



**VDC MEETING**

**November 4, 2004  
Killington Grand Hotel**

**12:00-1:00 VDC Board**

**vermontdata.org**

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**NEXT MEETING: 1<sup>st</sup> Thursday of Month, December 2, 2004, Alumni Hall, Vermont College**

	<b>VDC SU</b>	<b>Directors</b>	<b>Present</b>	<b>Other Rep(s) Present</b>
1	ACSU	Patricia Aigner	X	
2	ANESU	Lauren Parren	X	
3	CESU	Steve Jarrett	X	
4	FCSU	Diane Lemieux	X	
5	FNESU	Mary Helen Hart		Rob Gervais
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	X	
12	Orl SWSU	David Ford		
13	Rivendell	Hank Plaisted		
14	Springfield	Sara Carter		
15	WSSU	Brucie Donahue	X	
16	WWSU	Edie Beatty		
17	Windham CSU	Neil Manders	X	
18	Windham NESU	Chris Kibbe		
19	Windham SESU	Paul Smith	X	Bob Wickberg
20	Windsor SWSU	Linda Waite		Lauren Baker
				Executive Committee
		# Directors present:	12	X or ILN = directors present

<b>Partner</b>	<b>Rep</b>	<b>Present</b>
DOE	Denise Sanders	X
VSBA	Winton Goodrich	
Vita Learn		
VI		

<b>OTHER SUs</b>		<b>Rep(s) Present</b>
	Franklin West	Sheila Rivers
	Franklin West	Phillip Benjamin

1. Welcome, attendance. Meeting convened (over lunch) at 12:13. Guests were welcomed.
2. Changes to the agenda. None.
3. Accept October 4, 2004 minutes. *Motion was made and seconded (Ferrara/Gervais) to accept the minutes. Passed unanimously.*
4. VDC/DOE Project Team Report. John F. updated everyone on the status of the RFP and how the process had unfolded so far:
  - The field was narrowed from seven to three after the first reading.
  - Those three presented at the “showcase” sessions.
  - All readers then gathered and the DOE/VDC jointly decided not to eliminate any of the three but to notify each, in writing, of potential “red flag” issues and invite them to work with our project team during the 25-day hands-on evaluation.
  - Since that time it was determined by the Project Team that one of the vendors could not resolve its “red flags.”
  - Currently, the remaining two vendors are involved in the planned 25-day hands-on evaluation period.

Various members of the evaluation team reviewed the detailed scoring process used to evaluate the proposals. Great praise was given to Denise Sanders for the quality of the proposal evaluation process.

Evaluation teams of various composition (teachers, technology coordinators, administrators, etc.) will be organized to evaluate BOTH offerings. Denise explained that it is critical for evaluators to spend equal time with both proposals. There will be web-based access for evaluators. The project team will attempt to set up regional trainings for potential evaluators.

The Project Team will send out email to all members with notice of training opportunities and the web access to the proposals.

Bill emphasized that we are in a wonderful position because it is clear that EITHER of the two remaining vendors will be an excellent choice. Denise and John expressed their agreement.

Denise reviewed the decision-making process and assured the VDC that the collaborative process with DOE will continue. Decision conference will be December 7 and 8 (if necessary) until a decision is made.

5. Treasurer's Report. Bill handed out the Treasurer's report and reviewed it. It will also be emailed out. Bill reviewed the report and explained the fact that VDC did not pay for the contracted services provided in May and June of 2004. The funds for this were rolled over into the current year's contingency line. ***Motion was made and seconded (Donahue/Gervais) to expend \$9400 of contingency line to cover the overage in contracted services. Bill explained that this was a "bookkeeping" adjustment only and did not reflect overspending. Motion passed unanimously. Motion was made and seconded (Metcalf/Donahue) to approve the Treasurer's report. Motion passed unanimously.***

6. Other. Diane and the Project Team answered questions regarding membership and training plans for the final product. Each SU will have one person trained by the vendor. This training will occur in the spring so member districts should make sure to designate someone for that training.