



**VDC MEETING**

**May 5, 2005  
 Alumni Hall  
 Vermont College  
 1:00 VDC Board**

vermontdata.org

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**NEXT MEETING: 1<sup>st</sup> Thursday of Month, June 2, 2005, Alumni Hall, Vermont College**

	<b>VDC SU</b>	<b>Directors</b>	<b>Present</b>	<b>Other Rep(s) Present</b>
1	ACSU	Patricia Aigner	1:19	
2	ANESU	Lauren Parren	1:26	
3	CESU	Steve Jarrett	1:29 ILN	
4	FCSU	Diane Lemieux	X	
5	FNESU	Mary Helen Hart		
6	FNWSU	George Raynak	X	
7	LNSU	John Ferrara	X	
8	LSSU	Bill Kimball		
9	ORESU	Dottie Danforth		
10	ORSWSU	Steve Metcalf	X	
11	Orl Central	Jeffrey Everitt	ILN	
12	Orl ENSU	Richard Smith		
13	Orl SWSU	Jeffrey Everitt	ILN	
14	Rivendell	Hank Plaisted		
15	Springfield	Sara Carter		
16	WSSU	David Bickford		Brucie Donahue
17	WWSU	Eddie Beatty		
18	Windham CSU	Neil Manders		
19	Windham NESU	Chris Kibbe	1:34 ILN	
20	Windham SESU	Paul Smith		
21	Windsor SWSU	Linda Waite	ILN	Doug Holcomb

# Directors present:

X or ILN = directors present

<b>Partner</b>	<b>Rep</b>	<b>Present</b>
DOE	Denise Sanders	X

**OTHER SUs**

**Rep(s) Present**


1. Welcome, attendance. Diane Lemieux called the meeting to order at 1:02. There were nine members represented, so the meeting began without a quorum and all issues needing action were deferred.
2. Changes to the agenda. None
3. Accept April 7, 2004 minutes, including executive committee minutes. **Motion was made and seconded (Donahue/Patten) to approve the minutes as written. Motion passed unanimously.**
4. Review April 15 VDC/DOE meeting. Diane and Bill reviewed the meeting. It went well, with an agreement reached regarding the VDC payment to DOE. Should enough members be able to “pre-pay” 2006 dues, we will be able to make full payment to the state on July 1.
5. Review/accept MOU 2<sup>nd</sup> draft. Draft #2, with Denise’s suggested changes, was reviewed. **Motion was made and seconded (Donahue/Parren) to approve the MOU. Motion passed unanimously.**
6. VDC/DOE Project Team Report.
  - a. Data discovery update. John updated the team’s efforts. It is going well.
  - b. Policy meeting May 17. There was some question about membership, with George commenting that his interest was in being a reader, not necessarily an attendee. We do not yet have a commitment from IBM to take over this project because it is much smaller than the anticipated amount in their agreement with TetraData, who is making a proposal to IBM. The meeting needs to happen by the 20<sup>th</sup> and IBM’s agreement is for ten days of consecutive work. The plan is to have an initial meeting after which IBM will submit a list of all the required policies in priority order and a proposal for what they will accomplish in nine more days. VDC/DOE would then review and approve/modify the proposal. All this means that we may still have IBM participation but that we might get several rough drafts of policies rather than a limited number of polished ones. Updates to follow. In answer to a question, Denise explained that some of the policies will have to be adopted by SU school boards in order to get access to data. The goal is to have policies in place prior to the July training session.
  - c. EDW data model. Denise reported that the security issue is being addressed. The project team and DOE have developed a model and given it to TD to develop. They have 50 days to develop the solution. This will be a major effort on their part, but they have a lot to gain as this will enable them to move to an enterprise level. The model calls for security based on one’s organization, role, domain (VDC or DOE), and area. There was a long discussion about the implications of this issue for the training and implementation schedule. Training should not be any different, but obviously actual implementation requires that this issue be resolved.

The state data model is now frozen, though suggestions will be considered. The superintendents have been exposed to it through a VIT program, and to the analyzer tool

The team has moved to the local data model, working with TD. They will be developing a common data model, but one which can have customized add-ons. . The team has identified LSSU and ACSU as the likely first round districts.

- d. Professional Development. A request was made that the assignment of personnel to the initial training be made public ASAP. John will follow up with Bill.
  - i. TD Training- July 25-28
  - ii. TD Training- Sept. 6-9
  - iii. VDC-led Training – Week of August 15<sup>th</sup> (2 days covering Basic and Advanced). Bill and John is planning to offer this training to folks who won't be able to access the TD training. (They will be doing a “dry run” for LSSU administrators the previous week. They are willing to consider visitors.) We will have two mobile labs of ten laptops each available for this training. Locations to be announced.
- e. .5 FTE VDC Job Description, hiring timeline, committee. Bill and John are finishing the job description. The position will probably focus on local data extraction. The goal is to have the position filled by July 1. The job description will be submitted for approval by email by May 13. Members will have until May 18<sup>th</sup> to respond. The final version will be posted on the 19<sup>th</sup>, with voting for approval until the 20<sup>th</sup>. The advertisement will be open until June 1. The hiring committee will be assigned at the June 2 board meeting to complete the process. NOTE: Although these minutes refer to “job description” and “hiring” it should be noted that this will be a contracted service; the VDC does not intend to hire any personnel directly.
- f. Liability for employees & board members
- g. Local data collection tools: Mazik update, FitnessGram, other....
  - i. Possible Mazik demonstration on May 13 at Stowe Elementary. To be confirmed by email.
  - ii. There will also be a meeting with the iSchool people.
  - iii. The POA assessment templates have been assigned a lower priority.
  - iv. Denise's district is purchasing FitnessGram and Pocket PC's in case others are interested. FitnessGram's website has info on this.
  - v. NEA has a program KEYS 2.0 which does climate surveys –suitable for a whole school reform effort. Brucie is checking it out.

- h. Possible issue with Technical Centers. We should decide how to handle the situation when not all sending districts to a technical center are VDC members.
  - i. ILN issue. The ILN will be unavailable for the June (and perhaps subsequent) meeting. Suggestions on how to address this situation are welcome!
- 7. Treasurer's Report. John gave a brief report from Bill regarding the following. He will ask Bill to email reports:
  - a. Year to date report.
  - b. Budget planning.
    - i. Cash flow schedule.
- 8. Employee Evaluation discussion (how, who, when, etc...). Steve M. will research the bylaws to determine what needs to happen in this area.
- 9. Other.
  - a. Bill Kimball is drafting a requested article for the SETDA (State Educational Technology Directors Association) about the VDC project. The article may be published in T.H.E. magazine.
  - b. Diane will contact Bill Romond about the letter of intent for the major grant he approached us about.
  - c. The MOU for office space is not ready, so there will be no Executive Committee meeting.

The meeting adjourned at 3:09.

**Executive Committee 3:00-3:30 -- CANCELLED**