

ARCC - A - TECT

"PLAYING A PART IN BUILDING BETTER SCHOOL DISTRICTS"

Arrowhead Regional Computing Consortium

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January/February 2006

ARCC Governance Board Members: Chair: Kim Josephson, Cloquet; Clerk/Treasurer: Scott Wirtanen, Hibbing.
Directors: Herb Hilinski, Cromwell-Wright; Brad Johnson, Hermantown; Kathe Johnson, Deer River; Sue Kaslow, Hill City;
John Klarich, Nashwauk-Keewatin; Jane Mianowski, Cook County; Larry O'Brien, Grand Rapids; Gene Paulson, Mesabi East; Jim Schwarzbauer, Proctor.

ADMINISTRATION

Marv Roberts, Executive Director x105
Denise Bohrer, Controller/Director's Assistant x102
Kris Schmidt, Office Manager x100

FINANCE/UFARS

Jeff Yeager x110
Mel Hejda x111
Cathy Erickson x113
Cindy Olson x101
Kevin Lindquist x123
Loren Peterson x120
Kris Schmidt x100

PAYROLL/STAR

Nikki Logan x103
Carol Knight x104
Kevin Lindquist x123

STUDENT/MARSS

Kerry Chaffey x109
Teri Henderson x107
Kevin Lindquist x123
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Dale Nielsen x108

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A HAPPY
NEW YEAR

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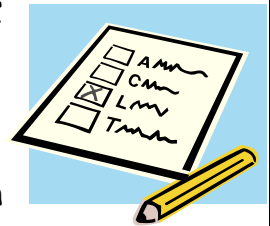
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Next Regular & Annual Board Meetings: January 19, 2006
Hermantown Admin Bldg, 4307 Ugstad Rd; Hermantown
10:00 a.m.

YOU ARE ALWAYS WELCOME TO ATTEND

Annual Meeting, Regular Meetings and Governance Board Elections -

The annual meeting of ARCC member districts will be held on January 19, 2006 at the ISD 700 Administration Building in Hermantown. An agenda and map have been sent to all member district superintendents. In addition to the annual meeting, all ARCC member districts are also welcome to attend the regular ARCC Board meetings. The following 2006 regular meeting schedule has been adopted:



January 19 May 25 October 12
March 23 August 17 December 21

ARCC Governance Board elections took place in December. I would like to congratulate Brad Johnson, Kathe Johnson, Kim Josephson, Sue Kaslow and John Klarich on their re-election to the ARCC Board. Being on the ARCC Board means extra work and I appreciate their continued willingness to serve our member districts. The full 2006 Governance Board is listed in the heading of this newsletter.

- Marv Roberts

MISC INFO - Kris Schmidt

~ Voicemail Q & A ~

Q: Once I am in someone's voicemail box, am I able to enter another voicemail extension without pressing zero for the receptionist or having to hang up and call back?

A: Yes, to do this, press * 8 and then the new extension number.



Q: Can I bypass listening to the voicemail greeting and just leave a message?

A: Yes, by entering *1 once you hear the beginning of the greeting.

Just keep in mind many people have new messages daily and it may be important to listen to them.

Name	Department	Phone Ext	E-mail Address
Bob Buchanan	Technology	122	bbuchanan@arcc.org
Carol Knight	Payroll	104	cknight@arcc.org
Cathy Erickson	Finance	113	cerickson@arcc.org
Cindy Olson	Finance	101	cindylee@arcc.org
Dale Nielsen	Student	108	dnielsen@arcc.org
Denise Bohrer	Administration	102	dbohrer@arcc.org
Jeff Yeager	Finance	110	jyeager@arcc.org
Jim Livesay	Technology	121	jlivesay@arcc.org
Kerry Chaffey	Student	109	kchaffey@arcc.org
Kevin Lindquist	Technology	123	klindquist@arcc.org
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Marv Roberts	Administration	105	mroberts@arcc.org
Mel Hejda	Finance	111	mhejda@arcc.org
Nikki Logan	Payroll	103	nlogan@arcc.org
Teri Henderson	Student	107	thenderson@arcc.org

This list is alphabetical by **FIRST** name.

E-Rates



Schools and Library Division (SLD) finally announced the “window” for filing for e-rate discounts. The window opened on December 6, 2005 and will be closed at 11:59 EST, February 16, 2006. Schools and Libraries must file their form 471’s within this timeline or face a year without e-rate funding.

