

ARCC - A - TECT

"PLAYING A PART IN BUILDING BETTER SCHOOL DISTRICTS"

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Mel Hejda x111
Cathy Erickson x113
Cindy Olson x101
Kevin Lindquist x123
Kris Schmidt x100

PAYROLL/STAR

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Next Board Meeting: December 21, 2006
Hermantown Admin Bldg, 4307 Ugstad Rd; Hermantown
10:00 a.m.

YOU ARE ALWAYS WELCOME TO ATTEND

New Year, New Services-

The 2006-2007 school year seems to be off to a smooth start from ARCC's perspective. In the student area I would like to welcome the Lake Superior School District to the list of districts utilizing the Infinite Campus student software supported by ARCC. I would also like to welcome Carlton, Floodwood, and Lake Superior School Districts who have joined the Cook County School District as some of the first districts in the nation to implement the Infinite Campus Food Service module. In the Payroll/HR area we are seeing a steady increase in the number of districts making pay notices available online. A half dozen districts have actually mandated online pay notices and direct deposit of pay and are thus paperless. At the end of 2005 the Deer River, Grand Rapids, and Hermantown School Districts helped us pilot a process of providing online yearend W-2's to staff. That test went well and all ARCC districts will have the option of allowing online W-2's to their staff at the end of the 2006 calendar year. We expect many to make this option available. If you would like more details on how implementing any of the above services might help your district, please contact any of the ARCC payroll or student staff listed to the left of this article.

- Marv Roberts



E-RATE COLUMN - Cindy Olson



E-Rates and Technology Plans

All schools are required to have technology plans **written** that cover the time frame that they are asking the E-Rate program to fund. Plans must be **approved** by the time that services actually start.

Current technology plans for all public school districts in the State of Minnesota expire on June 30, 2007. The upcoming e-rate application season covers services that will be delivered between July 1, 2007 and June 30, 2008.

This means that all schools **MUST** have their technology plan **written** by the time they file their form 470. I expect the 470 window to open in mid November and remain open until sometime in January.

The Minnesota Department of Education is putting on a technology planning workshop via ITV from 9:00 until noon on Wednesday, November 15th. ARCC and NESC have signed up as sites. Each district should have a representative at this meeting. Please contact me if you would like to attend the ARCC site and Linda Borchardt if you would like to attend the NESC site.

In the meantime, you should review your 2004-2007 Technology Plan and begin making preliminary updates. The state said that the 2008-2011 Technology Planning Guide will be distributed in November but that it will be similar to the 2004-2007 Technology Planning Guide so you should feel comfortable using it as a starting point. Do not send a copy of your draft technology plan to MDE for review at this time – please wait until you get submission instructions at the November 15th planning workshop.

All school districts will be required to submit their final 2008-2011 Technology Plan to the Minnesota Department of Education for review by March 1, 2007. Final plans will be reviewed and approved by MDE by July 1, 2007.

Trivia: Here's a short trivia quiz for the trivia enthusiasts. Have fun!

1. There's one popular sport in which neither the spectators nor the participants know the score or the leader until the contest ends. What is it?
2. What famous North American landmark is constantly moving backward?
3. Of all vegetables, only two can live to produce on their own for several growing seasons. All other vegetables must be replanted every year. What are the only two perennial vegetables? Hint – you may not consider one of them a vegetable!
4. Name the only sport in which the ball is always in possession of the team on the defense and the offensive team can score without touching the ball?
5. What fruit has its seeds on the outside?
6. In many liquor stores, you can buy pear brandy, with a real pear inside the bottle. The pear is whole and ripe, and the bottle is genuine; it hasn't been cut in any way. How did the pear get inside the bottle?
7. Where are the lakes that are referred to in the "Los Angeles Lakers?"
8. There are seven ways a baseball player can legally reach first base without getting a hit. Taking a base on balls-a walk-is one way. Name the other six.
9. It's the only vegetable or fruit that is never sold frozen, canned, processed, cooked, or in any other form but fresh. What is it?
10. Name six or more things that you can wear on your feet that begin with the letter "S."

See the answer on page 9

FINANCE - Jeff Yeager, Cindy Olson, & Cathy Erickson

Pay 07 Truth-in-Taxation Meeting Information – Cathy Erickson

T0: Superintendents and Business Managers
FROM: Mel Hejda, Cindy Lee Olson and Cathy Erickson
DATE: October 16, 2005
SUBJECT: Pay 07 Truth-in-Taxation Session

ARCC will host the Pay 07 Truth-in-Taxation Training Session on Tuesday, November 21, 2006 at the Proctor Area Community Center (PACC) from 9:00 to Noon. PACC is located at 100 South Pionk Drive in Proctor.

