



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

vermontdata.org

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Morrisville, VT

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AGENDA

1. Welcome, attendance
2. Accept May 2003 minutes
3. VDC Coordinators' Report
 - a. Timeline update, brochure, etc.
4. Coordinators' job related issues
 - a. Develop process for assigning specific tasks
 - i. Preparing local data guidelines
 - ii. Professional development needs assessment
 - b. Fee for service
 - c. Accountability of time
 - d. Sick & vacation time
 - e. Budget procedures
5. Treasurer's Report
 - a. Bank account balance
 - b. Membership report
6. Budget Adoption
 - a. Review draft FY 2004 & FY 2005 budgets
 - b. Revise and adopt
7. Grant Committee Report
 - a. Job applications
 - b. Interview process
8. DOE partner briefing
9. Plan July agenda
10. Other

**Vt College- Rugg House (VT
Institutes Building)**

Off Interstate 89 take Exit 8 -
Montpelier.

Go to the fourth light.

Take a left across the bridge onto
Main Street (Route 12N).

At the next light take a right onto East
State Street. Continue up the hill to
Vermont College.

West Street is the first right hand turn
onto the College Campus.

Rugg House is the 2nd yellow
clapboard building on the right.

The conference room is located on the
first floor of Rugg House.