About half of the ARCC districts have completed filing form 470 so far. If your district has not yet filed the form and would like assistance, please contact me as soon as possible as the deadline for filing this form is fast approaching (January 19, 2006). I have sent out a schedule of filing assistance for form 471 that starts January 16th and goes to February 13th. If you would like assistance filing form 471, please get in touch with me to set up an appointment.

The following is a check list of items you will need to have completed and bring with you when you file form 471:

- ❖ Your PIN Number – This “Personal Identification Password” was mailed to everyone who has previously filed for e-rates the first part of December.
- ❖ Item 21 attachment – This must be completed for each item that you are requesting e-rate funding on. It includes the selected service provider, a description of service, and total cost for the year. **BE SURE TO USE COST** as the highest weighted factor when selecting a service provider.
- ❖ Copies of bills, contracts, quotes or bids – Bring these with you so that copies can be sent to SLD with the item 21 attachment. When calculating annual cost, be sure to show that ineligible services have been excluded.
- ❖ Budget – New last year, requires you to provide a technology budget to show you have adequate resources to support your e-rate services. This budget covers the period starting July 1, 2006 through June 30, 2007.
- ❖ If you are filing for services on a contract signed in a previous year, please bring both the form 470 and 471 from when that service was originally requested.
- ❖ Answer to the following questions:
 - Number of classrooms with phone service
 - Number of dialup internet connections
 - Number of buildings with following speeds:
 - 10 mbps
 - 11-200 mbps
 - 200 & greater mbps
 - Number of connections (drops) to the internet
 - Number of classrooms with internet access
 - Number of computers or other devices with internet access (direct connections and wireless)



Finally, SLD has updated their web site. Sure was nice of them to do that during the heat of the e-rate season!!! It has a totally new look and address. If you are interested in seeing the new look, go to the following link: <http://www.universalservice.org/sl/>

FINANCE - Jeff Yeager, Mel Hejda, Cindy Olson, Cathy Erickson

Upcoming Workshop Schedule

<u>Date</u>	<u>Title/Topics</u>	<u>Location</u>	<u>Time</u>
12/28/05	Smart Finance Training for New Business Managers.	ARCC Computer Lab	9:00-3:00 (Lunch Provided)
01/25/06	HR Issues	Mt Iron Community Center	TBD (Lunch Provided)
02/22/06	Annual Profiles Session	Proctor Community Center	9:00-Noon
02/22/06	What Business Managers Need to Know About E-rates	Proctor Community Center	1:00-3:00
02/23/06	Annual Profiles Session	Northeast Service Coop	9:00-Noon
02/23/06	What Business Managers Need to Know About E-rates	Northeast Service Coop	1:00-3:00
03/08/06	MARSS and the Various Types of Student Counts Used in Mn Public Schools	ARCC Computer Lab	9:00-Noon
03/29/06	Overview of the General Education Formula and How to Use the MDE's "What-If" in Conjunction With ARCC's Simulation.	ARCC Computer Lab	9:00-Noon
04/05/06	Continuation of Simulation Training	Northeast Service Coop	9:00-Noon
04/19/06	Overview of Special Funding Sources ie. Special Education, Food Service, EDRS, Transportation, Technology and Other Misc Sources.	ARCC Computer Lab	9:00-Noon
04/26/06	Overview of Fund Accounting, Making Journal Entries, Student Activity Accounting, NESC Services	Northeast Service Coop	9:00-Noon
05/17/06	Overview of the Pieces of a Budget and How to Load it Into SMART Finance	ARCC Computer Lab	9:00-Noon
05/31/06	Overview of Health and Safety Issues and School District Bid Laws	Northeast Service Coop	9:00-Noon

IRS Mileage Rate Change – Jeff Yeager

The standard IRS mileage rate is changing to .445 cents per mile from the current .485 cents. This decrease is effective January 1, 2006.



Final Levy Certification – Mel Hejda

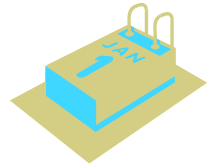
Please fax or mail a copy of your 2005 Payable 2006 Final Levy Certification to ARCC. We need only page 21 unless your district has under levied. If you have not levied the maximum, please submit pages 21 through 30.



PAYROLL - Nikki Logan

Calendar Year 2006 Changes

- The maximum earnings subject to OASDI withholding in calendar year 2006 is \$94,200. All earnings are subject to Medicare withholding.
- The standard IRS mileage reimbursement rate effective January 1, 2006 is 44.5 cents per mile.



