

**NWRDC EXECUTIVE COMMITTEE MEETING**  
***Meeting Minutes***  
**4-17-24**

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

The April 17, 2024 meeting of the Northwest Regional Data Center (NWRDC) Executive Committee was called to order by Chair Dr. Damien Pattenaude, at 12:30 PM, with roll call and personal introductions.

**Members Present**

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

**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
Dr. Ismael Vivanco	Incoming NWESD Superintendent

**2. Approval of January 31, 2024 minutes**

The minutes of the January 31, 2024 Executive Committee meeting were presented for approval. Kurt Gazow moved, Steve King seconded, to approve the minutes as presented. Motion carried, unanimously, among those in attendance at the April 2024 meeting.

### **3. Report from the Director**

#### **A. Introduction of New NWESD Superintendent**

Larry Francois introduced Dr. Ismael Vivanco who will replace Larry when he retires in June 2024. He was welcomed by all in attendance at the April 2024 meeting.

#### **B. Executive Committee Member Recognition**

Lynn Lynch thanked Kari Harris, who is retiring at the end of April, for her service on the Executive Committee. Noting that she has always been a strong supporter of NWRDC. Her position will be filled in the summer with the conclusion of the voting.

#### **C. Staff Acknowledgements**

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

#### **D. Organizational Updates**

Lynn Lynch gave an update on recent NWRDC staff's participation in a United Way Auction where items were auctioned off to raise money.

In other news, Sound Transit has announced new plans for the light rail that will impact NWRDC. Discussions have started with WSIPC and Sound Transit. No decisions have been made at this time as there are still many questions to be answered.

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

Lynn Lynch shared a description used at WASWUG by Edmonds School District, that migrations would be "imperfectly successful". Meaning the district should be able to perform essential functions at go-live while working out details in the rest of the software over time.

Riverview and Sultan School Districts were the first mid-year migrations since the start and this has opened up a window to be able to migrate any time of year.

Kurt Gazow asked if there was anything that made this a successful venture?

The biggest takeaway is having the right people to work on, lead and communicate inside and outside of the district throughout the migration process. As well as having a positive attitude, which helps when there are minor bumps along the way.

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

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

Kathy Bisig shared that there were 5 student analysts that attended WASWUG with 2 presenting.

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

Mandy Bladek shared they are currently working with 4 districts on migration prep.

##### **C. Print Operations Services**

Lyn Monrad shared that the Print Shop has bounced back from a 2 year slump.

#### **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 2024 financial statements.

##### **C. 2024-2025 Budget Recommendation**

###### **1. Budget Presentation**

Lynn Lynch shared the budget presentation for 2024-2025.

###### **2. Vote: Recommendation to the NWESD to approve 2024-2025 Budget**

Kari Harris motioned and Mike Sullivan seconded, to approve the 2024-2025 budget as presented. Motion carried unanimously, among those in attendance of the April 17, 2024 meeting.

#### **6. Executive Committee Open Forum**

**Meeting Schedule 2023-2024**

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

**Proposed Meeting Schedule 2024-2025**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Primary Agenda Topic</b>
November 20, 2024	On-site with Lunch	10:30am – 12:30pm	Year End
February 5, 2025	Zoom	12:30pm – 2:00pm	Next Year Fee Schedule
April 16, 2025	Zoom	12:30pm – 2:00pm	Adopting Budget
May 21, 2025	Zoom	12:30pm – 2:00pm	Elections/Migrations

**7. Adjournment**

Dr. Damien Pattenaude adjourned the meeting at 1:39 PM.

**OFFICIAL APPROVAL OF THE MINUTES**

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 NWRDC Executive Committee Chair 5/22/2024

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**Date**

DocuSigned by:  
  
B155E0E45A3B494...  
 NWRDC Executive Committee Secretary 5/22/2024

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**Date**