



**VDC MEETING**  
**August 4, 2005**  
**Killington Grand Hotel**  
**Meet by the fireplace downstairs**

**1:00-3:00 Board of Directors**

vermontdata.org

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

Deleted: 3:00-3:30 . Executive Session

**NEXT MEETING: 1<sup>st</sup> Thursday of Month, September 1, 2005, Vermont Institutes, VT College**

	<b>VDC SU</b>	<b>Directors</b>	<b>Present</b>	<b>Other Rep(s) Present</b>
1	Addison Central	Patricia Aigner, Co-President		
2	Addison NE	Lauren Parren		
3	Addison NW	Bob Owens		
4	Chittenden East	Steve Jarrett, member-at-large	x	
5	Franklin Central	Diane Lemieux, President	x	
6	Franklin NE	Mary Helen Hart		
7	Franklin NW	George Raynak	x	
8	Lamoille North	Aria Benjamin		
9	Lamoille South	Bill Kimball, Treasurer		
10	Orange East	Dottie Danforth		
11	Orange SW	TBA		
12	Orleans Central	Jeffrey Everitt		
13	Orleans ENSU	Richard Smith		
14	Orleans SWSU	Jeffrey Everitt		
15	Rivendell	Hank Plaisted, member-at-large		
16	Southwest VT	Jim Boutin		
17	Springfield	Jude Newman		
18	Washington South	David Bickford		
19	Washington West	Edie Beatty, Secretary		
20	Windham Central	Neil Manders		
21	Windham NE	Chris Kibbe	x	
22	Windham SE	Paul Smith/JE		
23	Windsor SW	Linda Waite	x	
		# Directors present:	5	X or ILN = directors present

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

	<b>Other</b>	<b>Present</b>
VDC	John Ferrarra	x
VDC	Bryant Patten	x

## MINUTES

1. Welcome, attendance
2. Changes to the agenda
  - a. Introductions
3. Accept July 7, 2005 minutes
  - a. Chris, Linda
4. Sign MOU with DOE
  - a. Motion to accept MOU dated 8-4-05 with DOE: Chris, Linda
  - b. Vote to sign MOU -13 in favor, including 8 electronic votes from board members not present.
5. Project Team Report, including
  - a. EDWA status
    - i. There are some concerns over Tetra Data implementing the security model in time for the training. We are in Plan B mode, which is that the org.s and schools in the warehouse are scrambled for the trainings until the security model is in place. User names and passwords will not be given out until everything is in place (except for access to the training database). TD has been slow in understanding our security needs. Bill Talbot has spoken to Martin Brutowski from TD. TD has a new version for us, 5.2, which will have the security. By 8/15<sup>th</sup>, it should be installed and ready for us to test on 8/22. TD is "tracking" for having it completed by Sept. 6<sup>th</sup>.
      1. PS to meeting: Denise created a user name/password that allows access to the VT database and scrambled student names, which can be used for training.
    - ii. Local data
      1. The project team will be trained to enter local data. This work will take preference over training. Brucie will do some trainings, and VDC will contract with Bill to do some trainings as needed.
      2. LSSU data is being loaded by TD as District 1. Templates are being built throughout this process that can be used by the other schools. Then TD will watch the Project Team do District 2 (ACSU), which should be finished before Christmas. These districts were chosen to maximize the benefit for the entire VDC, due to the depth and breadth of their data.
      3. Any data that has been submitted to the state, and state assessment and learning opportunity data, will be available to VDC SUs as soon as they have been trained and the security model is in place, which should be by the end of September 2005.
      4. Local demographic or assessment data that is not collected by the state will be scheduled to be loaded into the warehouse beginning in January 2006. This may be done by (common) assessment rather than by SU. Teacher and student will not be connected in the warehouse until the schools submit that information. DOE will supply a template for "class/course teacher/student ID/name lists" to be submitted. All students should have a unique local ID within the SU, which will not be used again after the student leaves the SU.
      5. BFA will need data discovery as a new FCSU member.
      6. Can we add a "State" attribute under Org. in the warehouse? Use all adm. orgs, then org. names, and use "all". We might be able to do this in the public portal or in a VT Standard Report. VDC report writers will work on this in their Sept. 21-23 Visual Basic training. There will be a 2<sup>nd</sup> VB training. Some of our own SUs may want future training.
      7. v 5.2 will have a new list of Standard reports.
      8. The project team needs to get a handle on Favorites and Reports to determined how they will be used efficiently.
      9. Common local assessment data collection tool
        - a. Will VDC make an electronic data collection tool that our SUs can use as they create their local assessments? We should be the leaders in this effort. What kind of rating scale will be used- 5 point? Will there be some choices of options?  
John/George will facilitate this.
  - b. Training update
    - i. We have had some trainings already:
      1. July 24-29 TD training at Stowe HS for the first VDC group and some DOE folks.
      2. August 2-3 VDC training (by John) for DOE and 1 VDC staff
    - ii. Upcoming trainings:
      1. August 5 VDC training at Stowe HS for LSSU

2. August 17-18 VDC training
    - a. Some of the VDC folks signed up for this training will be trained at a later date, after their SU trainer has been trained. Hopefully by the time they will be trained, the security model will be in place.
  3. Sept. 6-9 VDC training for 2<sup>nd</sup> group of SUs and DOE
  4. Addison County Sept. 13, 14 or 19, 20 and October 2, 3
  5. Franklin County Sept. 26, 27 and October 4, 5
- iii. Training notes:
1. Days 1 & 2 could be re-structured to include time in all 3 models- the TD training DB, the scrambled VT DB, and the actual VT DB with identifiable data.
  2. Days 3 & 4 could be beefed up.
  3. John followed the manuals more closely. He used some VT training exercises, in conjunction with the TD training database.
  4. Local trainings will likely be in many formats
- c. Policy update
- i. Still in the works. Denise needs the intro from VDC. Diane will finish.
6. Grant/Professional Development Report
- a. tabled
7. Membership Update
- a. We currently have 22 SUs, including Orleans Central which will be joining in Sept.
  - b. We're waiting for SWVT's Partnership agreement. (#23) 3500 students
  - c. John met with CSSU; things went well. 4500 students
  - d. Rutland SW is very interested. 800 students
  - e. Caledonia N SU is very interested too.
  - f. Bill might have an update on S. Burlington.
8. Discussion of future business being handled by VDC Executive Committee
- a. Without ILN it's been difficult to get a quorum to make decisions. E-mail voting is getting difficult.
  - b. We could use Qwest Conferencing for dial-in phone access to meetings. Diane will investigate.
  - c. All members would still be (more than) welcome to attend meetings.
  - d. We do still have one vacancy on the executive committee for a member at large.
  - e. We could do a combination of having the Executive Committee make the decisions and having phone conferencing available for who ever wants to attend/contribute via phone.
  - f. Committees Section 1: Committees of Directors: The board of directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of one or more directors, which committees, to the extent provided in such resolution shall have and exercise the authority of the board of directors in the management of the consortium; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the board of directors, or any individual director, of any responsibility imposed on it or him/her by law.
  - g. Please be thinking about this, and be ready to give input in September.
9. Other
- a. Communication Plan
    - i. We need to get started implementing this.
    - ii. Schools need to be getting information about having local and state IDs
    - iii. Diane will review the plan for what communications need to go out.

Motion to adjourn at 3:30: Chris, George