W-2's on ESS



For calendar year 2005, three districts have been chosen to pilot the option of allowing employees to print their own W-2's via Employee Self Service. Those districts are #317 Deer River, #318 Grand Rapids and #700 Hermantown. Thank you to these districts for volunteering.

The goal is to have this option available to all districts using ESS in calendar year 2006. If your district is not currently using ESS, give us a call and we will set you up!

New to ESS

ESS now gives you the ability to allow your employees to update some personal data, including emergency contacts, dependents, beneficiaries, phone numbers and spouse name. Once saved, the data is updated directly into your SMART HR database. This feature is a custom setting and is optional by district. Please give Nikki a call if you would like this setting turned on for your district or if you would like to discuss this further.

Hours Worked Reminder

The 4th quarter hours worked reporting deadline is January 27th. Please call or email Carol when completed so she can submit your file.



Happy Holidays

We'd like to wish everyone a Happy and Healthy New Year. We're looking forward to working with you in 2006! ~~~ Nikki & Carol

Brain Teaser:

Santa always leaves plans for his elves to determine the order in which the reindeer will pull his sleigh. This year, for the European leg of his journey, his elves are working to the following schedule, that will form a single line of nine reindeer:

Comet behind Rudolph, Prancer and Cupid. Blitzen behind Cupid and in front of Donder, Vixen and Dancer. Cupid in front of Comet, Blitzen and Vixen. Donder behind Vixen, Dasher and Prancer. Rudolph behind Prancer and in front of Donder, Dancer and Dasher. Vixen in front of Dancer and Comet. Dancer behind Donder, Rudolph and Blitzen. Prancer in front of Cupid, Donder and Blitzen. Dasher behind Prancer and in front of Vixen, Dancer and Blitzen. Donder behind Comet and Cupid. Cupid in front of Rudolph and Dancer. Vixen behind Rudolph, Prancer and Dasher.

Can you help the elves work out the order of the reindeer?

Answer – Bottom of page 8

STUDENT - Kerry Chaffey, Teri Henderson, Dale Nielsen



MARSS Fall Submissions for 2005-2006 School Year Info - Kerry Chaffey

The final Fall submission was due to the MDE on December 21, 2005 and there will be no extensions. The following will be the information/reports created from this submission:

- Pre-code Labels for Statewide Testing, Child Count, Compensatory Revenue, AYP Demographic Information
- Child Count Reports, Error Report, Different ID Report, Fall Check off Report, Economic Indicator/Compensatory Revenue Comparison, LEP Funding Eligibility Report
- Final FY07 Compensatory Entitlement Report

There will be a new procedure for making manual changes to the child count data. This was noted in the November 30, 2005 MARSS memo from MDE. Please note the process listed below.

New Procedure for Making Manual Changes to Child Count Data – Kerry Chaffey

Starting Fall FY 2006, any manual changes that need to be made to the child count data will have to go through the MARSS contact. If there are changes that need to be made after the final December 21, 2005 Fall FY 2006 submission, the following procedure will need to be followed. The MARSS contact will send an e-mail to marss@state.mn.us requesting a manual change for students with the following information included:



- 1) District Name and Number
- 2) MARSS Contact Name
- 3) Phone Number
- 4) Fax Number
- 5) Student State ID Number
- 6) Student Name

If a new record needs to be added, the MARSS contact will need to state that in the e-mail. An 'Add' form will be faxed back and will need to be filled out completely in order for the student record to be added error free. If incomplete or inaccurate data are provided, the record will error out and won't be counted.

Contact: Marilyn Loehr at 651-582-8592 for procedure & MARSS questions and Michelle Jones at 651-582-8577 for child count questions.

MARSS Annual Meeting – Kerry Chaffey



Mark your calendars....we will be holding our annual MARSS meeting on Wednesday, March 22, 2006. The meeting will be held in the Duluth area this year. We will send out all the details of location, time, registration information, etc after the 1st of the year.

If you have any MARSS questions/concerns please be certain to contact Kerry Chaffey or Teri Henderson.

Cook County Installs New Infinite Campus Food Service System – Jim Livesay

Cook County School District, ISD 166, has recently implemented the Campus Food Service system. The food service tools include point of sale (both quick serve and ala carte) and back office account management. The system interacts directly with the Infinite Campus SIS database at ARCC.



The following are comments from John Engleking, Principal of the Cook County High School and Middle School. John has graciously allowed me to share his comments with you.

“Training from Campus was done in a two-day format. One day dealt with understanding the Food Service Software on I-Campus and the second day was a run through of using our Point of Sales (POS) Terminal. Our go live date was set and we were off and running with actually no training on the POS and no support at our campus. The Campus support in St. Paul was available on the phone.

