

## **NWRDC EXECUTIVE COMMITTEE MEETING**

### ***Meeting Minutes***

***11-16-22***

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

The November 16, 2022 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order, by Mike Sullivan, at 10:35 AM, with roll call and personal introductions.

##### **Members Present**

Dr. Simone Sangster-Vice Chair	Bellingham School District, Assist Supt of Finance
Wayne Barrett	Concrete School District, Superintendent
Kari Harris	Fife School District, Assist Supt of Business Services
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 of Finance and Compliance
Lynn Lynch	NWRDC, Director
Kathy Bisig	NWRDC, Student Team Manager
Mandy Bladek	NWRDC, Business Team Manager
Rachel Wright	NWRDC, Administrative Assistant

#### **2. Introduction of New Staff**

Mandy Bladek welcomed three wonderful additions to the Business Team: Gwen Coulter, Katrina McNeal and Jessica Treadwell.

#### **3. Approval of the May 18, 2022 and October 20, 2022 Minutes**

Presented for approval were the minutes of the May 18, 2022 and October 20, 2022 Executive Committee meeting. Wayne Barrett moved, Kari Harris seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the November 16, 2022 Executive Committee Meeting.

#### **4. Executive Committee**

##### **A. New Executive Committee Members**

Wayne Barrett, Superintendent of Concrete School District and Kari Harris, Superintendent of Conway School District were welcomed to the committee.

**B. Executive Committee Terms of Service**

The positions of Dr. Simone Sangster and Mike Sullivan will open in June 2023. Lynn Lynch thanked both of them for their commitment to their current positions and encouraged them to run in February 2023 when nominations open up.

**C. Executive Committee Vacancy**

Dr. Simone Sangster will be leaving her position in December 2022. This position will be appointed by the Executive Committee. Lynn Lynch opened discussion to fill the vacancy with a Technology/Student Information Director. A vote will be held at the January 2023 meeting.

**D. Election of Executive Committee Chair and Vice Chair for 2021-2022**

Dr. Damien Pattenaude nominated, Dr. Simone Sangster seconded, to elect Mike Sullivan as the Chair of the Executive Committee for 2022-2023. Motion carried, unanimously.

Dr. Simone Sangster nominated, Kari Harris seconded, to elect Dr. Damien Pattenaude as the Vice-Chair for 2022-2023. Motion carried, unanimously.

**5. Report from the Director****A. Staffing Updates**

Student Team members Tamara Ketchell retired and Kris Gorle left to pursue another opportunity. Kathy Bisig recently completed interviews with a great pool of applicants.

**B. Staff Acknowledgements**

Included in the Executive Committee Packet were emails and letters of appreciation for NWRDC staff.

Lynn Lynch recognized a comment that had been shared in the Skyward Communities message board.

**C. Client Satisfaction Survey**

Reviewed results from the survey for 2021-2022 year. NWRDC's goal is to keep satisfaction numbers at 85% or higher while navigating current migrations, knowing this is actually a significant stretch. Though there have been drops in several categories the

85% mark has been maintained. Teams have identified areas that can be addressed and recognize it may be necessary to operate at lower satisfaction levels for a period.

#### **D. 2022-2023 Goals**

Staff turnover, pandemic, migrations, and increased work load have all taken a toll on staff, not unlike many organizations. The focus for 2022-2023 is primarily staff wellness, leveraging our available resources and focusing on what client's value most.

#### **E. Qmlativ Update**

NWRDC worked with WSIPC, ESD101 and Auburn SD on developing improved migration processes to address areas of improvement that were identified when working through the earliest migrations.

The pace of migrations will continue to increase going forward. Statistics on statewide migrations were shared.

### **6. Reports from NWRDC Staff**

#### **A. Student Services**

Kathy Bisig shared that interviews are taking place for 2 Analyst positions and recognized the team for stepping up during the recent staff changes.

#### **B. Business Services**

Mandy Bladek shared the team is working amazingly hard with 6 new team members and responding to transitions in districts which has significantly increased requests for Contract Business Services.

#### **C. Operations**

Lynn Monrad shared the team is small but bold, giving kudos to the team for handling the uptick in print jobs since July, noting that the Print Shop is handling more job requests due to supply chain issues.

### **7. New and Pending Business**

#### **A. Footprints**

Ticket Totals by FTE are reported in order by district size. This report was for 2021-2022 school year.

**B. Financial Reports**

Lynn Lynch shared the completed results for 2021-2022 along with a preview of how 2022-2023 is starting out and closed with a few scenarios for future FTE rates.

**8. Executive Committee Open Forum**

Executive Committee members shared about current events within their districts.

**9. Meeting Schedule 2021-2022**

<b>Date</b>	<b>Time</b>	<b>Primary Agenda Topic</b>
November 16, 2022	10:30am-12:00pm Onsite (w/lunch)	Year End/Operations
January 18, 2023	12:30pm-2:00pm Zoom	Financial Projections/Rates
April 19, 2023	12:30pm-2:00pm Zoom	Budget Adoption
May 17, 2023	12:30pm-2:00pm Zoom	Elections/Migrations

Lynn Lynch thanked the NWRDC Executive Committee for continued support of the Data Center.

**9. Adjournment**

Mike Sullivan adjourned the meeting at 12:10 PM.

**OFFICIAL APPROVAL OF THE MINUTES**

DocuSigned by:

Mike Sullivan

1/20/2023

NWRDC Executive Committee Chair

Date

DocuSigned by:

Larry Francois

1/20/2023

NWESD Superintendent, NWRDC Executive Committee Secretary

Date