We will review Truth-in-Taxation Hearing statutory requirements as well as discuss proposed increases and possible reasons for changes.

ARCC will provide each registered district with specific information including graphs and worksheets based on their SMART Finance revenue and expenditure budgets and comparisons to their Pay 06 Levy. Interested districts can request this information be provided to them on CD to help prepare for and present at their Truth in Taxation Hearing.

Please complete this registration form and fax it to Cathy Erickson at 218-723-1923 by **November 3rd** so that we have adequate time to prepare district specific information for you. You can also e-mail Cathy Erickson at cerickson@arcc.org if you would like to attend. We have applied for three CEU credits from the Minnesota Board of School Administrators.

Pay 07 Truth-in-Taxation Registration-FAX to 218-723-1923

The following people plan to attend the Truth-in-Taxation session on November 21, 2006:

_____ District Number _____ District Name



Check here if you would like a CD that includes your district specific Truth-in-Taxation graphs & worksheets

Or

Check here if you would like that information e-mailed to you AFTER the workshop.

Workers Compensation A-Z Meeting Information – Cindy Olson

TO: Superintendents, Business Managers, Payroll Staff, Human Resource Staff, District Administration, Maintenance Supervisors, Food Service Administrators
FROM: Mel Hejda, Cindy Lee Olson and Cathy Erickson
DATE: October 16, 2005
SUBJECT: Workers Compensation A-Z

Working with Berkley Administrators, ARCC has put together a seminar on workers compensation. The session is designed to cover what you need to know from first report of injury to accident investigation and how correctly addressing each step can reduce your loss potential.

The session will be held on Wednesday, December 6, 2006 from 9:30 until 12:30 at the Mountain Iron Community Center located at 8586 Enterprise Drive South in Mountain Iron.

Agenda: 9:30-10:30 Introduction to Workers Compensation
Premium Calculations
Experience Mods
Past History
10:30-11:30 Accident Investigation
What To Do and What Not To Do
Loss Prevention/Loss Reduction
12:30-1:30 Claims Start to Finish
How to Complete Forms to Reduce Red Flags

The session is limited to 100 people and RSVP's will be accepted on a first come basis. Please register by sending a fax to Cindy Olson at 218-723-1923 by Friday, December 1, 2006. You can also e-mail your registration to Cindy at Cindylee@arcc.org. We have applied for three CEU credits from the Minnesota Board of School Administrators.

Workers Compensation A-Z Registration - FAX to 218-723-1923

The following staff members plan to attend the Workers Compensation session on December 6, 2006.

_____ District Number _____ District Name





MICR Check Reorders - Jeff Yeager

The finance check inventory is scheduled for re-evaluation by late November 2006. Let us know if your supply is inadequate to continue printing checks past January 2007.

UFARS Reporting – Jeff Yeager

If your audit is complete and not final reported or you have made additional journal entries for fiscal year 2005-2006, let us know so we can process an updated UFARS file before November 30, 2006. All UFARS files submissions are sent Unaudited unless you notify us to send the file as Audited.

Reporting Dates:

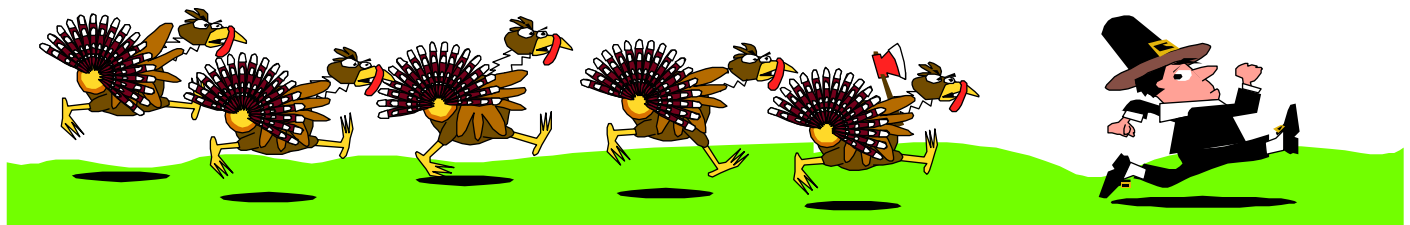
- 11-30-2006 - Final audited district UFARS data.
- 11-30-2006 - UFARS Compliance Table completed with audit information (via MDE web page).
- Budget Publication is due no later than November 30, 2006 or 1 week after the board accepts the audit.
- 12-31-2006 - Audit report due at MDE.