Overall, we could not be more pleased with Campus Food Service. The reports generated are a huge time saver. All our students learned their PINs and were off and running in no time. The touch screen display on the POS pulls up student pictures and accounts instantly and we are able to use the current balance info and low and negative balance warnings to help our students monitor their accounts. Parents are really enjoying accessing Parent Portal to check on their children’s accounts.” - John Engleking

If you would like to find out more about the **Infinite Campus** Food Service application, please contact Jim Livesay at 218-723-1700 x121 or via email at jlivesay@arcc.org.



Campus Scheduling – Teri Henderson

Are you ready to begin scheduling for the 2006-2007 school year? Here are some things to think about to get you ready! **(Please pass this on to those involved in scheduling for your school.)**

Schedule Structure

- Does the current daily schedule meet the needs of the students?
- Can it be simplified in any way without losing choices?
- Does the student schedule reflect where they actually are during any time period?

Course Structure

- Are there any yearlong classes?
- Is the schedule broken down into the smallest term lengths (quarters, trimesters, semesters)? Is there a combination of two or more?
- Is a yearlong course represented by two different course numbers for each semester? Does each semester of a yearlong class need to have the same teacher and students? Does it need to be taught during the same period?
- If the answer is yes to the above, then rules need to be set for the course. **REMINDER:** use scheduling rules **ONLY** if needed.
- Do the elective courses have one course number even if they are offered in all terms? Doing this will aid the schedule wizard to create more complete schedules for students.
- If students can register for a continuation of a course, which may be offered during the same term as the beginning class, then a rule needs to be set.
- If there are teaching teams, the team name needs to be selected for each course.
- Is the maximum number of seats for that course entered? **CAUTION:** Make sure you put in the amount of students that the class will hold. If you put in an unrealistic number, you will have a lot of manual changes to do later on.
- Are there departments created and assigned to each course?

Verifying the schedule and course structure now will make your job a whole lot easier!

What is **SCHEDULING PRIORITY**? This field is used in the Schedule Wizard. When this field is set on the course tab, the wizard will load this course first for students that requested it. Most likely it will be set to a “1” or left blank. It could be set on courses that are limited throughout the day but need to be taken for graduation purposes. One word of caution though ... because the wizard tries to reach maximum loading, use this priority field sparingly.

MARK YOUR CALENDAR! – Teri Henderson

We will be hosting the Winter CAMPUS User Group meeting on Wednesday, January 18, 2006. If you have any questions about this meeting, please give us a call or send an e-mail.

Immunizations - Dale Nielsen

Any parent who has ever had to look for shot records for their kids (or for that matter, any other family member) will have an immediate appreciation for an immunization registry.



Cook County School District has been working with the Minnesota Immunization Information Collaborative (MIIC) and the ARCC support team to provide MIIC with their immunization history. ARCC's part in this project was to provide assistance in producing the flat files that will be loaded into MIIC's database.

As we gained experience in this project, I ran across a few things that I believe can be changed for the better. The Infinite Campus Student Information System has a lot of flexibility built into its vaccine table. When we see a 'table' in a software system, we hearken back to that time when we were told not to mess with it. Well, I think that the Campus vaccine table is different. Fact is, the folks down at Campus actually populated the table with descriptions of commonly-used vaccines - as a FAVOR to the end users. The only thing giving us any trouble is the generation of Current Procedure Terminology (CPT) codes. This is the particular field that the MIIC database needs to 'link' the incoming data together. This field was left blank by the Infinite Campus developers. I can only guess that they would have populated the fields with codes if they knew them.

Here's what the Campus VACCINE table looks like now:

vaccineID	code	description	shotCount	seq	abbreviation
1		Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	6	1	
2		Tetanus-diphtheria [Td]	5	2	
3		Polio [IPV, OPV]	6	3	
4		Measles-Mumps Rubella [MMR]	3	4	
5		Hepatitis B [Hep B]	3	5	
6		Hepatitis B - 2 Dose [Hep B - 2 Dose]	3	6	
7		Hemophilus influenza, type B [Hib]	4	7	
8		Pneumococcal	6	8	
9		Varicella	2	9	
10		Measles	2	10	
11		Rubella	2	11	
12		Mumps	2	12	
13		Hepatitis A [Hep A]	2	13	
14		Diphtheria and Tetanus [DT]	5	14	
15		Hepatitis B - 3 Dose [Hep B - 3 Dose]	1	17	
16		Tuberculosis [BCG]	1	16	
17		Influenza	6	17	
18		Meningococcal	2	21	Meningococcal
19		Tetanus, Diphtheria and Acellular Pertussis [Tdap]	2	13	Tdap

If your district is utilizing the Infinite Campus Student Information System and you would like to provide immunization data to the MIIC, please contact me and I will assist you in adding CPT codes to the vaccine table as well as adjusting a few descriptions. Once we have completed this process the immunization data will be ready for exporting.

