



**VDC MINUTES**  
**July 7, 2005**  
**VT Institutes @ VT College**

**1:00-3:00**     **VDC Executive Committee**

vermontdata.org

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**NO ILN**  
**AVAILABLE**

**NEXT MEETING: 1<sup>st</sup> Thursday of Month, August 4, 2005, Vermont Institutes, VT College**

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

# Directors present:     4     X or ILN = directors present

<b>Partner</b>	<b>Rep</b>	<b>Present</b>
DOE	Denise Sanders	x

	<b>Other</b>	<b>Present</b>
VDC	John Ferrara	x
VDC	Bryant Patten	x

1. Welcome, attendance
2. Changes to the agenda
3. Accept June 2, 2005 minutes
  - a. Hank, Brucie
4. Sign MOU with DOE
  - a. Denise met with Bill Reedy and presented a draft of the MOU. [She'll give us back a revised copy and the VDC Board will vote on it.](#) The acronym of the warehouse was changed to EDWA, Education Data Warehouse Analyzer.
5. VDC XC Update
  - a. Bill Kimball will be Treasurer
  - b. Edie Beatty will be Secretary
  - c. Diane nominates Hank for Member At Large; [board will vote on-line](#)
6. VDC Staffing
  - a. Contract Update
    - We discussed the need to have some consistency across different types of contracts- SU, independent, funding source, invoice dates, etc.....
    - We also discussed ways to track time and mileage, and what should be considered so that we'll have the information we need to make future decisions in terms of time being spent on different project areas. [John, George and Bryant will develop and finalize the time/travel tracking and invoice tool.](#)
    - Denise shared that Bill K. has looked at knowledge base software that could track time and provide time reports. Knowledge base help will assist VDC staff as well as be available to assist SU trainers. SU trainers could be listed on the VDC website.

[Diane will check the auditing requirement in by-laws \(and comply with...\)](#)

b. Roles & Responsibilities

Bill's remaining time is being sponsored by LSSU

Date	Event	By		
July 25-28	1 <sup>st</sup> VDC/DOE training	TD	Stowe HS	8:30-4:30
July 29	Debrief/customize	JF, GR, BK, BD, DS	VDC office	8:30-4:00
August 1	Training lab set up for August 2-3			
August 2-3	VDC training @ DoE	BK, BD, JF, GR	Stowe HS	8:30-4:30
August 16	Training lab set up for Aug. 17-18			
August 17-18	VDC training (2/SU)	BK, BD, JF, GR	Stowe HS	8:30-4:30

Other Trainings	Post Bill's time		
Sept. 6-9	2nd VDC/DOE training TD	Stowe HS	8:30-4:30
Sept. (4 days)	Franklin County Training	St. Albans Town	8:30-4:30
(9/13,14, 19,20, 10/3,4?)	Addison County Training	TBD	TBD

[Denise w/get dates](#) Victoria Bernhardt multi-groups (DOE contract days)

c. VDC Staff Roles & Responsibilities

See revised chart (attached). This document may change over time as work/training is accomplished, but this is a good place to start.

Brucie will track who is being trained and at what level. Everyone who is trained as a Trainer will fill out an Implementation Plan before they do their training. User security set up needs to be connected to training database.

[Brucie, John and Denise will make sure that this has all the needed information.](#)

DOE will need additional train the trainer trainings.

Brucie would like to attend the September training as an observer and to be visible to the new trainers.

VDC lab has 22 laptops available for training. [John will ask Bill if the budget has funds for two additional laptops and software.](#) (the cart has slots for 24 laptops)

Other

Denise and Lisa are working on FERPA as it relates to accessing historical student assessment data.

Motion to adjourn: Brucie/Hank