

ARCC - A - TECT

"PLAYING A PART IN BUILDING BETTER SCHOOL DISTRICTS"

Arrowhead Regional Computing Consortium

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ARCC Governance Board Members: Chair: Kim Josephson, Cloquet; Clerk/Treasurer: Scott Wirtanen, Hibbing.

Directors: Herb Hilinski, Cromwell-Wright; Vickie Jerry, Deer River; Brad Johnson, Hermantown; Sue Kaslow, Hill City;

John Klarich, Nashwauk-Keewatin; Jane Mianowski, Cook County; Gene Paulson, Mesabi East; Lyn Rajala, Grand Rapids; Bob Silverness, Proctor.

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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
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
Jim Livesay x121
Dale Nielsen x108

INFORMATION TECHNOLOGY

Jim Livesay x121
Bob Buchanan x122
Kevin Lindquist x123
Dale Nielsen x108



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Next Board Meeting: March 22, 2007
Hermantown Admin Bldg, 4307 Ugstad Rd; Hermantown
10:00 a.m.

YOU ARE ALWAYS WELCOME TO ATTEND

ARCC Board Update -

Since our inception, ARCC member districts have been divided by size into four equal groups with each group allowed to elect a superintendent and a school board member to sit on the ARCC Board. The ARCC Board also has three at large positions that are elected by the total membership.



At the January Board meeting the ARCC Board appointed Bob Silverness, a Proctor School Board member who is also a Hermantown school district staff member, to the vacant large district school board member position on the ARCC Board. Bob brings 6 years of school board experience with him and I very much appreciate his willingness to share his expertise and serve the ARCC member districts.

In other January Board action Kim Josephson and Scott Wirtanen agreed to continue in their roles as the Boards Chairperson and Clerk/Treasurer, respectively. Kim, Scott and all the other ARCC Board members listed above have been great to work with and have been a big part of ARCC's success over the years. These individuals are all very busy with their personal and work obligations and they still find time to serve on the ARCC Board. I thank them very much.

~ Marv Roberts

E-RATE COLUMN - Cindy Olson

2007 Funding Year

The 2007 E-Rate Funding Year window has closed and the following statistics demonstrate that e-rates remain an important part of our public school technology funding budget:

# of ARCC Assisted Districts	37
# of Funding Request Numbers	211
Telecommunications Category Requests	\$1,712,073.16
Internet Access Category Requests	\$556,133.68
Priority 2 Categories Requests	\$596,878.63
Total Funding Requested (before discounts)	\$2,779,330.35



Districts should be on the lookout for their Form 471 Receipt Acknowledgement Letter. You should receive one letter for each form 471 that you completed. Once they arrive you should carefully compare them to your application and your item 21 attachments. If you find any funding request numbers that need to be changed, contact me and I will walk you through the process.

Schools and Library Division has started reviewing applications. We submitted our item 21 attachments electronically this year so they are able to start this process much sooner than previous years. I hope this equates to earlier funding commitments. You should start hearing from the Program Integrity/Assurance folks at SLD asking you questions about your requests. Do your best to answer them within seven (7) days.

Keep your eyes on the R2ERATE group mail list for a list of suggestions to make the process easier. This year we filed 13 district applications the last three days of the "window". This rush at the last minute left no time for corrections or changes, so next year look for the form 470 and form 471 assistance sessions to begin sooner.



ARCC Scanner

ARCC purchased a multi page, double sided scanner specifically for electronically submitting the item 21 attachments in a TIF format as requested by SLD. I'm happy to report that the scanner worked perfectly. SLD has already begun to process some of our applications because they have the supporting documents on their server and can pull them up and compare them to our applications.

It will be interesting to compare districts who were unable to come to ARCC to complete form 471 (and who weren't able to scan their documents) to the districts who made the long (cold) trip here to see if submitting item 21 attachments electronically speeds up the funding process.

If you would like more information about our scanner give me or Jim Livesay a call.

FINANCE - Jeff Yeager & Cathy Erickson

Budget Basics - Jeff Yeager

Fiscal year 2008 Revised08 and Adopted08 Budget Codes are ready to use. The current UFARS chapter X grid is 2007 information and does not address any coding issues for 2008. Unique 2008 UFARS account changes may be possible by late summer.

All districts should maintain the original board approved (adopted) budget and a working copy (revised). Keeping both files helps you comply with GASB #34 requirements for year-end reporting. Build the revised budget code first. When the board approves, copy and import as the adopted budget file.

Use the Budget Import screen to bring a budget into the system and for locking budget codes. If you have questions or need assistance, feel free to call Kris or Jeff for support.



Closing Periods - Jeff Yeager

Remember to check your accounting calendar for open periods. You should close the FY2007 periods as soon as possible to make sure all activity is posted and the system is updated to facilitate the bank reconciliation process.

