

**Arrowhead Regional Computing Consortium
Board Meeting Minutes
Hermantown School District–Administration Building
Thursday, August 21, 2008**

Board Members Present:

Vickie Jerry	Brad Johnson	Kim Josephson	Sue Kaslow
John Klarich	Bob Silverness	Scott Wirtanen	

Board Members Absent:

Herb Hilinski	Lyn Rajala
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Staff Present:

Denise Bohrer	Marv Roberts
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Call to Order, Roll Call and Introductions

Kim Josephson called the meeting to order at 10:04 a.m. Roll was taken.

There were no guests in attendance.

Additional Items for Agenda and Recent Communications

Item 16A – Cloquet Request Update - was added to the agenda.

Marv circulated the training session evaluation summaries and staff appreciation notes that were received since the last Board meeting.

Approval of Minutes of the May 2008 Regular Board Meeting

Minutes from the May 15, 2008 meeting were reviewed.

Brad Johnson made a motion to approve the minutes from the May 15, 2008 Regular Board meeting as presented. The motion was seconded by John Klarich and passed unanimously.

New Fiscal Year Organizational Issues

Marv reviewed several new fiscal year organizational issues and provided a summary of the current status of each item.

A) Date and Time of Meetings

Marv reviewed the previously approved schedule of ARCC Governance Board Meetings for the remainder of the calendar year 2008 and presented a tentative schedule for calendar year 2009. Meetings have been held six times per year, most often on the third Thursday of the month, at 10:00 a.m. in the Hermantown School District Administrative Office. The schedule already adopted for the remainder of 2008 and proposed for 2009 is as follows:

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| • October 9, 2008 | • May 21, 2009 |
| • December 18, 2008 | • August 20, 2009 |
| • January 22, 2009 (4 th Thursday) | • October 8, 2009 (2 nd Thursday) |
| • March 19, 2009 | • December 17, 2009 |

Sue Kaslow made a motion to continue to hold ARCC Board meetings at 10:00 a.m. at the Hermantown School District Administrative Offices on the dates listed. The motion was seconded by Vickie Jerry and passed unanimously.

B) Designation of Attorney

Marv reported that John Kelly and Mark Pilon of the Hanft Fride law firm are our current attorneys.

Sue Kaslow made a motion to continue with our current designated attorney for fiscal year 2009. The motion was seconded by Vickie Jerry and passed unanimously.

C) Designation of Depository

Marv reported that ARCC banking is done through the MSDLAF+ via US Bank.

Sue Kaslow made a motion to continue with our current designated depository for fiscal year 2009. The motion was seconded by Vickie Jerry and passed unanimously.

D) Designation of Authorized Signers:

Marv reported that current signers are:

- Marvin Roberts
- Kristine Schmidt
- Kim Josephson
- Scott Wirtanen

Sue Kaslow made a motion to continue with our current authorized check signers for fiscal year 2009. The motion was seconded by Vickie Jerry and passed unanimously.

E) Review of Board Member Compensation

Marv reported that Board members are currently compensated and reimbursed as follows:

- School Board members serving on the ARCC Board are compensated at \$75 for each meeting attended.
- All ARCC Board members are reimbursed for authorized travel at the current federal reimbursement rate of \$.585 per mile. (If the rate is adjusted by the IRS during the fiscal year, the ARCC reimbursement rate will also be adjusted.)
- All ARCC Board members are reimbursed \$9.00 for authorized lunches.

Sue Kaslow made a motion to continue Board compensation at the current rates. The motion was seconded by Vickie Jerry and passed unanimously.

Approval of the Bills

Checks for May, June and July 2008 were presented in the respective amounts of \$52,625.43, \$64,419.60 and \$63,747.30.

Brad Johnson made a motion to approve the May, June and July 2008 payments as presented. The motion was seconded by Bob Silverness and passed unanimously.

Approval of the Finance Reports

The finance reports for May, June and July 2008 were presented. Marv also presented a summary of the fiscal year end 2008 finances. He reported that the fiscal year 2008 deficit is significantly less than was budgeted; with final Expenses exceeding Revenues by \$25,560. Marv informed the Board that our audit has successfully completed with no audit adjustments.

