

**Arrowhead Regional Computing Consortium
Board Meeting Minutes
Hermantown School District–Administration Building
Thursday, October 8, 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 10:01 a.m. Roll was taken.

Marv welcomed Kim Belcastro, the High School Principal and Director of Operations with the Ely School District, who was in attendance.

Additional Items for Agenda and Recent Communications

Item 13A – Preliminary Findings of SMART Finance/HR Satisfaction Survey

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

Approval of Minutes of the August 20, 2009 Regular Board Meeting

Minutes from the August 20, 2009 meeting were reviewed.

John Klarich made a motion to approve the minutes from the August 20, 2009 regular Board meeting as presented. The motion was seconded by Sue Kaslow and passed unanimously.

New Fiscal Year Organizational Issue – Designation of Electronic Funds Transfer Initiators

Marv informed the Board that one new fiscal year organizational action item remained for the Board to address. Marv recommended the Board authorize the following staff to initiate electronic funds transfers in fiscal year 2010:

- Denise Bohrer
- Marvin Roberts
- Kristine Schmidt

Shawn Northey made a motion to designate the authority for initiating electronic funds transfers in fiscal year 2009-2010 to: Denise Bohrer, Marvin Roberts and Kristine Schmidt. The motion was seconded by Scott Wirtanen and passed unanimously.

Approval of the Bills

Checks for August and September 2009 were presented in the respective amounts of \$37,009.51 and \$33,202.48. Electronic Fund Transfers (EFTs) for August and September 2009 were presented in the respective amounts of \$26,037.10 and \$25,537.12.

Sue Kaslow made a motion to approve the August and September 2009 payments as presented. The motion was seconded by John Klarich and passed unanimously.

Approval of the Finance Reports

The finance reports for August and September 2009 were presented.

Sue Kaslow made a motion to approve the August and September 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 Jeff's report noting that all districts successfully completed the initial UFARS submission to MDE for last fiscal year by the September 15th deadline, that Jeff and Kris have processed over 80 yearend close files to MDE and they expect to run 200 such files by the end of MDE's submission period in November. Marv reported that Jeff has assisted 14 districts with recording their OPEB entries. Marv also reported that Jeff is very involved with the large volume of changes within the UFARS structure. He stated that both ARCC and NESC will broadcast the upcoming MDE UFARS training sessions by ITV link.

SMART HR—Marv informed the Board that four districts (Cromwell, Ely, Nett Lake and Wrenshall) remain to complete their first OPEB actuarial study by the national due date of June 30, 2010. Marv stated that the actuarial firm of Van Iwaarden & Associates will give a ten percent discount on services to a district who submits their data via ARCC in a standardized file format.

(Infinite) Campus—Marv reported that the opening of the new school year went very well, with Aitkin newly converted onto the core system, plus Esko and Nashwauk as new users of the food service module.

Marv reported that Dale is working on getting the NWEA test results loaded into the Assessment Analysis database. He updated the Board on ARCC's participation in NESC's federal E2T2 grant project with Compass Learning which will continue over the next two years.

Marv distributed a Gartner-prepared chart of ratings of web based student software systems. Of the eight systems reported, only Infinite Campus received a 'Strong Positive' rating.

Status of ATM Project

Marv informed the Board that the NeNet Advisory Committee has not met since May 28, 2009, and that a date has not been set for the next Committee meeting.

Review of the FY 2008-2009 Audit Report

Each Board member received a copy of the audit report in advance of the meeting. Marv reviewed the audit report prepared by Eikill and Schilling, LTD for the year ended June 30, 2009. Marv reported that the audit was successfully completed in one day, with no audit adjustments and with an unqualified opinion.

Scott Wirtanen moved to approve the FY2009 Audit Report as presented. The motion was seconded by Brad Johnson and passed unanimously.

Updating ARCC Policy Manual

Policy #516 – Leaves and Leave Usage was presented for a second reading.

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

The following policies were presented for a first reading:

Policy #523 – Exempt and Non-Exempt Employment Classifications

Policy #524 – Discipline, Suspension and Dismissal

Policy #604 – Fixed Assets

Policy #605 – Facility Use

In discussing Policy #604, Scott Wirtanen and Kim Josephson recommended increasing the minimum fixed asset recording level from \$1,000 to \$5,000.

Brad Johnson made a motion to accept Policies: 523, 524, 604 and 605, as revised, for a first reading. The motion was seconded by John Klarich and passed unanimously.

Additions to the Agenda

13A –SMART Satisfaction Survey

Marv informed the board that the preliminary findings of a client satisfaction survey look positive. A shared software support analyst is conducting the survey in conjunction with her graduate studies. Marv will bring the final report summary to the Board when received.

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 December 17, 2009 and the next subsequent meeting is set for January 21, 2010.

Adjournment

There being no further business the meeting was adjourned at 10:40 a.m.

Respectfully Submitted,

Scott Wirtanen
Clerk/Treasurer