

**NWRDC EXECUTIVE COMMITTEE MEETING**  
***Meeting Minutes***  
***4-20-22***

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

The April 20, 2022 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Chair Jacob Kuper, at 12:34 PM, with roll call and personal introductions.

**Members Present**

Jacob Kuper, Chair	Issaquah School District, Chief Financial Officer
Dr. Simone Sangster, Vice Chair	Bellingham School District, Assist Sup of Finance
Dr. Damien Pattenaude	Renton School District, Superintendent
Mike Sullivan	Anacortes School District, Director of Finance

**Guests and Staff Present**

Larry Francois	NWESD, Superintendent
Lisa Matthews	NWESD, Assist Superintendent for Finance & Compliance
Lynn Lynch	NWRDC, Director
Kathy Bisig	NWRDC, Student Team Manager
Mandy Bladek	NWRDC, Business Team Manager
Lyn Monrad	NWRDC, Operations/Print Shop Manager
Rachel Wright	NWRDC, Administrative Assistant

**2. Approval of January 19, 2022 and the added February 4, 2022 Minutes**

The minutes of the January 19, 2022 and the added February 4, 2022 Executive Committee meeting were presented for approval. Dr. Simone Sangster moved, Mike Sullivan seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the April 2022 meeting.

**3. Report from the Director**

**A. Staffing**

Included in the Executive Committee packet were selected acknowledgements from districts for excellent service of NWRDC staff.

**B. Staffing Acknowledgements**

Kathy Bisig introduced Cyndi Tennyson and Marie Nelson who recently joined the Student Team.

**C. Executive Committee Elections**

The positions of Dr. Damien Pattenaude and Jeff Cravy are up for election this spring. Nominations have been received and votes will be collected via Survey Monkey from April 21<sup>st</sup> through May 13<sup>th</sup>, with results being shared at the next Executive Committee meeting.

Jacob Kuper's position will become vacant ahead of his term and per the Constitution and Bylaws, the Executive Committee can appoint a replacement. Lynn Lynch recommended that the Executive Committee make this decision after results from the election.

**D. Membership Changes**

Effective September 1<sup>st</sup>, 2022, Fife School District will receive full support services from NWRDC in an effort to consolidate their support. Dieringer School District chose to receive their support from the ESD 113, which is closer to them, Edmonds will be moving to DDC status, and an unexpected addition, Walla Walla School District will receive full support from NWRDC.

**E. Qmlativ Migrations**

There are 21 migrations planned this summer across the state, three of those districts being NWRDC supported districts.

Implemented new process that requires districts commit to completing specific tasks before they can be put on a schedule. There are informational meetings scheduled in May on how to start the process.

Lynn Lynch asked the committee if there were any questions they would like addressed regarding migrations at the next meeting. Inquiries included the functionality of the software, downtime for conversion and data migration as well as what tools are not ready yet.

**4. Reports from NWRDC Managers Student Services****A. Student Services**

There is a new series of Qmlativ trainings for spring, all districts are encouraged to attend these informational trainings.

**B. Business Services**

Working to fill a current open position, as well as starting new Qmlativ trainings that were created from client requests for more hands on trainings.

**C. Operations**

Lyn Monrad was absent from this meeting.

**5. New and Pending Business****A. Service Requests**

The spikes for several school districts are due to recent turnover and migrations.

**B. Financial Reports**

Lynn Lynch shared the March 2022 financial statements. Still seeing effects of COVID in FTE counts. Fund balance continues to decrease, though currently less than projected.

**C. 2022-2023 Budget Recommendation****1. Budget Presentation**

Lynn Lynch shared the budget presentation for 2022-2023.

**2. Vote: Recommendation to the NWESD to approve 2022-2023 Budget**

Dr. Simone Sangster motioned and Dr. Damien Pattenaude seconded, to approve the 2022-2023 budget as presented. Motion carried unanimously, among those in attendance of the April 20, 2022 meeting.

**6. Executive Committee Open Forum**

**Meeting Schedule 2021-2022**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Primary Agenda Topic</b>
November 17, 2021	Remote	10:30am-12:00pm	Year End
January 19, 2022	Remote	12:30pm-2:00pm	Next Year Fee Schedule
April 20, 2022	Remote	12:30pm-2:00pm	Adopting Budget
May 18, 2022	Remote	12:30pm-2:00pm	Elections/Migrations

**Proposed Meeting Schedule 2022-2023**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Primary Agenda Topic</b>
November 16, 2022	On-site with Lunch	10:30am – 12:00pm	Year End
January 18, 2023	Zoom	12:30pm – 2:00pm	Next Year Fee Schedule
April 19, 2023	Zoom	12:30pm – 2:00pm	Adopting Budget
May 17, 2023	Zoom	12:30pm – 2:00pm	Elections/Migrations

**7. Adjournment**

Jacob Kuper adjourned the meeting at 2:00 PM.

**OFFICIAL APPROVAL OF THE MINUTES**

DocuSigned by:

*Jacob Kuper*

5/31/2022

NWRDC Executive Committee Chair

Date

DocuSigned by:

*Larry Francois*

6/1/2022

NWESD Superintendent, NWRDC Executive Committee Secretary

Date