



VDC MINUTES
June 2, 2005
VT Institutes @ VT College

1:00-3:00 VDC Board of Directors
3:00-3:30 Executive Session

vermontdata.org

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NO ILN
AVAILABLE

NEXT MEETING: (tentative) 1st Thursday of Month, July 7, 2005, Alumni Hall, Vermont College

	VDC SU	Directors	Present	Other Rep(s) Present
1	Addison Central	Patricia Aigner	x	
2	Addison NE	Lauren Parren		
3	Addison NW	Bob Owens	x	
4	Chittenden East	Steve Jarrett		
5	Franklin Central	Diane Lemieux	x	
6	Franklin NE	Mary Helen Hart	x	
7	Franklin NW	George Raynak	x	
8	Lamoille North	John Ferrara	x	
9	Lamoille South	Bill Kimball		
10	Orange East	Dottie Danforth		
11	Orange SW	Steve Metcalf		
12	Orleans Central	Jeffrey Everitt	x	
13	Orleans ENSU	Richard Smith		
14	Orleans SWSU	Jeffrey Everitt	x	
15	Rivendell	Hank Plaisted	x	
16	Southwest VT	Jim Boutin		
17	Springfield	Sara Carter		
18	Washington South	David Bickford	x	Brucie Donahue
19	Washington West	Edie Beatty		
20	Windham Central	Neil Manders		
21	Windham NE	Chris Kibbe		
22	Windham SE	Paul Smith		
23	Windsor SW	Linda Waite	x	Doug Holcomb

Directors present:

X or ILN = directors present

Partner	Rep	Present
DOE	Denise Sanders	X

Other SUs	Rep(s) Present

AGENDA

1. Welcome, attendance. Diane called the meeting to order at 1:10
2. Changes to the agenda
 - a. # 6 after the president's report and go into executive session
3. Accept May 5, 2005 minutes
 - a. Motion was made and seconded (Donahue/Everitt). Motion passed unanimously.
4. Review May 17th VDC/DOE/IBM Policy meeting and update on current status.
 - a. Three possible scenarios:
 - i. IBM provide support
 - ii. Tetra contract with a technical writer
 - iii. We locate a technical writer
 - b. If the contractor has utilized 25% of the contract Tetra is responsible if IBM does not fulfill the contract.
 - c. There are some pieces that need to be completed before we begin training around policy.
 - d. Diane needs to do a statement of purpose for the warehouse.
 - e. If we know potential writers please pass it along.
5. Sign MOU with DOE
 - a. MOU is still on Bill Ready's desk.
6. VDC/DOE Project Team Report, including:
 - a. Data discovery update
 - i. Much of the work will be with the vendor, DOE, and preparation for training. The project team will not be out around the state until this work is completed. Much of what they are learning will impact local data model and extracts.
 - ii. The team has built a core template---data will go into the template and then into TETRA. See page 3 of June Project Team report.
 - iii. Making models for local data takes time but it will allow districts to upload quickly.
 - iv. Schools without SIMS can create a spreadsheet that links students to teachers in order to work most efficiently with the warehouse since state reports do not make that connection.
 - v. Diane has requested that project team members indicate what things VDC employees have time to do and what things they don't have time to do with districts. This would help clarify roles as far as what the capacity for the VDC employees is.
 - b. EDW Professional Development/training update
 - i. Two trainings
 1. July 25th at Stowe HS 8:30-4:30
 2. September 6-9 still needs a space with high speed internet

- a. Brucie will check out Norwich
- 3. The response for August trainings are unbelievable
 - a. We cannot train everyone in each district
 - b. August 2, 17, 18
 - c. Proposal:
 - i. 1 person gets EDW train the trainer training
 - ii. Up to 2 addition people in August for user training by VDC
- 4. Mark Barton would treat the VDC like an ESAs if we need additional assistance with space or other support such as training that is outside the box.
- c. .5 FTE VDC hiring timeline, committee
 - i. Patricia, Brucie, Doug, John and Diane
 - ii. Diane will get copies of applications and set up interviews
- d. Liability for employees & board members—can we check with Bill Ready? What about Dave Bickford? Can he work on this?
- e. Local data collection tools: Mazik update, etc. We need to look at Mazik and Centerpoint (Pearson)---if we do not have time to research them completely then we should not back them as a consortium. These are SIS with standards based reporting build into them.
- f. Technical Center issue NW Tech Center will be joining with BFA. The first places we go will be schools not technical centers. John will know more in the fall.
- g. ILN discussion
 - i. Either have VIT which costs \$150
 - ii. Use a conference calling service such as Quest
 - iii. Use our local conference calls
 - iv. Jeff will look out for a bridge that is open, he heard that Jim's is open
- h. Sign MOU with LAPDA
 - i. Motion was made and seconded (Donahue/Everitt). Motion was passed unanimously.
- 7. VDC/DOE Communication Plan has been moved to another date
- 8. Treasurer's Report Sarah/Bill
 - a. Year to date report
 - b. Budget planning; review draft
 - c. Add travel insurance for employees? It was agreed that we should add travel in the amount of \$3,000
 - d. The grant should cover some costs for conferences and travel
 - e. Vote on the budget. Motion was made and seconded (Donahue/Plaisted). Motion was passed unanimously.

9. Contract Update for John, Bill, Brucie; possibly sign contracts vote via email
 - a. Brucie discusses her contract---it is covered by the grant. David has not seen the contract. It may be that Brucie's time is more prescribed. It is level funded and the purpose is different from the project team. It does not show up in the budget. A question was raised as to whether Brucie needs to change WSSU to Northfield?
 - b. John has the greatest change in contract since he will be a full time independent contractor with the VDC.
 - c. Bill will be .5 with the VDC. He would like to work with SUs in the field.
10. The meeting adjourned at 3:15