

**NWRDC EXECUTIVE COMMITTEE**  
*Meeting Minutes*  
*October 20, 2009*

**1. Roll Call/Call to Order**

Mike Sullivan, Vice Chair, called the meeting to order at 12:01 pm. Judy Wall noted that Joel Aune had sent his regrets and 1) was unable to attend, and 2) provided his proxy to Judy Wall for the rebate discussion/vote.

**Members Present**

Mike Sullivan, Vice Chair	Snohomish School District
Sue Walker	Shoreline School District
Mark Venn	Sedro-Woolley School District
Rich Moore	Renton School District

**Guests and Staff Present**

Jerry Jenkins	NWESD
Judy Wall	NWRDC
Eric Anderson	NWRDC
J.C. Sain	NWRDC
Jeffrey Knight	NWRDC
Katy McCoard	NWRDC
Lyn Monrad	NWRDC
Delaine Fleming	WSIPC

**2. Review of Terms of Office and Election of Chair**

Judy Wall reviewed the terms of office (three years) for members of the NWRDC Executive Committee noting that the terms for Joel Aune and Mark Venn would end in spring 2010. Both Joel Aune and Mark Venn indicated their plan to run for re-election.

*Mark Venn moved, seconded by Sue Walker, to “elect Mike Sullivan as Chair of the NWRDC Executive Committee.” Motion carried unanimously.*

*Sue Walker moved, seconded by Mark Venn, to “elect Rich Moore as Vice Chair of the NWRDC Executive Committee.” Motion carried unanimously.*

**3. Approval of April 21, 2009 minutes**

*Rich Moore moved, seconded by Mark Venn to “approve the April 21, 2009, minutes as presented.” Motion carried unanimously.*

**4. Communications and Announcements**

**A. Welcome Back Letter**

The annual “welcome back letter” to member district superintendents was shared. It noted that: 1) although 24 NWRDC districts experienced declining enrollments, a record high FTE count was recorded; 2) NWRDC’s continued commitment to support to districts to ensure their staff remained capable of efficiently using the integrated

WESPaC Management System to its full potential; and, 3) WSIPC has launched three new, and free, applications that will be made available to member districts once NWRDC staff has received training.

***B. New Superintendents Names, Districts and Schedule***

Judy Wall commented that the NWRDC Leadership Team is continuing its visitations with new superintendents to provide an overview of the organization and services, as well as responding to questions.

***C. Who and What We Are***

A flyer that provides the details of what the NWRDC provides its members was shared.

***D. Contingency Processing Agreement (handout)***

The *Contingency Processing Agreement*, a reciprocal agreement to provide essential computing services in a time of crisis, was shared.

**5 Reports from the Director and Staff**

***A. Director***

Judy Wall shared that in an effort to expand communications, each NWRDC analyst is contacting three to four end users monthly as a check in to see how things are going for them. These contacts are separate from assisting clients in solving problems. An eight month contract for data warehousing and printing services was finalized with the Franklin Pierce District Data Center (DDC).

***B. Student Services***

Katy McCoard reported that: 1) the Dieringer School District became a full service district converting to the Student Management System this past August; 2) the Marysville and Concrete school districts added the Food Service Module this fall; and 3) discussions are underway to bring on one more in January, which would bring the total Food Service districts to 27.

***C. Fiscal Services***

Eric Anderson reported that the Fiscal team has completed the Renton School District Fiscal/HR conversion to the WESPaC Financial System. NWRDC is now at the half way mark with 23 school districts converted and 23 remaining. Twelve school districts are scheduled to convert this year and eleven next year.

***D. Operations & Print Shop***

Lyn Monrad reported that this fall, the NWRDC Print Shop will launch a user-friendly, on-line ordering system accessible from the NWRDC website. Customers will log in to their own account to place orders, manage templates, order reports, proof their job and even design their own flyers, books and form plus have access to a catalog of their frequent orders.

**E. ASP Infrastructure**

J.C. Sain reported the summer months were filled with multiple projects including: building storage networks, reallocating drive space; replacing hardware; expanding web servers and tripling RAM.

**F. Employment Status Report**

No change in status has occurred since the last meeting.

**6. Executive Committee Open Forum**

A discussion of current issues school districts are facing ensued: teacher contracts; student learning and professional development; labor bargaining issues; declining or no growth enrollment; current levies; maintaining and establishing reserve funds; remodeling buildings; drastically reduced and restricted federal and state funding; WESPAC conversions; rising costs in Special Education; avoiding labor unrest and strikes.

**7. New and Pending Business****A. Activity Application – Jeff Knight**

Judy Wall introduced Jeff Knight who presented an overview of the benefits to coaches and activity directors provided by the Web-based WESPAC *Activity Application*. The *Activity Application* gets the information, such as a student's academic history, that coaches need to make decisions in a timely fashion. There are 21 different menu driven items and multiple reports, for example: Activity Roster, Attendance Detail, Progress Report, Missing Assignments and the Report Card Summary. The importance of putting student status information in the hands of those who can use it and making potential users fully aware of its capabilities was stressed. The NWRDC Executive Committee commended Jeff Knight on his excellent presentation of this very powerful tool.

**B. Facility Report**

Judy Wall reported that since the April 2009 meeting, the last component, fencing, around the two state of the art HVAC air conditioning units over the computer center has been installed.

**C. 2008-2009 Preliminary Year End financial Report/Graphs**

Judy Wall reviewed the financial reports. The preliminary data reflects the year-end closing with only a few transactions remaining. The NWRDC Operations Fund is continuing to be drawn down as planned.

**D. Year End Preliminary**

After discussion, the Executive Committee determined that the Reserve Fund could be drawn down and a rebate provided to member districts. Three possible scenarios were reviewed based on a projected 170,000 FTE:

- \$0.50 per FTE = \$ 85,000 reduction
- \$1.00 per FTE = \$170,000 reduction
- \$1.50 per FTE = \$255,000 reduction

It was determined that the NWRDC reserve to ensure customer needs are met could be reduced based on past successes and not needing additional analysts to complete future deployments. In addition, through careful planning future hardware costs and current consolidation of hardware by regional data centers has provided the circumstance for a rebate.

*Sue Walker moved, seconded by Mark Venn, to “give back to NWRDC member school districts a rebate of \$1.50 per FTE for the 2008-2009 fiscal year, based on either actual FTE or the 220 minimum.” Motion carried unanimously.*

**E. 2008-2009 Annual Report**

A Preliminary 2008-2009 Annual Report was presented to the committee. It was decided that the Annual Report should be included with the rebate check and information letter.

**8. Meeting Schedule**

A. The next meeting will be held on Tuesday, January 19, 2010 at 12:00 noon.

B. The remaining meetings are scheduled for: March 16, April 20 and May 18, 2010

**9. Adjournment**

Meeting was adjourned at 1:25 pm.

**OFFICIAL APPROVAL OF THE MINUTES**

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NWRDC Executive Committee, Chair

Date

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NWESD Superintendent, NWRDC Executive Committee Secretary

Date