

NWRDC EXECUTIVE COMMITTEE MEETING

Meeting Minutes

4-19-23

1. Roll Call/Call to Order

The April 19, 2023 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Chair Mike Sullivan, at 12:31 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. Approval of January 18, 2023 minutes

The minutes of the January 18, 2023 Executive Committee meeting were presented for approval. Kari Harris moved, Dr. Damien Pattenaude seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the April 2023 meeting.

3. Report from the Director

A. Staff Introductions

Mandy Bladek introduced Alexa Morrow who recently joined the Business Team.

B. Staffing Acknowledgements

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

C. Organizational Updates

Lynn Lynch gave an update on recent NWRDC staff's regular participation in food and coat drives with a local school. Lynn Lynch, Kathy Bisig and Mandy Bladek attended a 3 day certification course on change management.

D. Qmlativ Migrations

Kathy Bisig and Mandy Bladek have been diligently working one on one with districts to ensure pre-work is complete before locking in dates. There are 7 migrations planned for 2024 and about half of 2025 is booked.

Lynn Lynch asked the committee if there were any questions they would like addressed regarding migrations at the next meeting.

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

Student Services did not have anything to add to the enclosed report.

B. Business Services

Two team members gave notice and we will be posting those positions in the next couple weeks.

C. Operations/Print Shop

The Operations Team did not have anything to add to the enclosed report.

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

Ticket Totals by FTE reports are in order by district size and have been updated to show districts that have completed migration.

B. Financial Reports

Lynn Lynch shared the March 2023 financial statements.

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

Lynn Lynch shared the budget presentation for 2023-2024.

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

Dr. Damien Pattenaude motioned and Kurt Gazow seconded, to approve the 2023-2024 budget as presented. Motion carried unanimously, among those in attendance of the April 19, 2023 meeting.

6. Executive Committee Open Forum**Meeting Schedule 2022-2023**

Date	Location	Time	Primary Agenda Topic
November 16, 2022	Onsite w/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

Proposed Meeting Schedule 2023-2024

Date	Location	Time	Primary Agenda Topic
November 15, 2023	On-site with Lunch	11:00am – 1:00pm	Year End
January 31, 2024	TBD	12:30pm – 2:00pm	Next Year Fee Schedule
April 17, 2024	TBD	12:30pm – 2:00pm	Adopting Budget
May 22, 2024	TBD	12:30pm – 2:00pm	Elections/Migrations

7. Adjournment

Mike Sullivan adjourned the meeting at 1:48 PM.

OFFICIAL APPROVAL OF THE MINUTES

DocuSigned by: <i>Mike Sullivan</i> 712CC989DFE7444...	5/24/2023
NWRDC Executive Committee Chair	Date
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DocuSigned by: <i>Larry Francois</i> B153E0E45A3B494...	5/24/2023
NWESD Superintendent, NWRDC Executive Committee Secretary	Date
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