

**Arrowhead Regional Computing Consortium  
Board Meeting Minutes  
Hermantown School District–Administration Building  
Thursday, December 18, 2008**

**Board Members Present:**

Herb Hilinski	Vickie Jerry	Brad Johnson	Kim Josephson
Sue Kaslow	John Klarich	Lyn Rajala	Bob Silverness
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 10:02 a.m. Roll was taken. Marv welcomed and introduced Deborah Medlin from the firm of Eikill & Schilling.

**Additional Items for Agenda and Recent Communications**

Item 16A – Back-up Power Generator was added to the agenda.

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

**Approval of Minutes of the October 9, 2008 Regular Board Meeting**

Minutes from the October 9, 2008 Regular Board meeting were reviewed.

*Sue Kaslow moved to approve the minutes from the October 9, 2008 Regular Board meeting as presented. The motion was seconded by John Klarich and passed unanimously.*

**Approval of the October and November 2008 Bills**

Checks and Electronic Fund Transfers (EFT) for October, 2008 in the respective amounts of \$89,700.80 and \$20,993.00; and for November, 2008 in the respective amounts of \$32,757.83 and \$21,441.87 were presented.

*Scott Wirtanen moved to approve the October and November 2008 payments as presented. The motion was seconded by Brad Johnson and passed unanimously.*

**Approval of the October and November 2008 Finance Reports**

The finance reports for October and November 2008 were presented.

*Sue Kaslow moved to approve the October and November 2008 finance reports as presented. The motion was seconded by Scott Wirtanen and passed unanimously.*

## **Review of the FY2008 Audit Report**

Deborah Medlin reviewed the annual financial statements and audit report for the year ended June 30, 2008. Ms. Medlin noted that ARCC received an unqualified opinion (which is the best possible) from her firm.

Kim Josephson thanked Ms. Medlin for her presentation.

*Scott Wirtanen moved to close the Designated for Unemployment account and transfer the balance into the Undesignated account. The motion was seconded by Herb Hilinski and passed unanimously.*

*Scott Wirtanen moved to approve the FY2008 Audit Report as presented. The motion was seconded by Sue Kaslow and passed unanimously.*

## **Update on Selected ARCC Supported Software**

**SMART Finance**—Marv referenced the Board to Jeff's report noting that Jeff is busy with the annual 1099 preparations. He stated that Jeff and Kris processed a total of 190 UFARS data submissions on behalf of our districts. Marv then reported on the good feedback that Jeff is receiving about an account code clean-up tool which Jeff and Kevin produced to assist districts in identifying and removing old finance codes.

**SMART HR**—Marv referenced the Board to Nikki's report regarding the optional on-line W-2 access that districts may want to make available to their employees. This year it is anticipated that 22 of the 32 payroll districts will use this option.

Marv reported that the STAR reporting was successfully completed by all districts within the MDE deadline. Marv noted that four districts have yet to choose a 403B Plan Third Party Administrator. Marv also stated that only two districts, of those required to report by June 30, 2009, have yet to complete their OPEB study.

Marv extended his and Nikki's thanks to Chery Ross of Deer River for her work and willingness to be the pilot district for the new Time Off module.

**(Infinite) Campus**—Marv informed the Board about a recent presentation made to a district that is considering changing to the Campus student system next year. He also discussed a surveying tool which is available in Campus which has no added cost and is used now by several of our districts. Lyn Rajala reported that Grand Rapids is using the survey feature to poll students and parents about the school district.

Marv reported that Dale is continuing the assessment data analysis project with interested districts. Marv stated the potential development will lead district staff to use and grow the database to the point of exhausting the power of Excel tools and also an interim solution whereby ARCC adds a data server; and at some point in the future growth of the project may prompt a move to a commercial data warehouse.

## **Status of ATM Project**

Marv provided minutes of the NeNet Advisory Committee meeting held on October 20 and draft minutes from the November 24 meeting. The Committee is scheduled to meet next on February 2, 2009.

## **ARCC Governance Board Election Results**

Marv reported the election results for the ARCC Governance Board as follows:

Category 1, School Board Member – 4 Year Term

Seven districts were eligible to vote.

The five votes received were for Duane Buytaert from the Cloquet School District.

Category 2, Superintendent – 4 Year Term

Eight districts were eligible to vote.

Of the six votes received:

Five votes were received for Shawn Northey from the Mesabi East School District, and one vote was received for Bernie Novak from the Aitkin School District.

Category 2, School Board Member – 2 Year Term

Eight districts were eligible to vote.

The six votes received were for Tim Riordan from the Virginia School District.

Category 3, School Board Member – 4 Year Term

Eight districts were eligible to vote.

All eight voted for Lenore Skoglund from the Barnum School District.

Category 4, Superintendent – 4 Year Term

Seven districts were eligible to vote.

The four votes received were for Rick Herman from the Wrenshall School District.

At Large Member, Finance/Accounting – 4 Year Term

Thirty districts were eligible to vote.

The 22 votes received were for Scott Wirtanen from the Hibbing School District.

At Large Member, Instructional Management – 4 Year Term

Thirty districts were eligible to vote.

The 22 votes received were for Lyn Rajala from the Grand Rapids School District.

*Brad Johnson made a motion to accept the election results. The motion was seconded by Sue Kaslow and passed unanimously.*

## **Evaluation of the Executive Director**

Marv referenced a summary of the evaluations that were submitted to Kim Josephson. He also referenced his self-evaluation that was included in the Board packet. Marv thanked each of the Board members for the comments they provided when they completed the evaluation form.

## **October 10 Legal Seminar**

Marv reviewed a summary of the evaluations received from those who attended the seminar. He also described subsequent discussions with Mr. Colosimo in regards to another seminar in 2009.

### **Update of the ARCC Policy Manual**

Policy 601 – Financial Controls and Policy 603 – Bidding & Purchasing Controls were submitted for a first reading.

*Brad Johnson made a motion to accept Policy 601 – Financial Controls, as presented for a first reading. The motion was seconded by John Klarich and passed unanimously.*

*Scott Wirtanen made a motion to accept Policy 603 – Bidding & Purchasing Controls, as presented for a first reading. The motion was seconded by Herb Hilinski and passed unanimously.*

### **Recognition of Outgoing Board Members**

Marv expressed the gratitude of the full board in presenting Herb Hilinski, Vickie Jerry and Bob Silverness each with a plaque in appreciation of their years of service on the ARCC Governance Board.

### **Additions to the Agenda**

#### **16A – Back Up Power**

Marv informed the Board of the opportunity to tie ARCC servers to an existing generator owned and operated by another building tenant; which would provide back up power to our servers and telephone system.

*Sue Kaslow made a motion to proceed with the back up power circuit installation. The motion was seconded by Scott Wirtanen and passed unanimously.*

### **Board Members' Comments and Concerns**

No board members brought forth a concern.

### **Confirm Next Board Meeting Date**

Marv informed the Board that a new ARCC board member orientation is scheduled at 8:30 a.m. preceding the next ARCC Governance Board meeting on January 22, 2009. He noted that the regular meeting is set for 10 a.m., including the election of Board officers. The Annual Membership Meeting will follow at 10:30 a.m.

The next subsequent ARCC Governance Board meeting is set for March 19, 2009.

*With no further business, the meeting was adjourned at 11:01 a.m.*

Respectfully Submitted,

Scott Wirtanen  
Clerk/Treasurer