



VDC MEETING
March 17th, 2005
Norwich University
9:00-2:00 Board of Directors
2:00-3:00 Executive Committee
vermontdata.org

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This meeting will be F2F (no ILN)

AGENDA

1. Welcome, attendance
2. Changes to the agenda
3. Approval of officers
4. Accept February 3, March 4, and March 7, 2005 minutes
 - a. Review/ discuss XC minutes from 3-4-05
 - i. VDC non-negotiables
 - ii. Chittenden County/Non-Member SUs
 - iii. Membership Renewal Costs
 - iv. VDC data collection tools & boundaries
 - b. VDC/DOE meeting 3-7-05
 - i. VDC-DOE contract
 - ii. EDW Cost Sharing
 - iii. EDW Policy Development
5. VDC/DOE Project Team Report
 - a. Create a VDC Policy Committee proposal (these will be discussed in team report)
 - b. DOE letter to non-member SUs
 - c. Complete Task Timeline
 - d. April local assessment sharing day update
6. Treasurer's Report
7. Grant Report
8. 10:00 Break Out Work Groups

Work Groups

A. Management of the VDC (Patricia/Diane, George, Brucie lead)

1. Grant work/discussion
2. MOU with State
 - a. payment
 - b. providing PD
 - c. access level to data
 - d. support level
 - e. state and local data priority

B. VDC internal policy work (Bill and Steve J. to lead)

1. Loading of data
 - a. How do we prioritize the loading of data?
 - b. How do we determine which data templates (database) the VDC constructs for gathering data?
 - c. Do we coordinate the bulk purchase of data sets if necessary (e.g., NRTs)
 - d. Each SU needs a dedicated contact for data quality issues
 - e. What level of support does the VDC provide for data quality at local level? When is too much to support?
2. Professional Development
 - a. Does the staff work within one SU while providing Training and Analytical help?
3. VDC Decision Making process

C. VDC/DOE policies work Group 1 (Lisa and John to lead)

1. Loading of Data:
 - a. Frequency of loads of data
 - b. Amount of data (hard drive size)
 - c. Establishing agreements for keeping data in the format needed for ETL (Extract, Transform, Load)? Each Su will need to have one.
 - d. data audits - this happens at ETL.
2. Ownership of Data
 - a. Local data stored on VDC servers – What is the Non-Disclosure of other agreements from VDC? What are the release documents for local SU?
 - b. What are the protocols if a member leaves the VDC? Data extracts? Data purged?
3. Security

- a. local decisions What can the local SU make for decisions?
- b. local set-up of computers follow best practices from NCES
- c. local agreement to “Best Practices” by both individual personnel and SU IT departments

D. VDC/DOE policies work Group 2 (Diane/Patricia, Denise)

1. Professional Development

- a. Who provides high quality training to the following:
 - i. Within DOE
 - ii. To trainers for each SU
 - iii. To administrators and teachers at each SU
- b. What documentation is part of the training besides training documents?
- c. Support levels within the SU: calls SU trainer, if trainer cannot find answer, contact VDC, VDC cannot find answer?
- d. Web based support???? Do we want an on-line help desk? I think so.

2. Procedure for use of computer lab.

3. DOE Policies

- a. Lisa and Denise will be bringing a list to the meeting of DOE policy needs

11:30-12:00 Lunch (catered)

12:00-1:00 Resume Work Groups

1:00 – 2:00 Report Out/ Whole Group Discussion

Groups should report out the following:

1. Groups should be prepared to report out and get feedback on the following:
 - a. Key decisions made
 - b. Unresolved issues
 - c. Next steps

2:00 – 3:00 Executive Committee (times may need to be flexible)

1. FY 2006 budget development
2. Review Bill/John Contracted Services agreements and send letters to LSSU and LNSU superintendents requesting full time agreements for FY06

Future Work

Investigate project management tool to track employee work

Develop communication Plan with Tetra Data

RSVP regrets please by Tuesday noon so we can plan for lunch

Board members, please bring

- your computers so that we can do small group work
- the 3-4-05 minutes
- any attachments

Handouts you will receive on this day:

Member Renewal Packet

1. Member Renewal Letter
2. Renewal Costs for Founding Members
3. VDC Packet

New Member Packet

1. DOE letter to non-members
2. New Member Options
3. VDC Packet

VDC Packet includes:

1. Partnership Agreement
2. EDW Project Timeline
3. VDC Services Provided
4. EDW DOE Services and Costs

Directions to Norwich University/Milano Ballroom

We will be meeting in Milano Ballroom as guests of Northfield High School

From the South:

I-89 to Vermont Exit 5. At the stop sign, take a left onto Route 64. Follow to junction of Routes 64 and 12. Bear right onto Route 12 north. Follow for 2 miles. The university will be on your left. Take the second entrance. Roberts Hall (Admissions) will be on the immediate left as you enter campus. Find a place to park behind the Admissions building. Look for a sign for Milano.

From the North:

You can either take I-89 south to Vermont exit 5 (follow above directions) or take 12 South out of Montpelier. It's about 8 miles to Northfield. Go straight at the stop light, pass the downtown and keep going south towards Norwich. It's about ½ mile south on the right. Turn right after Central Street (Your 4th right hand turn from the downtown.) Roberts Hall (Admissions) will be on the immediate left as you enter campus. Find a place to park behind the Admissions building. Look for a sign for Milano.