

NWRDC EXECUTIVE COMMITTEE MEETING

Meeting Minutes

5-28-2025

1. Roll Call/Call to Order

The May 28, 2025 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Dr. Damien Pattenaude, at 10:30AM.

Members

Dr. Damien Pattenaude – Chair	Renton SD, Superintendent
Mike Sullivan – Vice Chair	Anacortes SD, Executive Director of Finance
Kurt Gazow	Bellingham SD, Chief Technology Officer
Donna Morey	White River SD, Chief Financial Officer
Matt Galley	Nooksack Valley SD, Superintendent

Staff and Guests

Dr. Ismael Vivanco	NWESD, Superintendent
Lisa Matthews Compliance	NWESD, Assistant Superintendent, Finance &
Robert Pohl	NWRDC, Director
Kathy Bisig	NWRDC, Student Manager
Mandy Bladek	NWRDC, Business Manager
Jessica Berry	NWRDC, Qmlativ Migration Projects Coordinator
Elisse Clava	NWRDC, Administrative Assistant

2. Approval of April 23, 2025 Minutes

The minutes of the April 23, 2025 Executive Committee meeting were presented for approval. Mike Sullivan moved, Donna Morey seconded, to approve the

minutes as presented. Motion carried, unanimously, among those in attendance at the May 2025 meeting.

3. Report from the NWRDC Leadership Team

a. Qmlativ Migrations - Jessica Berry

Post-migration work is ongoing with the Lake Stevens, Tahoma, and Lakewood school districts. Lake Stevens identified an issue with variable scale grading, which is not available in Qmlativ. This impacted approximately 20 teachers and is a significant consideration for future spring go-lives. As a result, this will now be a standard question asked of districts during the planning phase.

Tahoma required additional cleanup efforts that involved extra manpower hours. Amanda Fisher has been leading that work for the Business Team.

The 2026 districts are now participating in a more robust onboarding process, which includes numerous meetings. Robert and Jessica met with Enumclaw last week and are scheduled to meet with Walla Walla on May 29 to continue building strong client relationships.

Jessica has been delivering Smartsheet training both in-person and online to districts. Currently, about 50% of the milestone trackers have been completed, including DMT runs and product line check-ins. Looking ahead, Jessica anticipates continuing work on the Milestone Tracker over the next four to six months.

Robert added that he is extremely impressed with Kathy Bisig's team, particularly their attention to detail and willingness to support cleanup tasks related to the DMT runs. He specifically recognized the contributions of Bridgett, Patty, and Kim, noting their essential role in helping districts progress. Robert also expressed his appreciation for Jessica's efforts in maintaining a unique and customized experience for each district.

b. YTD Financial Reports - Robert Pohl

More contract work is expected, and we are currently a little ahead. The impact on the Fund Balance is approximately \$1,600. While the Print Shop is significantly down, the overall impact on the Fund Balance has been relatively low. Robert will need to make some difficult decisions in the coming months regarding the future of the Print Shop. A major challenge is the aging equipment. Caitlyn and Trevor are doing their best to keep the machines running for the next few years.

4. New and Pending Business

a. Election Results

61% of districts participated in the election. Dr. Justin Irish received 22 votes, and Dr. Damien Pattenaude retained his seat. Matt Galley is unavailable to serve another term due to new responsibilities. We now have two open seats: a 3-year term vacated by Dr. Irish and a 1-year term from Mike Sullivan.

b. Election Update - Eligibility of Dr. Justin Irish

Dr. Justin Irish declined his seat after being named Superintendent of the Northshore School District, which is not a member of NWRDC. Matt Galley is unavailable to serve another term due to new responsibilities. As a result, there are now two open seats on the Executive Committee: a 3-year term vacated by Dr. Irish and a 1-year term vacated by Mike Sullivan.

c. Resignation of Mike Sullivan

Mike Sullivan plans to step down effective June 30 after accepting a leadership role in Marysville School District. Mike believes James Peckham would be a strong candidate for his position, and James has expressed interest. Robert also met with James and found him to be fair, reasonable, and a good fit for either the 3-year or 1-year term.

Action Item: Appoint James Peckham

Matt Galley and Mike Sullivan voted to appoint James to the 3-year term. Dr. Damien Pattenaude confirmed the motion, and James Peckham has been officially appointed to the 3-year role.

d. Vote: Recommendation to Approve the 2025-26 Executive Committee Meeting Schedule as follows:

Date Topic	Location	Time	Primary Agenda
November 19, 2025	On-site with Lunch	10:30am – 12:30pm	Year End
February 4, 2026	Zoom	12:30pm – 2:00pm	2026-27 Fee Schedule
April 15, 2026	Zoom	12:30pm – 2:00pm	Adopting Budget
May 20, 2026	Zoom	12:30pm – 2:00pm	Elections/Migrations

Kurt Gazow motioned, and Donna Morey seconded, to approve the 2025-2026 calendar, with the first meeting to be held in person and the remaining meetings via Zoom. The motion carried unanimously among those in attendance at the May 28, 2025, meeting.

5. Executive Committee Open Forum

Matt Galley thanked the Executive Committee and apologized for accepting another commitment before learning about the open seat. He expressed appreciation for all he learned during his interim service and wished the Committee continued success. Mike Sullivan thanked Jessica for her Qmlativ report and shared his appreciation for the time he spent as a long-standing member of the NWRDC Executive Committee, noting the value of his experience throughout his tenure.

6. Adjournment

Dr. Damien Pattenaude adjourned the meeting at 11:00AM.

OFFICIAL APPROVAL OF THE MINUTES

Signed by: Dr. Damien Pattenaude 1/29/2026
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NWRDC Executive Committee Chair **Date**

DocuSigned by: Dr. Ismael Vianco 1/29/2026
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NWESD Superintendent, NWRDC Executive Committee Secretary **Date**