Bank Reconciliation - Jeff Yeager

Reconciliations should be done within 40 days to comply with Check 21 and the 40 day protest period. You lose the option to have your account credited, if a check error is discovered after the protest period has elapsed.

FY2007 UFARS Chapter X Edit - Jeff Yeager

All of the district edits are complete and the errors fixed. Be careful if you reactivate an account with an end period. It may be closed to correct a UFARS error.

Spring Finance Training Opportunities - Cathy Erickson

Spring 2007 brings opportunities for school finance trainings. Sessions have been broken out so school finance staff can attend all or just certain sections of a topic area. The first topic will be **Student Counting**.

Wednesday, March 7, 2007 – Mountain Iron Community Center

Student Counting Basics 10:00am – 12:00pm

Learn about the different student counting definitions and different tools to project and estimate enrollment.

We will order lunch for those staying for both sessions.

Funding Based on Students 1:00pm – 3:30pm

Learn about the different revenues that are calculated by using district enrollment.

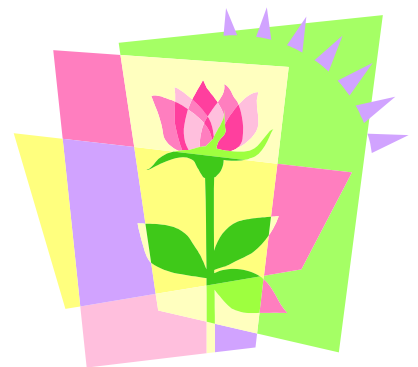
Wednesday, March 21, 2007 – ARCC Lab

General Education What If & ARCC Simulation 9:00am – 11:30pm or 1:00pm – 3:30pm

Learn how to use district enrollments and other data to create General Education revenue projections.

A registration will be sent via Email to all districts.

Other sessions coming up in April and May will include the Levy Certification process and Food Service/Community Service/Debt Service Basics.



PAYROLL - Nikki Logan

Online W-2's



This past year eleven districts gave their employee's the option to print their own W-2 via ESS. This resulted in a little over 1,000 W-2's that these districts did not have to stuff into envelopes. That's a pretty good response, considering this was our first year offering W-2's online to all districts. I would encourage you to consider using this option next year.

Mark Your Calendars



Fiscal Year End and Payroll Round Table meetings have been scheduled for April 18th at the Northeast Service Coop in Mt Iron. Additional information will be sent out soon via email.

STUDENT - Kerry Chaffey, Teri Henderson, Dale Nielsen

MARSS Update - Kerry Chaffey

The current MARSS micro edit that is used for determining errors, warnings and generating reports on local data will be replaced the Spring of 2007 with an online edit program. The current program is one that is downloaded to each machine and used locally on your machine. The new edit program is accessed online.

Teri and I will be trained on the new process in March. Once we have received our training we will be contacting the MARSS contacts with more detailed information as well as a training schedule. With the change, we will need the MARSS contact from each district to attend a session to become familiar with the new process. The trainings will be held prior to June, as this will be when it will be required to use the new online process.

Watch your email for all the details....



EOY Submission - Kerry Chaffey

The first EOY 07 MARSS submission is due to ARCC by Friday, April 6, 2007. This is a mandatory submission for all districts.

SQL Reporting Services for Infinite Campus - Dale Nielsen

NonResident Reports

In research/development - trying to find a way to make the report work regardless of some districts creating a separate enrollment record as opposed to noting a split enrollment in student detail. The report currently breaks your district down by building, supplies total students served for each building and tallies the number(s) of students served for each nonresident district. Additionally, it offers a Total of nonresident students served for the district at the bottom of the report.

School	Total for Bldg	Res Dist	NonRes Dist Totals For This Bldg
Churchill Elementary	51	CARLTON	19
		DULUTH	1
		ESKO	3
		HERMANTOWN	1
		MCGREGOR	1
		PROCTOR	11
		ST. LOUIS COUNTY	11
		WILLOW RIVER	1
Cloquet High School	100	WRENSHALL	3
		BARNUM	3
		CARLTON	43
		CROMWELL-WRIGHT	1
		DULUTH	1



A second NonResident report aggregates the data for your district as shown on the right.

District Name	District Number	Total Served
BARNUM	0091	5
BRAINERD	0181	1
CARLTON	0093	119
CROMWELL-WRIGHT	0095	2
DULUTH	0709	8
ESKO	0099	22
HERMANTOWN	0700	1
MCGREGOR	0004	1
MOOSE LAKE	0097	1
PROCTOR	0704	26
ST. LOUIS COUNTY	2142	42
WILLOW RIVER	0577	2
WRENSHALL	0100	23
Total NonResident Students Served for Selected SACs		253

ATTENTION! Report totals will vary depending on SAC codes used for query filters!



