

NWRDC EXECUTIVE COMMITTEE MEETING

Meeting Minutes

1-19-22

1. Roll Call/Call to Order

The January 19, 2022 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Vice Chair Dr. Simone Sangster, at 12:34 PM, with roll call and personal introductions.

Members Present

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 and 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 the November 17, 2021 Minutes

The minutes of the November 17, 2021 Executive Committee meeting were presented for approval. Mike Sullivan moved, Dr. Simone Sangster seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the January 2022 meeting.

3. Report from the Director

A. Staffing Updates

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

B. Staffing Acknowledgements

Kathy Bisig introduced Britney Nera who recently joined the Student Team.

C. Qmlativ Migration Update

Cooperative wide we are working on a shift to the migration approach. Previously we were looking to Skyward to close any gaps in time for a migration date. This has resulted in a larger workload for all parties, last minute uncertainty and high frequency of moving migration dates.

The goal now will be to complete upfront work before confirming a migration date. Districts will evaluate their specific needs against the products current functionality. Then once a migration date is determined, the focus will be on training and district readiness.

In response to a question of when Skyward will stop supporting the old software, the answer is likely yes but when has not been determined. Nationwide many districts use Skyward. It is likely they will stop making product enhancements.

4. Reports from NWRDC Staff

A. Student Services

Currently the Students Teams focus is on Qmlativ training and prep.

B. Business Services

There is a new time sheet system in Qmlativ that is being tested with NWESD. This new feature will help accounting staff.

C. Operations

Excited that schools are back in person. New clients with print jobs because their local print shops closed and toner supply shortage.

5. New and Pending Business

A. Footprints

Continued spikes are due to recent turnover and Qmlativ migrations.

B. Financial Reports

The 2020-2021 financial reports, while not audited, are complete. There is little change in the expenditure pattern.

C. Vote on Recommended Fees for 2022-23

Lynn Lynch shared financial projections, which led to discussion of the best course of action to take for future rates. With the absence of two Committee Members it was decided to have a meeting in February to discuss further with all of the Committee Members present.

6. Executive Committee Open Forum

Executive Committee members shared current events within their districts.

7. Meeting Schedule 2021-2022

Date	Time	Primary Agenda Topic
November 17, 2021	10:30am-12:00pm Onsite (w/lunch)	Year End
January 19, 2022	12:30pm-2:00pm Zoom	Next Year Fee Schedule
April 20, 2022	12:30pm-2:00pm Zoom	Adopting Budget
May 18, 2022	12:30pm-2:00pm Zoom	Elections

8. Adjournment

Dr. Simone Sangster adjourned the meeting at 1:54 PM.

OFFICIAL APPROVAL OF THE MINUTES

DocuSigned by:

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 NWRDC Executive Committee Chair
 4/28/2022
 Date

DocuSigned by:

 B153E0E45A3B494...
 NWESD Superintendent, NWRDC Executive Committee Secretary
 4/29/2022
 Date