



VDC MEETING

July 1, 2004
Northfield HS
ILN Room
9:00-11:00 Board
11:00-12:00 Executive Committee

PO Box 545
 Morrisville, VT
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vermontdata.org

	VDC SU	Directors	Present?	Other Rep(s) Present
1	ACSU	Patricia Aigner	no	
2	ANESU	Lauren Parren	no	
3	CESU	Steve Jarrett	no	
4	FCSU	Diane Lemieux	X	
5	FNESU	Mary Helen Hart	no	
6	FNWSU	George Raynak	X	
7	LNSU	John Ferrara	X	
8	LSSU	Bill Kimball	X	
9	ORESU	Alice Worth	no	
10	ORSWSU	Steve Metcalf	X, late	
11	Orl ENSU	Richard Smith	no	
12	Orl SWSU	Dave Bickford	no	
13	Rivendell	Hank Plaisted	X	
14	Springfield	Sara Carter	X	
15	WSSU	Brucie Donahue	X	
16	WWSU	Edie Beatty	no	
17	Windham CSU	Neil Manders	no	
18	Windham NESU	Chris Kibbe	ILN*	
19	Windham SESU	Paul Smith	no	
20	Windsor SWSU	Linda Waite	ILN*	Jim Robinson
21				
				* ILN out of commission
		# directors present:	8	X = directors present

Partner	Rep	Present?
DOE	Denise Sanders	X
VSBA	Winton Goodrich	
Vita Learn	Tamera Pariseau	
VI		

OTHER SUs

Rep(s) Present

NOTES

1. Welcome, attendance. As a quorum of the board was not present, this meeting is unofficial and no action could be taken by the board. However, with S. Metcalf's arrival at 10:15, the Executive Committee achieved a quorum and took action as recorded below.
2. Accept June 2003 minutes. Tabled.
3. VDC Coordinators' Report (see attached report and enclosures)
 - a. The board reviewed and clarified questions regarding the RFP, scoring forms, and procedures. It was noted that the commissioner's report to the state board and governor included a timeline that mentioned March. Members should be assured that this timeline does NOT represent any delay over our expectation that we would have pilot "product" late this fall. The commissioner was referring to a formal "rollout" of finished product.
 - b. Bill and John will recruit people to participate in the Initial Review of Proposals during the window of July 28 to August 3.
 - c. Reviewed "Showcase" of finalists scheduled for August 11-13 (exact number of days to be determined by the number of finalists). This will serve as the VDC board meeting for August. The consensus of the members present is that those who participate in each of the showcase evaluations should be designated as the committee to decide which vendors will be nominated by VDC as finalists. The intent is to have these VDC members meet with DOE representatives to decide jointly on the two finalists. (See Executive Committee Minutes below for a related motion.)

Bill Kimball will e-mail all directors laying out the selection process, the attendance requirement for those wishing to participate in the nomination of finalists, and other details.

- d. The Memorandum Of Understanding (MOU) between VDC and DOE was reviewed. The commissioner requested two changes to the MOU (see coordinators' report). In this discussion, the issue of how our currently anticipated spending compares to our original budget plan was raised. Points mentioned:
 - i. the fact that our "first year" budget is actually one and quarter years
 - ii. we may have underestimated hardware and personnel costs in our first plan
 - iii. our actual obligations and costs so far provide us with considerable flexibility as we go into the actual selection of a contractor.

Having previously been given authority by the board, and after this clarifying discussion, Diane signed the MOU with the commissioner's recommended changes.

- e. Local data inventory. Bill reviewed ideas on how to assist member districts to enter the world of data-mining. The coordinators and Brucie will prepare materials and a presentation to help districts identify their current state of knowledge, what questions to ask, and how to begin. *Bill also needs districts to self-identify if they have existing datasets that could serve well in the evaluation process, the development of the “demo,” and/or the fall pilot product. Contact Bill directly.*
4. DOE Project Manager Report. Denise reported that the anticipated date of awarding the contract is September 17, with actual work to begin on October 6. The balance of her report was embedded in the coordinators’ report.
5. Treasurer’s Report
 - a. Bank account balance is \$209,221.45. Invoicing for professional services (coordinators) will begin later in July.
 - b. Membership report. Windham Southeast has joined and sent in a check for approximately \$20,000 (3000 students). Rivendell’s agreement and payment is coming in, as is Washington South’s payment.
6. Grant Committee Report
 - a. The personnel committee has selected Brucie Donahue to fill the .3 FTE position funded by the TIID grant.
 - b. Brucie will work with Bill and John to coordinate working with the SU’s. (See discussion of Local Data Inventory above.)
7. Plan August agenda
 - a. The showcase event in August will constitute our August board meeting. Time and location to be announced.

Executive Committee Meeting

The executive committee convened (within the general meeting) at 10:15. (Lemieux, Raynak, Carter, Metcalf)

1. Evaluation process. **Motion made (Carter) and seconded to authorize the VDC board members who participate in all showcase evaluations to decide on the finalist selection process.** This process could result in a committee decision or delegation of that decision-making

authority to a subcommittee. If serious conflicts between DOE and VDC occur, the committee may also decide to call an emergency board meeting. **Motion passed unanimously.**

2. Personnel Committee Recommendation. **As recommended by the Personnel Committee, motion made (Carter) and seconded to approve a letter of agreement between Washington South Supervisory Union and the VDC to contract for the services of Brucie Donahue as Data Trainer for the VDC (.3 FTE). Passed unanimously.** The funds to support this service are from the Title II Part D grant administered by Orange Southwest Supervisory Union. She will work with Steve M. and the OSSU Business Manager to access funds.
3. Develop budget procedures. **Motion made (Raynak) and seconded to authorize the creation of a petty cash fund of \$200. Passed unanimously.** Other expenditures will require pre-approval one of the officers.
4. Develop process for assigning specific tasks. Coordinators will use their judgement and job description to guide them when responding to specific requests from member districts. If they question the appropriateness of a request, they will bring the issue to the executive committee.
5. Accountability of time. John and Bill, and their superintendents, are comfortable with an informal accountability of time because the nature of the position is that they are simultaneously serving both the VDC and their superintendencies. Brucie will track her time.
6. Sick & vacation time. Such time will be accounted for by the contracted supervisory union for the coordinators and the data trainer.
7. Other. Bill mentioned that we need to move the web host to a member district.

The Executive Committee meeting adjourned at 12:45.