

**Arrowhead Regional Computing Consortium
Board Meeting Minutes
Hermantown School District - Administration Building
Thursday, May 21, 2009**

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 Guest Introductions

Kim Josephson called the meeting to order at 10:00 a.m. Roll was taken. There were no guests in attendance.

Additional Items for Agenda and Recent Communications

The following items were added to the agenda:

14A – E-Rate Update

14B – ARCC Office Location Update

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

Approval of Minutes of the March 19, 2009 Regular Board Meeting

Minutes from the March 19, 2009 Regular Board meeting were reviewed.

Sue Kaslow moved to approve the minutes from the March 19, 2009 Regular Board meeting as presented. The motion was seconded by John Klarich and passed unanimously.

Approval of the March and April 2009 Bills

Checks and EFTs for March, 2009 in the respective amounts of \$42,041.71 and \$20,386.64; and for April, 2009 in the respective amounts of \$183,451.04 and \$19,831.45 were presented for approval.

Lyn Rajala moved to approve the March and April 2009 payments as presented. The motion was seconded by Shawn Northey and passed unanimously.

Approval of the March and April 2009 Finance Reports

The finance reports for March and April 2009 were presented.

Sue Kaslow moved to approve the March and April 2009 finance reports as presented. The motion was seconded by Brad Johnson and passed unanimously.

Update on Selected ARCC Supported Software

SMART Finance - Marv referenced the Board to Jeff's report. He reminded the Board that we are reimbursed by the other regional centers for the time Jeff spends on the yearend finance and accounting packet that is used by all five of the SMART Regions.

Marv reported that Jeff has taken the lead in developing guidelines and entries for school districts to use to correctly record and report OPEB bonding. Marv stated that within the next few months nearly half of our member districts will have sold OPEB bonds.

SMART HR - Marv referenced the Board to Nikki's status report on projects she and Carol are busy assisting districts with, noting that the conversion from the old leave system to the new Time Off module is underway. Marv reported that districts are seeing good results in taking advantage of the new HR budgeting feature to assist with building the next year's budget. He recommended that any district who may be interested in using the new HR Budget database should give Nikki a call.

(Infinite) Campus - Marv informed the Board that Kerry and Teri recently held an initial Food Service user group meeting at ARCC. He reported that, with the conversion of Aitkin this summer, 72 percent of the student base in our region will be tracked on the Campus student system in FY2010. Marv also reported that the Food Service module will be used by ten districts next year after the conversion of Esko and Nashwauk-Keewatin.

Assessments Analysis Project - Marv reported that Denise and NESC staff worked to submit a proposal for an Enhancing Education through Technology (E2T2) Grant involving Dale Nielsen's Assessments Analysis tools. The grant application was submitted by NESC to MDE on May 18th on behalf of eighteen participating member school districts. If it is awarded, ARCC will participate in the grant project primarily as a vendor.

Status of ATM Project

Marv provided draft minutes of the NeNet Advisory Committee meeting held on April 22nd. The Committee is scheduled to meet next on May 28th. John Klarich stated that the Committee will move forward with a grant application to expand the region's fiber base under federal grant funding.

New or Prospective Superintendents' Training

Marv reported that the first three of the new series of five school finance training sessions for new district administrators were well received with good attendance and he presented evaluation summaries from the sessions. He stated that the attendees have provided good feedback on ways to enhance the training.

Marv announced that our annual Summer Superintendents' Training session has been set for July 21st – 23rd at NESC, and will include a half day Legal Issues seminar; similar to one held last October. Representatives from Colosimo, Patchin, Kearney, & Brunfelt, Ltd. are scheduled to present on the morning of the 23rd. A round table discussion will be held in the afternoon of the 23rd.

Review of 2009-2010 Budget

Marv reported that the Budget Committee, consisting of: John Klarich, Kim Josephson, Scott Wirtanen, Denise and Marv met in Hibbing on April 8th to review a draft budget for FY2009-2010. Marv presented the proposed budget package to the full board. The proposed budget includes revenues of \$1,221,252 and expenditures of \$1,358,224, with a net deficit of \$136,972. Marv noted that there are no changes in fee rates. He also noted that over the thirteen year period

from 1997-1998 to 2009-2010 ARCC's fees have increased overall by 4.42 percent, which equates to an average annual increase of .369 percent. Marv reported that he plans to meet one on one with each district superintendent in the next year in his effort to put together a three-year operating plan. He will discuss the need to either increase fees or decrease services when he meets with the superintendents.

Scott Wirtanen moved to approve the ARCC budget as presented for fiscal year 2009-2010. The motion was seconded by Brad Johnson and passed unanimously.

The Board and Marv discussed the renewal of ARCC staff employment agreements for the period of July 1, 2009 to June 30, 2011. After considerable discussion, the following action was taken:

Scott Wirtanen moved that staff employment agreements be created that would incorporate the following provisions:

- 1) A one-quarter percent compensation increase effective on July 1, 2009,*
- 2) A two percent compensation increase effective on July 1, 2010,*
- 3) Two additional vacation days annually, effective beginning on July 1, 2009,*
- 4) Increase of the vacation accrual cap from 20 to 22 days, effective on July 1, 2009*

The motion was seconded by Tim Riordan and passed unanimously.

Meetings with IASC Districts

Marv informed the Board about his meeting with the IASC member superintendents on May 19th. Follow up demonstrations of the Assessments Analysis tools and the Campus Data Warehouse are being scheduled.

Update of the ARCC Policy Manual

There were no ARCC policies submitted for review.

Miscellaneous & Additions to the Agenda

14A – E-Rate Update - Marv presented Cindy Olson's status report on E-Rate funding commitments for next fiscal year. He noted that on a regional perspective funding approvals are ahead of last years' pace.

14B – ARCC Office Location - Marv updated the Board on recent discussions with our current landlord and four member school districts (Cloquet, Esko, Hermantown and Proctor) about possible sites for our office after our lease expires in September of 2012. He presented a communication received from Phil Johnson (Virginia) to the Board. Marv will continue to seek the best solution for our needs.

Board Members' Comments and Concerns

No members brought forth a concern.

Confirm Next Board Meeting Date

Marv reminded the Board that the next ARCC Governance Board meeting is scheduled for August 20th, with the next subsequent meeting set for October 8th.

There being no further business, the meeting was adjourned at 11:23 a.m.

Respectfully Submitted,

Scott Wirtanen
Clerk/Treasurer