



VDC MEETING

**April 7, 2005
 Alumni Hall
 Vermont College
 1:00 VDC Board**

vermontdata.org

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NEXT MEETING: 1st Thursday of Month, May 5, 2005, Alumni Hall, Vermont College

	VDC SU	Directors	Present	Other Rep(s) Present
1	ACSU	Patricia Aigner		
2	ANESU	Lauren Parren	X	
3	CESU	Steve Jarrett	X	
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	Dottie Danforth		
10	ORSWSU	Steve Metcalf	X	
11	Orl ENSU	Richard Smith		
12	Orl SWSU	Jeffrey Everitt	X	
13	Rivendell	Hank Plaisted	ILN	
14	Springfield	Sara Carter	ILN	
15	WSSU	David Bickford		
16	WWSU	Edie Beatty	X	
17	Windham CSU	Neil Manders		
18	Windham NESU	Chris Kibbe	ILN	
19	Windham SESU	Paul Smith	Telephone	
20	Windsor SWSU	Linda Waite	ILN	Doug Holcomb

Directors present:

14

X or ILN = directors present

Partner	Rep	Present
DOE	Denise Sanders	X

OTHER SUs

Rep(s) Present

1. Welcome, attendance. Diane welcomed everyone and convened the meeting at 1:10.
2. Changes to the agenda. None.
3. Accept March 17, 2004 minutes.
 - a. Change TD training dates to July 25, 26, 27, 28 (instead of August 8, 9, 10, 11)
Motion was made to accept the minutes as amended (Patten, Raynak). Motion passed unanimously.
4. VDC/DOE Project Team Report.
 - a. Data discovery update. John reported that the process may move a little faster than expected because things are going well and TD indicates the work done so far was very appropriate. Hope to have a good chunk of this local data collection done before the fall. The team has also created a local data database to make it clear who has what information and assessments. A “Local Data Matrix – SU Verification Report” has been/will be sent out for each member to check. These need to be verified and returned to Bruce Donahue by April 18. There was a general discussion about the way the first data will be selected. It will probably still be two supervisory unions, but it could be that selected items from other SU’s could be chosen.
 - b. Policy document(s). As a result of the March 17th meeting, many policy issues were identified. Because of the data discovery work that we had done, there was money available in the contract to shift to policy development. IBM will take our work and develop proposed policies and procedures based on best practices in the field. The DOE and local SU’s will be involved in this effort.
 - i. Policy Committee formation. The following members were named to a VDC Policy Committee to help direct this work and develop needed VDC policies: Bill, John, Denise (representing DOE), Diane, and Lauren. (Any other interested members should contact Diane.)
 - c. EDW data model, VDC demo. The team shared the structure and some of the particulars of the “attributes, objects, and members” currently in the EDW model. Next steps are to actually fill the tables with data and doing all the quality checks. This is the ETL process – extract, transform, and load. Other notes: The working relationship is excellent; some challenges remain (small n exclusion, security issues); hardware is arriving.
 - d. Office space. **Motion was made (Everitt/Jarrett) to approve the team recommendation to rent office space at 110 East State Street, Montpelier.** The cost will be within the budgeted amount. LAPDA is a partner in this venture. LAPDA will lease the space and a memorandum

of understanding with LAPDA will be presented to the Executive Committee for final approval.

Motion was approved unanimously.

e. Local data collection tools/SIS.

- i. A problem with the POA template was identified and Bill has found the solution but has not had time to make the correction. He will work on this and share the template with all those who use the POA.
- ii. John reported that the potential exists for adapting an existing Access database developed in Addison Central for general use with local assessments. ACSU has graciously authorized sharing this database which they created at their expense.
- iii. Bill reported on MazikUSA, an SIS firm that partners with TetraData. His initial impression is quite favorable. It does SIS, HR, report cards, curriculum, financials, etc., etc. He is just being given a signon name to begin playing with it. A ballpark cost for startup costs for the combination of LNSU and LSSU was only a quarter of what three other systems have quoted Bill in the last couple of years. For a school of 400, the cost was \$6000. They are a new company (four years old). Several members expressed interest. Bill and John will continue to investigate. Neil Manders has also identified a possible SIS called iSchool which will be investigated.

f. Grant template update. John reported that it appears three new members might be able to join having used our template to apply for Title IID grants. George reported that the consortium was able to recruit the full \$75,000 request for our grant directed at funding the data trainer position and providing expanded professional development support.

g. Updated documents. The documents below have been/will be sent out to encourage member renewal and non-member enrollment.

- i. Commissioner's letter
- ii. Member renewal letter/non-member recruitment letter
- iii. EDW timeline

5. Treasurer's Report. Bill offered a correction to a recent email about \$10047 in unexpected funds, clarifying that it was from both Rivendell and WSSU, not just Rivendell.

a. Budget planning.

- i. Cash flow schedule. We have unobligated funds of \$132,000. Considering various cash flow scenarios (based on different FTE's), Bill advised that some work needs to be done soon to make decisions on FTE's, affordability of employees/need for expertise, etc. The executive committee will begin to address these issues at its meeting later today. The board will also provide guidance to the project team in developing the 05-06 budget.

6. Professional Development/Grant Report.

- a. Victoria Bernhardt, Doug Reeves. At some point the direction of our professional development will need to be decided. VB sees her work and DR's as being complementary, not mutually exclusive. Others mirrored this view. There was preliminary discussion on the direction of and possibilities for professional development.
- b. TetraData training. Diane questioned how we would assign slots to the two sessions. Lauren asked for guidance on which training different folks would need to have. Training scheduled is: First day, 20 seats, basic training. Second day, 17 seats, advanced training (must have attended day one). Third and fourth days, 15 seats, train the trainer. This will happen in July and be repeated in September (6-9). Denise will re-send documents describing the audience and the suggested attendees. A discussion was held regarding allocation of slots between DOE and VDC as well as procedures for registering for slots. For train the trainer slots, Steve Jarrett suggested a seat for every member SU, four for our Project Team (Bill, John, Brucie, and Denise), and the balance to be allocated by the Project Team. Bill and John will make the decision.

7. Other as needed. None.

8. The meeting adjourned at 3:22 PM.

Respectfully submitted,

S. Metcalf, Secretary