

**Arrowhead Regional Computing Consortium
Board Meeting Minutes
Hermantown School District–Administration Building
Thursday, January 21, 2010**

Board Members Present:

Duane Buytaert	Rick Herman	Brad Johnson	Kim Josephson
Sue Kaslow	John Klarich	Shawn Northey	Lyn Rajala
Tim Riordan	Lenore Skoglund	Scott Wirtanen	

Board Members Absent:

None

Staff Present:

Denise Bohrer Marv Roberts

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.

New Calendar Year Organizational Issues

The Board officer positions of Chairperson and Clerk/Treasurer were opened for nomination:

Election of Chairperson

Sue Kaslow nominated Kim Josephson to continue as Chairperson. The motion was seconded by Tim Riordan and carried unanimously.

Election of Clerk/Treasurer

Rick Herman nominated Scott Wirtanen to continue as Clerk/Treasurer. The motion was seconded by John Klarich and carried unanimously.

Additional Items for Agenda and Recent Communications

The following items were added to the agenda:

- 12A – Business Manager Brainstorming Session
- 12B – MDE UFARS Restructure Committee

Marv circulated the staff appreciation notes that were received since the last Board meeting.

Approval of Minutes of the December 17, 2009 Regular Board Meeting

Minutes from the December 17, 2009 Regular Board meeting were reviewed.

Lyn Rajala moved to approve the minutes from the December 17, 2009 Regular Board meeting as presented. The motion was seconded by Brad Johnson and passed unanimously.

Approval of the December 2009 Bills

Checks and EFTs for December 2009 in the respective amounts of \$54,040.80 and \$65,830.53 were presented for approval.

Shawn Northey moved to approve the December 2009 payments as presented. The motion was seconded by Rick Herman and passed unanimously.

Approval of the December 2009 Finance Reports

The finance reports for December 2009 were presented for approval.

Sue Kaslow moved to approve the December 2009 finance reports as presented. The motion was seconded by Tim Riordan and passed unanimously.

Update on Selected ARCC Supported Software

SMART Finance—Marv referenced the Board to Jeff's report noting that there were significant changes to the UFARS coding grid this year partially due to the new federal ARRA program. Marv reported that Jeff is reviewing each district's code structure and will assist districts with the process of cleaning up codes for compliance.

Marv reported that Grand Rapids has begun processing some vendor payments electronically through Commerce Bank.

SMART HR—Marv referenced the Board to Nikki's report, stating that all but two districts currently have issued their W-2's, and that the remaining two districts are scheduled to process their forms next week.

Marv reported that Nikki and Carol recently traveled to Grand Marais to view Cook County's set-up of Timeclock Plus; which is a software program for tracking hours-worked which integrates with the SMART payroll and leave reporting systems.

(Infinite) Campus—Marv informed the Board on recent efforts of the student team, including: hosting of a winter user group meeting, Deer River's start up of the Food Service module and training of Barnum on the email messenger module.

Marv reported on the January 19th brainstorming session which brought key staff from the five Carlton County Campus districts together to provide feedback to us about using the Campus data warehouse and regarding potential enhancements to Dale's Assessments Analysis tools.

Status of ATM Project

Marv reported that the last meeting of the NeNet Advisory Committee was held on May 28, 2009 with no date set for the next meeting. Sue Kaslow informed the board that the Middle Mile Fiber project has entered into the second phase of their grant application process.

Update of the ARCC Policy Manual

The following policies were submitted for a second reading:

- Policy # 308 – Governance Board Meeting Minutes
- Policy # 309 – Governance Board Open Meetings and Closed Meetings
- Policy # 507 – Acceptable Computer and Internet Use
- Policy # 509 – Travel and Expense Reimbursement
- Policy # 512 – Proprietary Rights
- Policy # 525 – Introductory Employment

Scott Wirtanen made a motion to accept Policies 308, 309, 507, 509, 512 and 525, as presented for a second reading. The motion was seconded by Brad Johnson and passed unanimously.

Miscellaneous / Additions to the Agenda

12A – Business Manager Brainstorming Session

Marv distributed the agenda for an upcoming session planned in response to members’ concerns about the effects on cash flow, aid anticipation borrowing and special education reporting stemming from legislative changes, the MDE and federal ARRA requirements.

Following good discussion the Board directed Marv to gauge member interest in holding a series of training sessions for district office staff, with a focus on cross-training in the various functions of school finance.

12B – MDE UFARS Restructure Committee

Marv informed the Board of the activities of this committee.

Board Members’ Comments and Concerns

Appoint Budget Committee

Sue Kaslow moved to appoint the ARCC Budget Committee for fiscal year 2010-2011, consisting of: Kim Josephson, John Klarich and Scott Wirtanen. The motion was seconded by Tim Riordan and passed unanimously.

The Budget Committee members will confer at a future date to set up a committee meeting.

Confirm Next Board Meeting Date

Marv reminded the Board that the next ARCC Governance Board meeting is scheduled a week earlier than usual - on March 11, with the next subsequent meeting scheduled on May 20, 2010.

There being no further business, the meeting was adjourned at 11:14 a.m.

Respectfully Submitted,

Scott Wirtanen
Clerk/Treasurer