



VDC MEETING NOTES

January 12, 2004

Coolidge Hotel

1:00-3:00

vermontdata.org

SU

12 SUs represented

1	ACSU	Lauren Parren
2	ANESU	
3	ARSU	
4	CESU	Steve Jarrett, Steve Peery, Jim Massingham
5	FCSU	Diane Lemieux
6	FNESU	
7	FNWSU	
8	FWSU	
9	Hartford	
10	LNSU	John Ferrara
11	LSSU	Bill Kimball
12	ORESU	Alice Worth, Dotty Danforth
13	OrlENSU	Richard Smith
14	OrlSWSU	Dave Bickford
15	OrSWSU	Steve Metcalf
16	Rivendell	
17	Springfield	
18	St. J	
19	WashNESU	
20	Wind SESU	
21	WindhCESU	Neil Manders
22	WindhNESU	Charlie Usher
23	WindsSWSU	Jim Robinson, Nancy Westlund
24	WWSU	

Partner(s) 1 partner present

1	VSBA	Winton Goodrich

AGENDA

1. Legal Update
 - a. **VDC organizational meeting will be held on Feb. 12 in White River Junction, Coolidge Hotel from 1:00-3:00.** Officers will be elected by Sus/districts with signed Partnership Agreements by that date. Signed Partnership Agreements will be accepted until the end of April, 2004. SU/SD may join after that date, but the VDC reserves the right to assess an additional charge.
 - b. Consortium- yes, we are becoming a consortium
 - c. Fiscal agent- LSSU is our fiscal agent.
 - d. Documents- final documents will go out on the listserv tonight (1/12/04)
 - e. Official VDC tasks to be done:
 - i. Send invoices to members
 - ii. Sign contract with fiscal agent
 - iii. Interview applicants
 - iv. Sign contract with employee
 - v. Elect officers
 - vi. Send invitation letter to join VDC to every SU
 - vii. Join SIF
 - viii. Create brochure
2. Review DOE meeting, 1-7-04
 - a. Bill, John and Diane met with DOE MIS staff Lisa Gauvin and Stacy Murdock to develop draft job descriptions for the DOE and VDC positions
 - b. VDC and DOE staff will both continue to communicate with the commissioner.
 - c. The positions will differ; the VDC position will be more field based; the DOE position will be more technical and probably be at the Project Manager level (~\$60,000.)
3. Questions/Answers regarding the DOE partnership
 - a. The scope of the DOE/VDC partnership is a data warehouse **and** an SMS

- b. The DW is first priority, beginning this year; the SMS will begin the following year and have a five-year phase in. The SMS will be collecting data down to the day-to-day level of operation.
 - c. We do have to go through an RFP process with the state for a DW
 - i. We will contact states that have already written RFPs for DW.
 - ii. We will be writing the RFP with the state, including specs and criteria that are important to us.
 - d. Will the SMS be state based or statewide? TBD
4. Discuss positions, job descriptions
- a. Items were suggested for additions to job descriptions
 - b. Project management/ implementation was added to the DOE position
 - c. Add communication and coordination to DOE description.
 - d. Add cooperative/collaborative to both
 - e. Add “Coordinate the work of the VDC” to the VDC description
 - f. VDC employee should provide training to the field with dummy or prior data before Sept.
5. Other
- a. We received the TII competitive grant of \$64,600.00, which will provide professional development
 - b. Timeline- Writing the RFP was moved up to February
- | | |
|------------|--|
| Jan | Legal agreements approved by lawyer
Sign VDC Partnership Agreement
Develop job descriptions
Develop working protocol between VDC, DOE |
| Feb | Hire the two employees- VDC, DOE
Develop & refine RFP for Data Warehouse software (VDC/DOE)
Issue RFP for Data Warehouse |
| March | |
| April | |
| May | Demo Selection Day May 20 Award contract |
| June 1 | Build warehouse |
| July 1 | All cleaned data delivered to warehouse from DOE data and norm referenced data |
| Aug. 2004 | Training for use of warehouse |
| Sept. 2004 | First warehouse up and running
Start to work on state SMS |

Nov. 1 RFP for SMS
Jan. 1, 2005 Award SMS contract
March 2005 Start of implementation with pilot group (VDC)
Sept. 1, 2005 Implementation of full SMS with 2nd group of SUs

Tasks:

1. Create invitational letter, send out to SUs Bill, Winton
2. Create brochure wait
 - a. Benefits of membership
 - b. Benefits of year one membership
 - c. Summary of business plan
 - d. Timeline
3. Distribute legal documents and meeting notes Diane
4. Finalize job descriptions Bill, Alice
 - a. Advertise, interview, hire
5. Write draft of RFP Neil, Bill, John, Diane, Alice
6. Article in VSBA newsletter Winton, DOE, Bill