Coding Licensed Instructional Support Personnel

Districts must use Object code 143 for all licensed Instructional support personnel. Many units are including these personnel costs in Object Code 140 Licensed Classroom Teacher. Check the UFARS Manual description below and compare it to your account codes. Correct your account codes if necessary.

Object 143 - Licensed Instructional Support Personnel - Includes salaries of all licensed auxiliary personnel supporting the teacher/student learning relationship or assisting individual students. Examples of licensed auxiliary personnel are as follows: instructional assistance for elementary education, teachers involved with resource-curricular and in-service of staff, coordinators (see Object Code 120), media and resource center coordinators, librarians, counselors, psychologists, licensed nurses, licensed social workers, interpreters, and certified occupational therapists.



1099 Processing for 2006 – Jeff Yeager

1. Use the appropriate voucher 1099 key to identify your vendor transactions. The most frequently used 1099 keys are:
 - MC – (Miscellaneous Compensation - box 7) Used to report nonemployee compensation payments for \$600.00 or more representing fees for service from individuals not incorporated. Normal attorney's fees are included in this key including legal service fees from a corporation.
 - MR – (Miscellaneous Rents - box 1) Used for \$600.00 or more in payments for all types of rents.



Additional keys available include:

- MA – (Miscellaneous Awards - box 3) Used for \$600.00 or more in payments (Other Income) not reported in any other 1099 miscellaneous box.
 - MU – (Miscellaneous Undetermined Attorney's Fees - box 14) Attorney gross proceeds (claim payments) related to legal services where you do not report the attorney's fee noted above for box 7.
2. Verify the system information for accuracy. Start with the Vendor 1099 Balances screen found in the Accounts Payable/Vendor Set Up menu area. Enter the year 2006 and then click on Find.
 3. Detail vendor analysis is possible using either the Voucher Summary or the Voucher Detail Summary screens. Both have a 1099 Key column on the far right.
 4. All 1099 vendors must have an appropriate TIN (tax identification number).
 5. Be sure all vendors have a proper address typed in capital letters without punctuation.
 6. Perfect match requirements are necessary to prevent IRS & Social Security Administration mismatches.
 7. IRS backup withholding rate is 28% for reportable payments.
 8. MN backup withholding rate is 7.85% for reportable payments.
 9. Minnesota does not require 1099 state reporting, unless you have MN backup withholding.





Calendar Year End / Payroll Round Table Meetings

The Calendar Year End and Payroll Round Table Meetings will be held on Thursday, November 16th, at the Hampton Inn in Duluth. The Calendar Year End meeting will go from 9:00 to noon. The Payroll Round Table meeting will go from 1:00 to 3:30. Lunch will be provided. Please email any questions, concerns, ideas, or topics that you would like to discuss.

STAR Reporting Deadline Change

The STAR Web Edit System will be delayed this year due to enhancements being made to the system. The website is scheduled to be up and running on November 28th. The deadline for the final submission of your STAR data to the MN Department of Education is January 8th, 2007. Although this date seems far away, it will be upon us before you know it. The 2006-2007 STAR assignment codes have been imported into SMART HR and you can begin entering your STAR data right away.



2006 W-2's Available On ESS

If your district is interested in giving your employees the option to print their own W-2's from ESS this year, give us a call and we can enable the W-2 consent process.

W-2 Proof Report

It is never too early to start proofing your calendar year end totals. W-2 season is right around the corner. Run the MN Calendar W-2 Proof Report and check for errors. If you discover any, please contact us right away.



STUDENT - Kerry Chaffey, Teri Henderson, Dale Nielsen

NWEA Submission Files - Dale Nielsen



Last Year: Last year I discovered that several Infinite Campus districts are using tests supplied by Northwest Evaluation Association (NWEA). Each testing cycle requires the district to submit a Class Roster File (CRF) and a Special Programs File (SPF). From my understanding making those files took a real act of passion, not to mention up to several days of time and frustration.

In effort to ease some of that issue SQL Reports were developed that did a 'pretty fair' job of creating an initial data set for the CRF and the SPF files by opening the reports, entering a few filter choices and clicking the 'View Report' button. Kind words of thanks were voiced from those districts that used those reports.



