

**Arrowhead Regional Computing Consortium
Board Meeting Minutes
Hermantown School District–Administration Building
Thursday, August 20, 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 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

Item 15A – Update on Future Location of ARCC Offices

Item 15B – Move to New Insurance Carrier

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 21, 2009 Regular Board Meeting

Minutes from the May 21, 2009 meeting were reviewed.

Shawn Northey made a motion to approve the minutes from the May 21, 2009 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 calendar year 2009 and presented a tentative schedule for calendar year 2010. 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 2009 and proposed for 2010 is as follows:

- | | |
|--|---|
| • October 8, 2009 (2 nd Thursday) | • May 20, 2010 |
| • December 17, 2009 | • August 19, 2010 |
| • January 21, 2010 | • October 14, 2010 (2 nd Thursday) |
| • March 11, 2010 (2 nd Thursday) | • December 16, 2010 |

Shawn Northey 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 Rick Herman 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.

C) Designation of Depository

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

D) Designation of Authorized Signers:

Marv reported that current signers are:

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

Shawn Northey made a motion to continue with our current designated attorney, depository bank and authorized check signers for fiscal year 2010. The motion was seconded by Sue Kaslow 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 \$.55 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 for fiscal year 2010. The motion was seconded by Scott Wirtanen and passed unanimously.

Approval of the Bills

Checks for May, June and July 2009 were presented in the respective amounts of \$110,308.36, \$44,786.13 and \$55,114.49. Electronic Fund Transfers (EFTs) for May, June and July 2009 were presented in the respective amounts of \$19,991.84, \$21,075.31 and \$25,841.16.

Scott Wirtanen made a motion to approve the May, June and July 2009 payments as presented. The motion was seconded by Brad Johnson and passed unanimously.

Approval of the Finance Reports

The finance reports for May, June and July 2009 were presented. Marv also presented a summary of the fiscal year end 2009 finances. He reported that we came in slightly over budget on revenues and well under budget on expenses, resulting in the fiscal year 2009 deficit being significantly less than budgeted; with final Expenses exceeding Revenues by \$59,466. Marv informed the Board that our audit was successfully completed with no audit adjustments.

Sue Kaslow made a motion to approve the May, June and July 2009 finance reports as presented. The motion was seconded by Duane Buytaert and passed unanimously.

Update on Selected ARCC Supported Software

SMART Finance—Marv referenced the Board to Jeff’s report noting that this is Jeff’s busiest time of year assisting districts with their yearend financial processing and implementing updates of the UFARS reporting grid.

SMART HR—Marv referenced Nikki’s report and informed the Board that twelve districts took advantage of an opportunity to come into the ARCC lab this summer to work on payroll database cleanup issues. He also reported that Nikki is available to assist the four districts that remain to complete their first OPEB actuarial study by June 30, 2010, and is currently helping two more districts to prepare for their second OPEB submission. Marv reported that Nikki will soon begin working with three districts who are interested in implementing an automated time clock system called Timeclock Plus.

(Infinite) Campus—Marv reported that Aitkin plans to be fully converted from SASI onto Campus by the start of school. He noted that Kerry and Teri have recently conducted training sessions on health module changes for school nurses, food service module addition for Nashwauk-Keewatin and Esko, plus numerous other refresher sessions. Marv reported that Dale Nielsen recently attended the MN Assessments Conference and is preparing to host ARCC’s first assessment conference on August 31, 2009.

Status of ATM Project

Marv informed the Board that the NeNet Advisory Committee met on May 28, 2009, and he provided the meeting notes. The date of the next Committee meeting has not been set.

New or Prospective Superintendents Training

Marv reported that the last two in a series of five finance training sessions for principals and new superintendents were held in June. Marv reported that overall the series was very successful and plans are underway to modify and repeat the series in the next year.

Assignment of ARCC Member Districts to Governance Board Categories

As required by ARCC bylaws, a review of the assignment of member districts by size to categories of representation was completed in June, 2009. Marv presented the updated chart of category assignments to the Board. He reported that while there were several readjustments within categories, no shifts occurred between categories and thus there is no impact upon Board representation.

Tim Riordan made a motion to accept the updated member assignments as presented. The motion was seconded by Rick Herman and passed unanimously.

Meetings with IASC Districts

Marv reviewed for the Board the three meetings that took place in June and July with the IASC member districts. He informed the Board that Deer River, Grand Rapids, Greenway, Hill City and Nashwauk-Keewatin have decided to implement the TIES/Cognos data warehouse for the current school year.

Updating ARCC Policy Manual

Policy #516 – Leaves and Leave Usage was presented for a first reading of a revision to align the policy with revised leave terms in the staff employment agreements.

Scott Wirtanen made a motion to accept Policy 516 – Leaves and Leave Usage as presented for a first reading. The motion was seconded by Shawn Northey and passed unanimously.

Additions to the Agenda

15A – Update on Future Location of ARCC Offices

Marv updated the Board on options for housing of the ARCC offices subsequent to expiration of our lease on September 30, 2012. We have received a written offer from our current landlord for a five year extension of the lease, and will continue to discuss options with the Hermantown, Proctor and Cloquet school districts.

15B – Move to New Insurance Carrier

Marv reviewed with the Board three options compiled by our insurance agent for our Property, Directors & Officers, Errors & Omissions and Employment Practices insurance policies. Our agent, Tim Young, sought bids from other carriers upon receipt of a notification from the MN School Boards Association Insurance Trust (MSBAIT) of their withdrawal from the self-insured School Insurance program.

Sue Kaslow made a motion to contract with the Riverport Insurance Company for insurance coverage for the effective period of 8/17/2009-8/17/2010. The motion was seconded by Lyn Rajala and passed unanimously.

Board Members' Comments and Concerns

No members brought forth a question or concern.

Confirm Next Board Meeting Date

Marv confirmed with the Board that the next ARCC Governance Board meeting is scheduled on October 8 and the next subsequent meeting is set for December 17, 2009.

Adjournment

There being no further business the meeting was adjourned at 10:59 a.m.

Respectfully Submitted,

Scott Wirtanen
Clerk/Treasurer