

**Arrowhead Regional Computing Consortium
Board Meeting Minutes
Hermantown School District–Administration Building
Thursday, December 17, 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.

Additional Items for Agenda and Recent Communications

There were no additions to the agenda.

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

Approval of Minutes

Minutes from the October 8, 2009 Regular Board meeting were reviewed.

Sue Kaslow moved to approve the minutes from the October 8, 2009 Regular Board meeting as presented. The motion was seconded by John Klarich and passed unanimously.

Approval of the Bills

Checks and Electronic Fund Transfers (EFT) for October, 2009 in the respective amounts of \$52,969.65 and \$67,077.99; and for November, 2009 in the respective amounts of \$37,230.73 and \$65,292.47 were presented.

Scott Wirtanen moved to approve the October and November 2009 payments as presented. The motion was seconded by Tim Riordan and passed unanimously.

Approval of the Finance Reports

The finance reports for October and November 2009 were presented.

Shawn Northey moved to approve the October and November 2009 finance reports as presented. The motion was seconded by Rick Herman and passed unanimously.

FY 2010 Budget Revision

Marv presented the proposed FY2009-2010 budget revisions to the Board for consideration. The changes proposed would increase Operating Revenues by \$15,825 and decrease Operating Expenses by \$2,175.

Scott Wirtanen moved to approve revision of the FY2009-2010 budget as proposed, resulting in a revised Revenue budget of \$1,237,077 and a revised Expenditure budget of \$1,356,049. 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 the staff will be busy with the upcoming annual 1099 processing. Marv reported that Jeff and Kris processed a total of 216 year end UFARS data submissions to MDE for the districts. Marv updated the Board on OPEB, stating that 20 districts have now set up trusts and 16 of those districts have issued bonds.

SMART HR—Marv referenced the Board to Nikki’s report and recognized the extra effort Nikki has made over the last six weeks during Carol’s leave of absence. Marv reported that all the districts met MDE’s STAR submission deadline of November 20th.

(Infinite) Campus—Marv informed the Board that Kerry and Teri have wrapped up the EOY MARSS reporting.

Marv informed the Board on plans that are underway to add four more districts onto the Campus Food Service module: Deer River will be going live in January; Hermantown likely will first pilot one site in the spring of 2010 and then roll out their remaining sites in the fall; Aitkin and Littlefork will be ready by the start of school next fall. Marv reported that Aitkin continues to do well in their first year on the core Campus system and Littlefork is up and running on the new Campus “Messenger with Voice” module. He stated this module is functionally similar to the Honeywell Instant Alert system used by many of our member districts.

Marv reported that Dale has arranged for permission to obtain Hermantown’s NWEA data and is working with Hermantown staff as a pilot in order to make the test results available to teachers in the district. Marv stated that Dale plans to have the tool running in Hermantown in February and ultimately to roll it out to other interested Campus districts; in a manner similar to the tool now in place for MCA test results.

Marv informed the Board that Jim has made arrangements to establish a Campus Data Warehouse for interested districts. Marv will be meeting with the superintendents of Barnum, Carlton, Cloquet, Esko and Wrenshall on December 18th to discuss how these districts could participate as the initial pilot districts. ARCC staff would like to meet early in 2010 with the key administrative staff from these five districts to gather ideas for useful reports that could be extracted from the new Data Warehouse.

Marv reported that ARCC received an offer from Charlie Kratsch (the Founder of Campus) to come here and meet with our member districts. An invitation was issued and so far there are 64 people interested in attending the proposed meeting. Marv said he believes the meeting will be very worthwhile for all districts who attend. He stated that although the date is not yet set, the meeting will likely be held at NESC.

Status of ATM Project

Marv informed the Board that the last meeting of the NeNet Advisory Committee was held on May 28th. He reported that a date for the next meeting has not been set, as NESC staff is working to secure funding for their Middle Mile fiber project.

E-Rate Update

Marv informed the Board about E-Rate assistance services provided by Cindy Olson to some non-member districts. He presented a revised Letter of Agency and proposed an E-Rate fee schedule revision for future discussion as we plan the budget for next fiscal year.

Update of the ARCC Policy Manual

The following policies were submitted for a first 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 (with implementation date corrected to 01/21/2010)
- Policy # 525 – Introductory Employment

Tim Riordan made a motion to accept Policies 308, 309, 507, 509 and 512, as revised and presented for a first reading. The motion was seconded by Sue Kaslow and passed unanimously.

Brad Johnson made a motion to accept Policy 525 as presented for a first reading. The motion was seconded by Scott Wirtanen and passed unanimously.

Marv informed the Board that, subsequent to the first reading of Policy #604 – Fixed Assets, at the October, 2009 Board meeting, we contacted our Eikill & Schilling auditor to gauge approval for implementing a fixed asset threshold of \$5,000. Her response was that a \$2,500 - \$4,000 threshold would be preferable. Marv recommended to the Board that a \$4,000 threshold be put into place.

The following policies were submitted for a second reading:

- Policy # 523 – Exempt and Non Exempt Employment Classifications
- Policy # 524 – Discipline, Suspension and Dismissal
- Policy # 604 – Fixed Assets (with threshold revised from \$5,000 to \$4,000)
- Policy # 605 – Facility Use

Scott Wirtanen made a motion to accept Policies 523, 524, 604 and 605 as revised and presented, for a second reading. The motion was seconded by John Klarich and passed unanimously.

Board Members' Comments and Concerns

John Klarich and Sue Kaslow informed the Board that if NESC's Middle Mile Fiber grant proposal is funded, NESC will need to add staff and are interested in opening discussion now regarding accommodation of such staff in Duluth. They requested that Marv contact Paul Brinkman to discuss the possibility of housing such additional NESC staff at ARCC.

Marv asked the Board for approval to produce the board information packets on a two-sided rather than one-sided copy basis. The Board approved this change.

Confirm Next Board Meeting Date

Marv informed the Board that the next ARCC Governance Board meeting is scheduled on January 21, 2010, with the Annual Membership Meeting to follow at 10:30 a.m.

The next subsequent ARCC Governance Board meeting is set for March 11, 2010.

Confirm Next Board Meeting Date

There being no further business, the meeting was adjourned at 10:49 a.m.

Respectfully Submitted,

Scott Wirtanen
Clerk/Treasurer