



VDC AGENDA
May 6, 2004
VT College, Rugg House
ILN Room
1:00-3:00

vermontdata.org

	VDC SU	Directors	Present?	Other Rep(s) Present
1	ACSU	Patricia Aigner	X	
2	ANESU	Lauren Parren	ILN	
3	ARSU	Katie Duggan		- No signed agreement
4	CESU	Steve Jarrett	X	
5	FCSU	Diane Lemieux	X	
6	FNESU	Mary Helen Hart	ILN	
7	FNWSU	George Raynak		
8	LNSU	John Ferrara	X	
9	LSSU	Bill Kimball	X	
10	ORESU	Alice Worth	X	Dotty Danforth
11	OrIENSU	Richard Smith		
12	OrI SWSU	Dave Bickford		
13	OrSWSU	Steve Metcalf	ILN?	
14	WindhCESU	Neil Manders		
15	WindhNESU	Chris Kibbe	ILN	
16	WindsSWSU	Linda Waite	ILN	Nancy Westland
17	WWSU	Eddie Beatty		
18	Springfield	Sara Carter	ILN	
19	WashSSU	Brucie Donahue	ILN	

directors present:

X or ILN = directors present

OTHER SUs

Rep(s) Present

Partner(s)

	DOE		
	VSBA	Winton Goodrich	
	Vita Learn	Tamera Pariseau	

Next meeting

1st Thursday, June 3, 2004 – location TBD

AGENDA

1. Welcome, attendance

- See table above
- Diane called meeting to order at 1:08

2. Accept April 2003 minutes

- Bill K motion to accept the minutes, Steve J second the motion
- Vote to accept – all ‘ayes’ in Montpelier
- ILN – all ‘ayes’ – minutes approved

3. DOE employee update – (John updated the group)

- DOE has hired Denise Sanders who has strong data warehousing and RFP experience most recently with Ben & Jerry’s
- She will start on May 24th.
- DOE MIS Team is already starting to meet with key student data stakeholders in the DOE (Gail Taylor, Director of Standards & Assessment; Steve Magill, Director of Analysis and Data Management for Standards & Assessment,
- Alice asked if a major part of next meet (June 3rd) could be focused on relating our needs to the new DOE employee. There was a short discussion that followed in support of this idea. John mentioned that since the DOE employee has extensive technical, but no educational background, we may have to see what make approach makes the most sense for the Board to give their input to her.
- Status of MOU – DOE has received the draft MOU from the VDC. It was sent directly to the Commissioner and copied to Bill Talbott, CFO; Bill Reedy, General Counsel; and Lisa Gauvin, IT Manager. The Commissioner thanked us for our work, indicated that the MOU would be reviewed and that DOE would get back in touch with us. In a separate conversation, Lisa Gauvin told John that the MOU will be finalized as soon as the VDC and DOE Project Managers are in place. One of the first job requirements will be to finalize the MOU.

4. VDC employee

- a. Review applications
- b. Candidate interviews, selection
 - Bill K and John F recused themselves from the discussion
 - The group began discussion of the VDC employee applications. There was only one application – a joint application from Lamoille North SU and Lamoille South SU for contracted services.
 - Motion to accept the concept of a shared position – Alice W made motion, Steve J seconded

- Vote: unanimous to accept the motion
- Motion: Authorize the Executive Committee to negotiate with Lamoille North SU and Lamoille South SU for an amount not to exceed \$85,000 in salary and benefits to hire John Ferrara (LNSU) and Bill Kimball (LSSU) to share the position. This amount would be for the time period of May 17, 2004 to June 30, 2005.
- Dotty et al made the motion, Steve seconded the motion
- Vote: unanimous to accept the motion
- The Executive Committee came out of Executive Session at 2:12

5. Board Vacancies

a. Make replacements if needed

- Steve J posed a question whether Bill and John could remain Board members and also function as employees?
- ILN asked what it all meant, since Bill and John were not truly employees of the Consortium, but providing contracted services through their SUs.
- Dotty thought that since the Executive Committee (officers and three at-large members) was the evaluating entity of VDC employees John and Bill should not be a member of Ex Com, but could they remain on the full Board?
- Motion to amend the bylaws: Allow contracted VDC employees to represent their supervisory union as a member of the board; they will be functioning as an SU employee not a VDC employee. They will recuse themselves from any discussions of employee relations.
- Vote: all 'ayes' in Montpelier, all 'ayes' on ILN, Motion approved
- The Board wanted it noted in the meetings that there was appreciation for the work Bill and John had done to-date with the VDC, and that the Board was looking forward to working with them further on the project.

6. Officer Vacancies

a. Make replacements if needed

- Nominations for Secretary – Alice W nominated Steve Metcalf and Mary Helen H seconded the motion
- Vote: all 'ayes' – Motion approved
- Nominations for Treasurer – Diane described position, Diane L nominated Sarah Carter and Alice W seconded
- Vote: all 'ayes' – Motion approved

7. Timeline update

a. Discuss term of Partnership Agreements

- Update given about the desire of some Board members to amend of original partnership agreement from ending on December 31, 2004 to ending on June 30, 2005
- Motion to amend Partnership Agreement: Extend the ending date of the VDC Partnership Agreement to June 30, 2005
- Vote: all 'ayes' – Motion carried
- Sarah Carter asked if each member could receive an amended invoice to Partnership Agreement. It was agreed that this was the way to proceed.
- Motion to amend the Bylaws: Amended to Fiscal Year - Diane L made motion and Alice W second
- Vote: all 'ayes'

8. Treasurer's Report

- a. Bank account balance
 - Bill went over the Excel budget document with the Board.
 - As of the 5/6/04, \$168,064.00 of revenue had been collected and deposited in the VDC account.
 - Motion to approve Treasure's Report – Sarah made motion, Diane seconded
 - Vote: all 'ayes' – Motion carried
 - Bill mentioned that with Orange East's recent payment our revenue had increased beyond what was indicated on the Treasure's Report.
- b. Membership report
 - As of 5/6/04, the VDC had 18 member SUs/SDs representing 30,005 students across Vermont.

9. Budget Development

- a. Review budget categories to create framework for FY05 budget development
 - This item was delegated to the Executive Committee.

10. Grant Committee Report

- a. Revisions
- b. Timeline
- c. Job Description
 - Patricia handed out the description of Data Trainer position and indicated that the person could start July 1, if not sooner – 1-year position
 - Patricia gave an overview of the position description pointing out the position is similar to the Field Based Data coordinator but focused on helping schools on data collection and organization

- Advertise the position at IT Listserv, VI Listserv, and LSSU and have responses by end of May and bring to June. John and Bill will post the position.

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

- a. Review presentation & presenters
- b. Diane, Bill, and John will be the presenters at the DL presentation.

12. Other

- Lauren asked about feedback for RFP and Bill indicated that this was still possible – feedback was still welcome

13. Motion to adjourn the meeting at 3:01 by Diane

- Set date using e-mail to discuss details of contracts with Alice Angney (LSSU) and Bob McNamara (LNSU)
- Set dates using e-mail to discuss meeting of Officers and VDC employees to discuss
- Next steps:
 - Revisit the Field Coordinator job descriptions and how work with the field is impacted
 - Future fee for service with VDC