



VDC MEETING

**February 3, 2005
 Alumni Hall
 Vermont College
 1:00 VDC Board**

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vermontdata.org

NEXT MEETING: 1st Thursday of Month, March 3, 2005, Alumni Hall, Vermont College

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

Directors present: 11 X or ILN = directors present

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

OTHER SUs **Rep(s) Present**

1. Welcome, attendance. Bill Kimball opened the meeting at 1:10. Diane was ill and unable to attend. The meeting was started without a known quorum and closed without a quorum. As a result, all action items were tabled. More information will come via email, including possible votes on elections and other motions.
2. Changes to the agenda. None.
3. Accept January 6, 2005 minutes. Tabled.
4. Election of Officers for 2005. Tabled. The following individuals will be standing for election as officers:
 - Co-Chair: Diane Lemieux
 - Co-Chair: Patricia Aigner
 - Treasurer: Sara Carter
 - Secretary: Steve Metcalf
5. Confirm Board of Directors for 2005. Tabled.
6. VDC/DOE Project Team Report. The report was distributed electronically prior to the meeting.
 - a. Vendor contract: See report.
 - b. Membership Renewal fees: The team prepared a report documenting the services provided thus far to member districts. Bill provided a clarification of the fees that will apply to current and new members at various membership levels. The important distinction between the one-time development fee (\$7/student) and the annual fee (determined by the total size of the consortium) was emphasized.
 - c. Local Data Discovery sample letter, progress. Discussion and review of the data discovery process to date. Suggestion was made that each member supervisory union should have a “product” of some sort to share with their boards as they enter the CFP grant cycle. One suggestion was the template for the POA. The Project Team will consider this recommendation. Bill indicated that his goal was to complete the “inventory” process with each member by June.
 - d. The project team suggested a day-long meeting to plan for/develop policies and procedures (see page 2 of project team report). March 17 was the date selected.

- e. Another upcoming day may be scheduled for sharing assessments developed by local districts – possibly April. There was general enthusiasm for the idea and a further suggestion that it be a VDC member-only conference.

7. Grants.

- f. TIID current. Brucie distributed material related to our current grant, including a rubric that all members will need to complete. However, the rubric was amended at the meeting. Brucie will send out the revised edition. Members are to complete the rubric and submit it prior to the March meeting. The grant has been extended until June 30, 2005. It is possible that excess funds may be able to be applied to VDC's contribution to the DOE's contract with the vendor.
- g. Planning for next year's grant. The application has not been issued, but we need to form a team to write the grant. Also, we need to identify which districts will be willing and able to "donate" their eligibility for fund. Patricia, George, and Brucie will form this committee. Brucie will coordinate.
- h. Other grants. There may be some national level grants which we or the state might be able to apply for which would align with our project. More information to follow.

8. Treasurer's Report.

- a. Preliminary FY06 budget discussion (2 employees). Planning for next year is underway, with a target date of May 1 for the establishment of FY06 membership fees.

9. Other. Brucie presented information regarding her contract situation. She is currently .3 FTE under the grant and is requesting to know whether her position will be included in the next round. Her position in Northfield was budgeted at .7 for 05-06 under the assumption that .3 would again be part of the grant. David Bickford explained that the fiscal constraints in Northfield dictated rif's in faculty positions, so restoring the .3 is by no means automatic. The executive committee will convene to discuss this issue.

10. Adjournment. The meeting adjourned at 2:55.

Respectfully submitted,

S. Metcalf, Secretary