



VDC MEETING
October 6, 2005
Vermont Institutes

1:00-3:00 Executive Committee
All directors are welcome to attend

vermontdata.org

VDC
110 East State St.
Montpelier, VT
05602
Ph. 224-9110
Fax 224-9113

NO ILN AVAIL.

Deleted: 3:00-3:30 . Executive Session

VDC SU	Directors	Present	Other Rep(s) Present
1	Addison Central	Patricia Aigner, Co-President	
2	Addison NE	Lauren Parren	
3	Addison NW	Bob Owens, member-at-large	
4	Chittenden East	Steve Jarrett	
5	Chittenden South	Amy Cole	
6	Essex Caledonia	Steve Sanborn	
7	Franklin Central	Diane Lemieux, President	X
8	Franklin NE	Mary Helen Hart	
9	Franklin NW	George Raynak	X
10	Lamoille North	Aria Benjamin	X
11	Lamoille South	Bill Kimball, Treasurer	X
12	Orange East	Dotty Danforth	
13	Orange SW	TBA	
14	Orleans Central	Jeffrey Everitt	
15	Orleans ENSU	Richard Smith/Jeff Everitt	
16	Orleans SWSU	Jeffrey Everitt	
17	Rivendell	Hank Plaisted, member-at-large	
18	Rutland SW	Chip Baldwin	
19	Southwest VT	Jim Boutin	
20	Springfield	Jude Newman	
21	Washington South	David Bickford/ Bruce Donahue	X
22	Washington West	Eddie Beatty, Secretary	
23	Windham Central	Jil MacMenamin	X
24	Windham NE	Chris Kibbe, member-at-large	X
25	Windham SE	Paul Smith/JE	
26	Windham SW	Curtis Carroll	X
27	Windsor SW	Linda Waite	
# Directors present:		8	X or ILN = directors present

Partner	Rep	Present
DOE	Denise Sanders	x

	Other	Present
VDC	John Ferrarra	x
VDC	Bryant Patten	x

MINUTES

New Board members:

jmacmenamin@fc.wcsu.k12.vt.us

ccarroll@tvhs.k12.vt.us

1. Welcome, attendance
2. Changes to the agenda
3. Accept September 4, 2005 minutes
 - a. Diane will send out to list tomorrow
4. Fill Member- at- Large vacancy
 - a. Chris Kibbe was appointed retroactively as Member at Large to fulfill the vacancy left by George, who resigned from the XC after becoming a VDC contractor
5. Membership Update
 - a. John passed out the latest membership list with 27 SU/Districts and 47,287 students
 - b. WCSU and Caledonia North are very interested. John will contact Bruce Richardson to get together a promotional presentation to work together as a region (NE Kingdom), including their academies.
6. Budget Update
 - a. DOE payment
 - i. We have paid the first payment of \$130,000.
 - b. Bill sent out the September end of the month reports, and gave us an update as of today.
 - c. We are still expecting to receive \$145,000. from new/current members
 - d. \$312,000 has been received so far.
 - e. Cash on hand is \$143,165.
 - f. We appreciate the districts that have been able to send their money in early. This has put us in good financial standing.
7. Project Team Report, including
 - a. EDWA status
 - i. The project team is very busy getting ready for the pilot deployment. The user names and passwords should become active next week. You will be notified by John. He asks that you notify him of any security issues you come across. Pilot users should have patience with the performance, and save any queries that are not working properly as favorites so that they can be duplicated and resolved after you report it. Small n will not be working. Do not share any queries, etc. that show small n data cells. The project team will put together a memo to go out to the pilot users about the guidelines and procedures

of being pilot users with their user name and passwords. Board members can email the information. Pilot users getting random passwords should change their password ASAP.

