07 budget- Bill has worked with these figures. Anticipated increases include office expenses, travel, expenses for partnering with another non-profit organization. This comes to

about \$421,750. See his reports, which he has emailed. A final budget for 07 will be finalized at the June board meeting.

- c. Finalize FY 07 pp cost—See email from Bill for figures. Membership fees will be set between \$6.00 and \$6.50 per pupil for the 06-07 school year. This will be finalized at the July meeting.
- d. Timeline for sending out FY 07 Partnership Agreements-- Districts that need to be invoiced before July 1 will be billed at \$6.50 per pupil and reimbursed if costs are lower.

6. VDC Staff Report

- a. Hiring update Executive Director—Bill applauded the work of this committee. The description has been posted on the website. George and Bryant asked whether some of the multi-party responsibilities were appropriate. It was felt that this might be flexible and change as trust developed between the board and the Exec. Dir. The timeline for hiring may need to be extended.
- b. Contractor/employee status- The VSBA cannot take us on as a partner because of lack of staffing on their part. LAPDA is very interested in partnering, but liability issues need to be resolved. Insurance may be needed on our part. If anyone knows of other organizations that would be willing to partner, Bill would like to hear about it. Chris suggested sending out a letter to the member districts to see if they had any interest in handling the VDC's employment fiscal management. Bill will continue to work with LAPDA and send out a letter to districts. Bryant suggested that any final documents be reviewed by a lawyer for the VDC.

7. Project Team Report, including

- a. Local data warehouses; cleansing tools, data collection—This went very well according to the Summit evaluation forms. A follow-up email has been sent to the participants. Responses to this email have indicated that it is likely that not many districts will be ready to upload their data on July 1. VDC staff have met with DOE staff to clarify the data flow process.
- b. DOE/VDC Forms for data, reports, corrections- The second district's data has been run through the cleansing tools and this has gone very well, with relatively few problems. Another district's local assessment-only data has been started on the cleansing tools. Knowledge transfer continues and we are on track for having VDC staff ready to work with districts after June 1.
- c. Classroom analyzer demonstration/implementation- A demonstration of the classroom analyzer took place this week. The board will need to provide guidance on which reports will be prepared. Districts will not have a choice of which specific queries will appear on their menu---all of them will. Work is continuing on these.
- d. DOE Best Practices Guide for data collection- John distributed a copy of a DOE memo, "Protocol for submitting Student Census data revisions". This has been developed in response to districts finding errors with their student data in the state's database. Denise also showed a

recently developed booklet from the VT DOE called "Why Does Your Data go Bad?" This will be mailed out to districts and is available on the DOE website.

8. Grant/Professional Development Report

- a. Plans for spending down grant- George reported that about \$4000 (out of an original \$75,000) remains in the grant. This may be left over at the end of the year. Email George with any suggestions for use.
- b. Upcoming scheduled trainings- No report

9. Other- a. Retreat- George wondered if employees would be included.

10. Items for next meeting

Adjournment- Brian moved. 3:00 PM

Executive Committee

1. Approve FY 07 employee contracts & timeline

Executive Committee Retreat

May Date TBD

Half Day?

1. Set new VDC indicators
 - a) Revise brochure
2. Five Year Plan
 - a) Budget
 - b) Licensing
 - c) DOE partnership
 - d) Staffing
3. Policies
 - a) Finalize if necessary
4. XD hiring & task priorities
 - a) Organize VDC office/documents
 - b) Review task lists for contractors
 - c) Assign tasks as needed
 - d) Communication Plan
5. Plan June Agenda & Transition
 - a) New officers
 - b) Refresh board members
 - c) Contact new member reps
 - d) Member transitions: new, old, departing
 - e) Communication
 - i) Members
 - ii) Field
 - iii) Superintendents