This Year: This year, there was "trouble in River City" regarding the production of the CRF file. Many student names were being 'duplicated' in the output. It was discovered that in a recent upgrade to the Campus SIS, a new feature was added to calendars that allows multiple schedules in buildings. For instance, a building might now show a 'main' schedule, a 'Kinder A', a 'Kinder N' schedule and a 'Gr 1-5' schedule. Further, there are some districts that are even assigning multiple grade levels to students within a single calendar. Although that's probably not advisable for reasons that won't be discussed here, it's certainly possible, and it has been done. So there now exists a need for deeper filtering to avoid having those 'duplicated' names because of the multiple building schedules.

Under the hood of the CRF file report are some big queries that had to be redesigned to take the new building schedules feature into account. End of the issues, right? Almost, but not quite. It turns out that there are certain groups of students that also need to be filtered out from the CRF file, for example; Students with LEPs, students with certain disabilities, students that are flagged as MARSS Exempt, and students with certain SAC codes. Being able to filter on those criteria further reduces the need for post extract file manipulation before submission to NWEA.

Report testing on these recently added filters is approaching conclusion. Following satisfactory testing, new user documentation will be written and the revised CRF report will be re-deployed to each of the districts that are now using it.

These reports are deployed in exception to our normal policy.

- They are deployed directly to System Administration > Assessments.
- The NWEA CRF and SPF reports are available BY REQUEST.



If your district is thinking of using NWEA assessments, or if your district already uses NWEA assessments and you'd like to have these reports set up in Campus, please contact Dale Nielsen via email at: dnielsen@arcc.org, or by phone: (218) 723-1700 ext 108.

MARSS 05-06 Final Submission - Kerry Chaffey

The final MARSS files for school year 05-06 are due to ARCC by October 27th and to MDE November 1st. Any changes needed after that point for 05-06, will need to be done manually directly with MDE.

MARSS 06-07 Fall Submission - Kerry Chaffey

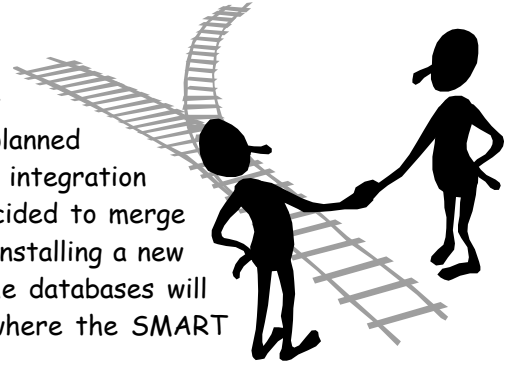
The second Fall MARSS submission for 06-07 is due to ARCC Thursday, November 16th. Make certain your schools are capturing all your free and reduced students for compensatory counts. Do not forget about your EC students, they can be reported as free/reduced if they qualify.

The final Fall MARSS submission for 06-07 is due to ARCC Monday, December 18th. All changes for fall data after that point will need to be made directly with MDE, through a manual process.

NET NEWS

Getting It Together - Kevin Lindquist

Each of your SMARTFinance and SMARTHR databases are currently separate entities residing on two separate servers. Because of planned enhancements to the web based ER system (formerly ESS), and further integration between the SMART applications, the SMART system developers have decided to merge the FINANCE and HR database structures. In the near future we will be installing a new server to house the merged databases. The conversion and merging of the databases will probably take place in two steps, so there may be a couple of evenings where the SMART systems will come down at 4:30 pm. We'll let you know in advance!



Trivia Answers:

1. Boxing
2. Niagara Falls - the rim is worn down about two and a half feet each year because of the millions of gallons of water that rush over it every minute.
3. Asparagus and rhubarb
4. Baseball
5. Strawberry
6. The pear grew inside the bottle. The bottles are placed over pear buds when they are small, and are wired in place on the tree. The bottle is left in place for the whole growing season. When the pears are ripe, they are snipped off at the stems.
7. In Minnesota. The team was originally known as the Minneapolis Lakers and kept the name when they moved west.
8. Batter hit by a pitch; passed ball; catcher interference; catcher drops third strike; fielder's choice; and being designated as a pinch runner.
9. Lettuce
10. Shoes, socks, sandals, sneakers, slippers, skis, snowshoes, stockings

Please contact ARCC with any address or name updates

ARCC WILL BE CLOSED
THANKSGIVING - NOVEMBER 23 & 24, 2006



CHRISTMAS - DECEMBER 25, 2006



HAPPY HOLIDAYS!