

**NWRDC EXECUTIVE COMMITTEE MEETING**  
***Meeting Minutes***  
***1-18-23***

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

The January 18, 2023 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Chair Mike Sullivan, at 12:30 PM, with roll call and personal introductions.

**Members Present**

Mike Sullivan - Chair	Anacortes School District, Director of Finance
Dr. Damien Pattenaude – Vice Chair	Renton School District, Superintendent
Wayne Barrett	Concrete School District, Superintendent
Kurt Gazow	Bellingham School District, Executive Director Educational Technology
Kari Harris	Fife School District, Assist Supt of Business Services

**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. New Staff Introductions**

Kathy Bisig welcomed two wonderful additions to the Student Team: Kim Ellis and Miranda Shepherd.

**3. Approval of the November 16, 2022 Minutes**

The minutes of the November 16, 2022 Executive Committee meeting were presented for approval. Kari Harris moved, Wayne Barrett seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the January 2023 meeting.

**4. Vote:** Recommendation to appoint replacement of NWRDC Executive Committee member Dr. Simone Sangster. Appointee will complete the term ending June 2023.

Vote on recommendation to appoint Kurt Gazow, Executive Director of Educational Technology, of Bellingham School District to the NWRDC Executive Committee.

Wayne Barrett motioned and Kari Harris seconded to approve the appointment to fill the remainder of the term for Dr. Simone Sangster. Motion carried, unanimously, among those in attendance at the January 2023 meeting.

**5. Report from the Director**

**A. Staffing Updates**

The Business Team is in the process of hiring a Software Support Analyst to replace a recent vacancy.

**B. Staffing Acknowledgements**

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

**6. Reports from NWRDC Staff**

**A. Student Services**

Don't be alarmed by report of 110 hours on one migration validation. New tools are being developed to shorten the time it takes. Migration validation is a laborious process and service provided by NWRDC.

**B. Business Services**

Pre-migration trainings will have a 101 and more advanced courses. This will give clients an overview then provide time to come back and follow up to help round out their knowledge.

The Team is taking what is learned working in the system and feedback from clients; building stronger trainings that best help users.

**C. Operations**

Lynn Monrad was absent from this Executive Committee meeting.

**7. New and Pending Business**

**A. Service Requests**

Service requests by FTE are reported in order by district size. The spikes seen can be caused by business practice changes, staff turnover and migrations.

With more districts having migrated to Qmlativ we can see a trend in support patterns. Currently, NWRDC supports 12 districts in Qmlativ.

**B. Financial Reports**

The 2020-2021 financial reports are now final and edited with no changes since they were shared in November.

**C. Vote on Recommended Fees for 2023-24**

Vote on the recommendation for NWRDC to have a 4% fee increase for all categories of users with the exception of Student Only, which will have no fee increase, for the 2023-2024 year. Kari Harris motioned to accept the recommendation that NWRDC increase fees for the 2023-2024 year and Wayne Barrett seconded. Motion carried, unanimously, among those in attendance at the January 2023 meeting.

**8. Executive Committee Open Forum**

Executive Committee members shared current events within their districts.

**9. Meeting Schedule 2022-2023**

<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

**10. Adjournment**

Mike Sullivan adjourned the meeting at 1:46 PM.

**OFFICIAL APPROVAL OF THE MINUTES**

DocuSigned by:

*Mike A. Sullivan*

4/19/2023

NWRDC Executive Committee Chair

Date

DocuSigned by:

*Larry Francois*

4/19/2023

NWESD Superintendent, NWRDC Executive Committee Secretary

Date