Attendance Reports

There are 2 new attendance reports. Intended use is for 'perfect attendance' letters. The reports derive their lists by building selection, maximum number of absences allowed and list results by homeroom teacher. The first report, 'Term Attendance' requires a term selection.

Absence	Homeroom Teacher	Grade	Student Name
0.0	Allen, C.	06	Johnna Bottila
		06	Daniel Ritchie
		06	Morgan Warbalow
		06	Michael Wirtanen
	Biebl, Stefanie	08	Haley Johnson
		08	David McKinney



The second report, 'AttendanceUberlist' aggregates for an entire year, again organized by building, by homeroom teacher.



Doug Ninow's 'MARSS Comparison Report' Report I wish I could claim credit for this one, pretty nice report. It was written by Doug Ninow of the Campus Admin Group. He wrote most of it with Java but it behaves much in the same manner as our SQL reports and you'll find it located in the Campus outline under MN State Reporting. The report compares what is stored in your database, against what is written to your MARSS B-File. You'll no-doubt notice some very interesting revelations.



Here's a screen shot of the report output. Names have been altered and State ID Numbers have been removed.



Data Entered Into Campus							B File
fullName	studentNumber	stateID	schoolNumber	startDate	residentDistrict		STU_RES_DST_NUM
Stevenson	500554		105	20040903	0094		0093
Hopkins	500621		105	20050314	0094		0704
2 STU_RES_DST_NUM Differences							
Data Entered Into Campus							B File
fullName	studentNumber	stateID	schoolNumber	startDate	stateAid		STT_AID_CAT
Stevenson	500554		105	20040903	00		21
Hopkins	500621		105	20050314	00		01
2 STT_AID_CAT Differences							
Data Entered Into Campus						B File	
fullName	studentNumber	stateID	schoolNumber	startDate	startDate		STS_BEG_DAT
Stevenson	500554		105	20040903	20040903		20050602
Hopkins	500621		105	20050314	20050314		20050512
2 STS_BEG_DAT Differences							
Data Entered Into Campus							B File



[Infinite Campus SQL Reporting Services](#)

By Jim Livesay

For almost a year ARCC has been using [Microsoft SQL Reporting Services](#) to develop special reports that cannot easily be developed using Campus' Ad Hoc tools or do not exist as "canned" reports. If your Campus staff is still unclear as to how to run these SQL reports, send us an email. Please look at our Campus [SQL Reporting Service](#) page for a list of current reports and documentation.

If your district *has* the need for special Campus reports, send your request to campus_support@arcc.org via your SIS specialist. In the subject line simply enter "**SQL Report Request - [ISD name] [Date]**".

Within the **body** of the email, include:

1. A brief description of the report. A *mock-up* would also be helpful (e.g. in Word or Excel).
2. Tell us whether an attempt to create the report via Campus' "Ad Hoc" reporting tool was undertaken. Many simpler reports can use Ad Hoc successfully. The SIS specialists within your district can also send out queries to campus_student@arcc.org to see what his or her counterparts have accomplished using Ad Hoc. ARCC can also provide training in how to use Ad Hoc; let us know.
3. Justification, that is, who are the stakeholders that will benefit from the report, and how the report will save time or money etc.
4. Time frame. "*I need it this afternoon!*" may not be a feasible or realistic timeframe in many cases depending upon the complexity of the report.

After we have reviewed the request, ARCC will analyze the information and provide you with a time estimate/feasibility response to the email. Since we have found that most reports are beneficial to *all* districts, ARCC has *rarely* charged for special reports. Also, be advised that in some instances, the basic structure of the Campus database may prohibit ARCC from developing some reports and *enhancements* to the Infinite Campus application may be our only recourse.

Finally, from time to time Campus may modify its table structures, and as a result, an existing custom Campus report may not always work from application version to version. These instances should be rare however, but may require some re-programming.



New Date for Daylight Saving Time - by Jim Livesay

In 2005, Congress passed and President Bush signed into law the Energy Policy Act, which amended the Uniform Time Act of 1966 to change the beginning and ending of Daylight Saving Time (DST).

Beginning this year, DST begins on the second **Sunday of March (3/11)** instead of the first Sunday in April, and ends on the first Sunday in November instead of the last Sunday of October.

The impact on hardware and software is that daylight savings time changes are programmed into their internal clocks, and systems developed before the 2005 law have the wrong dates in them. Therefore, old hardware and operating systems are still operating on the April/October date change rather than March/November.

Courtesy of <http://www.internetnews.com/>

Please contact ARCC with any address or name updates

ARCC WILL BE CLOSED
Good Friday - April 6, 2007

