



VDC MEETING
May 4, 2006
Vermont Institutes

1:00-3:00 Board Meeting
All Board members welcome to attend
3:00-3:30 Executive Committee only

vermontdata.org

VDC
110 East State St.
Montpelier, VT
05602
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NO ILN AVAIL.

AGENDA	<u>Start at</u>	<u>Time</u>
1. Welcome, attendance	1:00	5 minutes
2. Changes to the agenda		3 minutes
3. Accept April 6, 2006 minutes		2 minutes
4. Proposed Policies & Procedures	1:10	15 minutes
a. Board Member Access		
b. Procedure For Data Loading Priority, Iterations, Etc		
c. Lapse Of Membership		
d. Mid-Year Membership		
5. Treasurer's Report	1:25	20 minutes
a. FY 06 Report		
b. Proposed FY 07 budget		
i. Mileage reimbursement		
c. Finalize FY 07 pp cost		
d. Timeline for sending out FY 07 Partnership Agreements		
6. VDC Staff Report	1:45	20 minutes
a. Hiring update Executive Director		
b. Contractor/employee status		
7. Project Team Report, including	2:05	30 minutes
a. Local data warehouses; cleansing tools, data collection		
b. DOE/VDC Forms for data, reports, corrections		
c. DOE Best Practices Guide for data collection		
8. Grant/Professional Development Report	2:35	15 minutes
a. Plans for spending down grant		
b. Upcoming scheduled trainings		
9. Other	2:50	5 minutes
10. Items for next meeting	2:55	5 minutes

Executive Committee

1. Approve FY 07 employee contracts & timeline

Executive Committee Retreat	May Date TBD	Half Day?
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1. Set new VDC indicators
 - a) Revise brochure
2. Five Year Plan
 - a) Budget
 - b) Licensing
 - c) DOE partnership
 - d) Staffing
3. Policies
 - a) Finalize if necessary
4. XD hiring & task priorities
 - a) Organize VDC office/documents
 - b) Review task lists for contractors
 - c) Assign tasks as needed
 - d) Communication Plan
5. Plan June Agenda & Transition
 - a) New officers
 - b) Refresh board members
 - c) Contact new member reps
 - d) Member transitions: new, old, departing
 - e) Communication
 - i) Members
 - ii) Field
 - iii) Superintendents