Brain Teaser Answer:

From front to back: Prancer, Cupid, Rudolph, Dasher, Blitzen, Vixen, Comet, Donder then Dancer.

Business Resumption Plan Update - Jim Livesay

ARCC has been developing a business resumption plan designed to easily recover from a major disaster affecting key data housed at the ARCC office.



The approach that we selected is to create a separate backup site that would house replicated servers. These servers would become the primary servers in the event of a disaster at the ARCC office. This site would become the temporary data center until a complete recovery can be performed.

ARCC recently implemented such a backup plan with some assistance from ISD 709's IT department. ISD 709 has generously provided us space to house the backup servers. There are plans to reciprocate sometime in the future.

I am pleased to announce that effective 1/1/2006, starting with our financial applications (SMART FIN and SMART HR), this plan has come to fruition. All the Region II school districts currently using these services at ARCC will benefit from this plan.

By keeping the remote databases updated on a regular basis, districts will experience only minor, if any, problems getting back "on" once the recovery begins. The gist of the plan centers on redirecting the end-users to the backup site at ISD 709 in the unlikely, but still possible, event that a major disaster should occur.

Windows Server Based Computing - Kevin Lindquist



What is server based computing? Is it old technology, new technology, the best technology? The short definition of server based computing is - a computing environment where applications reside on a server instead of a client or workstation. That sounds like the old mainframe days where we used dumb terminals and the mainframe did all the work. That's right, it's old technology. But how about things like internet mail services or even the Infinite Campus application? That's server based also, but also a newer technology, as it is built around the utilization of a web browser client.

In the Windows world, Citrix was the first company to successfully market a server based computing product. The Citrix environment, which we use for our SMART applications, is just one method of deploying applications from a server. The SMART systems were originally designed as true client server applications thus requiring the application to be loaded on every client machine and possibly requiring that a SQL database server be located in every district. Also, Macintosh computers would not be able to run the SMART applications. Every software update would require modifications to each client PC and possibly each SQL server. Even with a synchronized effort, this process could take days to update the approximately 250 workstations in the 30+ districts of our region. Although there are pros and cons to this approach, Citrix has certainly been a real time saver and has made application upgrades for the most part invisible to our SMART users.

The original Citrix product was called Winframe and was embedded in a version of Windows Server 3.51. The earliest versions of Winframe and Citrix were somewhat problematic especially when it came to handling print drivers. With the release of Windows Terminal Services included in Windows Server 2000/2003 (which Citrix now runs in conjunction with) things have become considerably more stable.

Today, other vendors such as GO-GLOBAL and Tarantella are competing in the server based computing market. While Citrix has the advantage of a more efficient client (bandwidth wise), server load balancing, single application publishing, and better printer handling, it does require both Terminal Server client access licenses and Citrix licenses. For new implementations, GO-GLOBAL, which does not require Terminal Server client access licenses, may be potentially less costly. Still the most cost effective method of deploying applications may be to simply run Terminal Services by itself. While most of us working in the Windows environment are familiar with using Terminal Services for administrative purposes, applications can also be run from a server when configured in application mode. The client workstation displays the entire server desktop just like in administrative mode, but with the proper security measures taken, the end user will only be able to access their own applications and files. A Terminal Server client access license is required for each user. Microsoft is also planning on releasing a Windows XP 'lite' version code named Eiger, which is designed to run on older PCs currently running Win95/98. While the hardware on these devices may not be sufficient enough to run current applications natively, they can run current applications as a Terminal Server client. Plus they get the benefit of utilizing active directory, as well as being a currently supported O/S capable of accepting security updates.

While server based computing may not be the best technology for all applications, individual school districts can certainly benefit from this technology. A small test bed using Terminal Services will most likely be the best method to weigh the pros and cons of implementing and managing this technology. Here at ARCC we plan on doing the same as well as looking at other options to deploy our applications in the most efficient and cost effective method.

Please contact ARCC with any address or name updates

ARCC WILL BE CLOSED
New Years
January 2, 2006

