



VDC MEETING

September 2, 2004

VT Institutes

Alumni Hall, VT College

1:00-3:00 VDC Board

3:00-4:00 Executive Committee

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vermontdata.org

	VDC SU	Directors	Present	Other Rep(s) Present
1	ACSU	Patricia Aigner		
2	ANESU	Lauren Parren		
3	CESU	Steve Jarrett		
4	FCSU	Diane Lemieux	X	
5	FNESU	Mary Helen Hart		
6	FNWSU	George Raynak	X	
7	LNSU	John Ferrara	X	
8	LSSU	Bill Kimball	X	
9	ORESU	Alice Worth		Tammie Patten
10	ORSWSU	Steve Metcalf	X	
11	Orl ENSU	Richard Smith		
12	Orl SWSU	David Ford		
13	Rivendell	Hank Plaisted		
14	Springfield	Sara Carter	ILN	
15	WSSU	Brucie Donahue	X	
16	WWSU	Edie Beatty	X	
17	Windham CSU	Neil Manders	X	
18	Windham NESU	Chris Kibbe	ILN	
19	Windham SESU	Paul Smith		
20	Windsor SWSU	Linda Waite	ILN	Jim Robinson
				Executive Committee
		# Directors present:	11	X or ILN = directors present

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

OTHER SUs	Rep(s) Present

Minutes

1. Welcome, attendance. Meeting convened at 1:10 PM. Attendance recorded, quorum present. (Apologies to those at WWSU ILN site – we didn't realize you were there until halfway through the meeting!)
2. Changes to the agenda. The VDC Coordinators' report and the DOE Project Manager's report are being replaced by the Student Data Warehouse Project Team Report in order to reflect the way the team is actually functioning and to avoid duplication.
3. Accept August 2004 minutes. **Motion (Donahue) and second to accept the minutes of August 12, 2004. Passed unanimously.**
4. SDW Project Team Report. (Report distributed electronically prior to the meeting. Hard copies were handed out at the meeting.) The board reviewed the report. Notes:
 - George Raynak will not be able to be an evaluator this time.
 - Evaluation training date set for 8 AM on Tuesday, 21 SEP, at the DOE 4th floor conference room. Evaluators are requested to review the evaluation sheets (previously sent out) before the training session. Denise will send these out again and confirm the date and location.
 - The “showcase” of finalists will be on Tues/Wed 19/20 October in the Pavilion building auditorium. This allows for a half day each for up to four finalists. Sessions will be from 9-12 and 1-4. Evaluation checklists will be provided. ALL VDC MEMBERS ARE ENCOURAGED TO ATTEND THESE PRESENTATIONS. EACH FINALIST'S INTERFACE TOOL WILL BE AVAILABLE FOR DEMONSTRATION.
 - Discussion held about the trial evaluations that will follow the showcase (up to 2 vendors). Lamoille South, Lamoille North, and Franklin Central will be the trial districts. Brucie will work with Franklin Central while Bill and John will work with their home districts.
 - Denise is pre-planning for the possibility of the need for an independent review to make sure that process (needed if the cost is greater than \$500,000) happens immediately and quickly. The need for this review will be evident when proposals are reviewed. If we are under \$500,000 (and over \$150,000) a cost/benefit analysis study is required.
 - Bill reviewed his efforts to complete Data Discovery sessions with every SU.
 - The board discussed security issues. The suggestion was made that the VDC provide clear guidance, and perhaps sample policies, to assist member districts in developing security procedures and methods. Bill will email members in an attempt to inventory current policies and procedures.
5. Treasurer's Report. Tabled.
6. TIID Grant Report. Brucie has been working in an integrated fashion with the project team on the data discovery effort. The language of the grant has become obsolete in some regards because of our

collaboration with the state. Brucie will review the grant and prepare a status report for next meeting. Her report will detail what she is currently doing, what she will be doing at various points in the project, and how that all aligns with the grant language. It may be necessary to make an amendment to the grant. She will also keep an eye open for possibilities for future grants.

7. Other as needed.

- Marketing: Diane asked the question – Should we have a marketing plan? Discussion held. The consensus was that we should concentrate on pursuing the initial implementation before conducting an active marketing effort. Some thought that DOE's involvement assured a high level of interest. We also have the unknown factor of the proposed student information system and how that may influence potential members. We will keep open the possibility of putting together a presentation for the spring VSA/VSBA conference. In the meantime, we will keep communicating to the general education community about the progress of the project. Neil will be checking on the status of Vermont Fest and letting us all know by email. Bill will work on getting the website up (server and workload problems), though he doesn't believe it is a major marketing device.

Meeting adjourned at 2:50 PM

(Note: There was no need for an executive committee meeting, so none was held.)