b. Timeline

- i. Phase 2 is beginning next week (local data). Phase 3 will begin in January (post contract)

c. Local data

- i. TD will be loading data from LSSU next week. VDC will observe.
- ii. ACSU will come after that and should be done by Dec.
- iii. Beginning in January, we will start to roll out local data with the assessments already in the warehouse from Phase 2.
- iv. The public portal is Phase 1b, and should be available sometime in November. It will replace the current charting site and have dynamic reporting. School profile reports will be available. The old site will send visitors to the new site.
- v. NECAP results will be sent electronically to the assessment team at DOE, be cleaned, and then go to the warehouse from the DOE. The NECAP vendor will be providing a reporting tool to look at the NECAP data only. Getting NECAP data into the warehouse will be in Phase 3, along with the other Phase 3 tasks. Schools should be getting their paper data in February. The DOE will need to clean the data, map the test and build the ETL to load it into the warehouse. This will take at least 3 months and will not begin until the information is verified from the schools.

d. Training update

- i. All local training plans should be shared with Brucie. Brucie will coordinate with Denise and John.
- ii. Brucie has done a short training in Chris Kibbe's school.
- iii. Addison County John did this training with Patricia, Bob Owens and Lauren. CSSU and SWVT attended.
- iv. Franklin County George, Brucie and Diane did a four day Train the Trainer.
- v. There will be a training section on the new website.

e. VDC Training lab

- i. We need a better storage space. Bill volunteers Stowe Elementary. We discussed other storage/transport issues. Bill will research this and bring a recommendation back.

f. Additional training needs TABLED

- i. Statistics
- ii. Reports

8. Grant/Professional Development Report

- a. Doug Reeves rep will be here on Nov. 10th & 11th. Members are encouraged to go. Sign up through CVEDEC.

b. VB Conferences

- i. We are holding to 5 members for days 2 & 3. Lists are due October 7, 2005.
- ii. Days 2 & 3 will be for building a school profile. Folks attending on these days are encouraged to bring back their work and expand/share it.
- iii. The lab will be brought as a backup. And power cords/ strips.
- iv. (Wireless if possible) laptop use will be minimal (5%) for Day 1. 1 per team is required. Teams should be prepared to meet in between Days 1 and 2.
- v. Days 2 & 3 will require use of the warehouse and skills that have been taught in the Basic & Advanced trainings. At least 1-2 team members should have been trained already and be comfortable with these skills. This will not be an EDW training, but there will be floaters to assist. Teams should have at least 2-3 laptops for these days.
- vi. The Victoria Bernhardt books have arrived and will be distributed on the first day.
- vii. There is a conference budget. TD will cover 3 of her days as part of the contract. Diane will send it out to the board.
- viii. VDC will be paying for travel and expenses for 3 days.
- ix. We may be asking members to assist with transporting Vickie during her stay. George and Brucie are coordinating this.

9. Presentations

- a. VT Fest Nov. 3 Brucie
- b. VSA/VSBA Nov. 4 John & Denise if available, Bill, Diane
 - i. We will have 4 laptops set up in the main lobby for hands on guided exploration
- c. Bill will be able to have a draft to Diane by 10-21

10. Employee

- a. Mileage proposal
 - i. Independent contractors should not be submitting for mileage. It should have been built into the contracts up front.
 - ii. Proposal to take what's left in the mileage budget line, divide it by 3 (employees), and distribute to each employee and George's SU to cover his mileage expense.
 - iii. Mileage went up to \$.48/mile for the rest of this calendar year.
 - iv. Bill will review the proposal with his business manager so that we're doing it the right way. We will bring it to the XC for approval before the next meeting
 - v. Contractors will submit as they have been until this is resolved.
- b. Purchase approval
 - i. Copying for Addison training- \$380. approved, pending one more XC vote
 - ii. In the future, districts will be responsible for doing their own copying.
 - iii. Manuals could be put on the website

c. Contractor evaluation TABLED

11. Website

- a. There will be 3 separate areas: employees, members and public
- b. The new site should be up in a couple of weeks; the old site is still working.
- c. Bryant is doing the new website; we'll be looking for a new host.
- d. Vdcteam.org is the temporary site until it can be moved to the new site.

12. CT RESC website, collaboration TABLED

13. Motion to adjourn Chris/Jil 3:30