Sue Kaslow made a motion to approve the May, June and July 2008 finance reports as presented. The motion was seconded by Vickie Jerry and passed unanimously.

Update on Selected ARCC Supported Software

SMART Finance—Marv referenced the Board to Jeff's report noting that this is a hectic time of year with the year end financial report and UFARS processing.

SMART HR—Marv referenced Nikki's report and informed the Board that she will soon begin the data collection process with two of the last three districts that are required to complete their OPEB actuarial studies by June 30, 2009. Marv related that he is hearing from districts that they have had good experiences working with the Van Iwaarden actuarial firm.

(Infinite) Campus—Marv reported that Campus has inquired about having Kerry and Teri assist with food service training for the Spencer, WI school district. Marv also reported that Dale Nielsen recently received very positive feedback when he presented at the MN Assessment Conference on his 'One Touch' assessment data grooming Excel script.

Status of ATM Project

Marv informed the Board that the NeNet Advisory Committee met on June 16, 2008, and he provided the meeting notes. The Committee is set to meet next on September 22, 2008.

Summer Work Schedule

Marv reported that ten staff members elected the alternate work schedule this summer. The staff greatly appreciated the four day work week option that the Board made available to them.

E-Rate Update

Marv reported that the funding commitments for the current year are coming steadily through, with 16 of the 39 districts having received notice of funding.

Upcoming Legal Seminar and Principals Training

Marv reported that ARCC will host a legal seminar for district staff with presentations by the Colosimo Law firm on October 10, 2008; plus a series of finance training sessions for principals (Basic and Advanced) which will be spread over the next several months. The Basic principals session is not district-specific in nature but the Advanced series will review district-specific information.

John Klarich recommended we coordinate the Principals' sessions with those scheduled through the Applied Learning Initiative in which many of the range districts are involved.

Longer Range Planning

Marv sought direction from the Board on a number of organizational planning issues, including the potential relocation of ARCC's offices upon expiration of our current lease in 2012. After considerable discussion it was decided that leasing space at a member school district would be preferred over leasing from a private organization as long as we would retain our staff. Marv will proceed with initial discussions with Proctor, Hermantown, Esko and Cloquet to see what, if any, interest they might have in leasing space to ARCC on or before October 1, 2012.

Updating ARCC Policy Manual

Policy 514 – Employee Compensation and Payroll Timelines was presented for the second reading of a revision.

Scott Wirtanen made a motion to accept Policy #514 – Employee Compensation and Payroll Timelines as presented for a second reading. The motion was seconded by John Klarich and passed unanimously.

Additions to the Agenda

16A – Cloquet Request Update

Marv informed the Board of a recent request from Cloquet for additional information on the services they receive for their annual membership and service fees. He went on to describe the level of detail he included in his response to district administrators.

Board Members' Comments and Concerns

John Klarich reminded the Board of the following upcoming regional meetings:

- August 26 – New MN Miracle, revision of state aid formulas – at Nashwauk
- October 29 – Health & Learning, sponsored by MSBA, MDE & MN Service Co-ops – at MDE
- November 20 – Legislative session – at Valentini's

Miscellaneous

Marv presented the Board with the required letter of notification that his current employment agreement will expire on June 30, 2009. He also presented a proposed timeline for his evaluation and negotiation of a new three-year contract.

Sue Kaslow made a motion to accept the proposed timeline that would have the evaluation of the Executive Director completed by the December 18, 2008 board meeting and the negotiation of a 2009-2012 contract completed by the March 19, 2009 board meeting, and to appoint Kim Josephson, John Klarich and Scott Wirtanen to the negotiation committee. The motion was seconded by Scott Wirtanen and passed unanimously.

Confirm Next Board Meeting Date

Marv confirmed with the Board that the next ARCC Governance Board meeting is scheduled on October 9 and the next subsequent meeting is set for December 18, 2008.

Adjournment

There being no further business the meeting was adjourned at 11:18 a.m.

Respectfully Submitted,

Scott Wirtanen
Clerk/Treasurer