



2025-2026 Summary of Services

ARCC has been providing administrative support and data processing services for the use of our member districts since 1975.

ARCC is governed by a board comprised of four (4) Superintendents, two (2) Business Managers, four (4) District School Board Members and one (1) district representative from the Instructional Management area. We encourage you to communicate with us throughout the year with suggestions on services you feel would assist you in the efficient operation of your district or cooperative.

Finance

- 1) **SMART Finance Software Development, Training, Support and Processing** – SMART Finance is the software used to record financial data by the members of five RMIC's (Regional Management Information Center). We cooperatively invest in the development of SMART Finance software. We provide day-to-day application support, ongoing training for users, process application software upgrades, perform database upgrades and nightly backups, etc.
- 2) **Uniform Financial Accounting and Reporting Standards (UFARS) Training, Support, Editing and Reporting** – UFARS changes annually to meet both state and federal reporting requirements. We provide UFARS training for district staff and respond to questions as new or unique situations come up in the districts. At the end of the fiscal year we edit district account structure, cleanup errors and submit district UFARS files to the Minnesota Department of Education (MDE). We monitor reporting status to ensure that deadlines are met. We also provide representation on the UFARS Advisory Committee at MDE.
- 3) **Funding and Management Training** – We provide a series of training sessions addressing funding and financial management issues. Some sessions award professional development CEU credits/clock hours for Superintendents and Business Managers. Sessions include:
 - Profiles Session
 - Legislative Update
 - Property Tax Levy Session
 - Truth in Taxation Session
 - Fiscal Year-End Finance Session
 - Fiscal Year-End SMART Finance Work Day
 - Business Manager Brainstorm Meetings
 - UFARS and School Finance 101
 - SMART Finance Group & Individual Training
 - New Business Manager Group & Individual Training
 - Open Lab Work Days – to work individually with districts on the following:
 - Budget Preparation and Review
 - Property Tax and State Aids Year-End Reconciliation Assistance
 - Audit Preparation

4) **Miscellaneous Finance Support**

- **IRS Form 1099** - We answer questions, provide editing and training on filing IRS form 1099's, and submit the files electronically to the IRS.
- **Audit Assistance** – ARCC can assist districts with preparing requested audit workpapers.
- **Bank Reconciliation** – ARCC can provide districts with segregation of duties and reconcile bank statements. This also provides districts with timely reconciliation which can also be an audit finding. This supplemental service is billed at an hourly rate of \$100 per hour.
- **Shared Business Manager Services** – Districts can purchase available time to perform business manager functions which supplement district finance staff. This service can be used by districts during times of staff turnover, emergency or for large projects. Another request is to provide accounts payable processing in response to an emergency. These supplemental services are billed at an hourly rate of \$125 plus travel to a district site. This can be limited by ARCC's available staff resources.
- **Interview Assistance** – ARCC has a repository of interview questions and interview/selection scoring rubrics to assist districts in hiring for key administrative positions. Upon request, ARCC staff may also participate in the interview process.

PAYROLL

- 1) **SMART Payroll/HR Software Development, Training, and Support** – Similar to SMART Finance, we cooperatively invest in the development of SMART Payroll/HR. We perform all application software upgrades, database upgrades and nightly backups of district databases, etc. We update tax tables and ensure that our system remains compliant with all state and federal laws. We provide in-depth application training, support and assistance for users, including setup of initial school year and year-end payoff payrolls.
- 2) **Staff Automated Reporting (STAR) Training, Support, Editing and Reporting** – As with UFARS, we provide district payroll staff with STAR training and field calls regarding new or unique situations. We edit district data, assist with clean up, and submit files annually to the Professional Educator Licensing and Standards Board (PELSB). We monitor STAR deadlines and coordinate regional STAR training with PELSB..
- 3) **Payroll Processing** – We process, print and distribute all regular, special and payoff payrolls, including requested reports. We also submit the payroll files to outside agencies, including:
 - Teachers Retirement Association (TRA)
 - Public Employees Retirement Association (PERA)
 - ACH (Direct Deposits), Quarterly Wage and Hour Report (MN Dept. of Economic Security)
 - W-2 Reporting (printing of forms and submission of files to the Social Security Administration and the Department of Revenue for Minnesota and Wisconsin)
 - IRS 1095 printing and submissions
 - The Minnesota New Hire Reporting for the state's child support enforcement division
 - Annual wage audit reports for submission to workers' compensation insurance companies
- 4) **Training** – ARCC staff provide the following training opportunities:
 - Fiscal Year End (spring)
 - SMART data for STAR Reporting (fall/winter)
 - Calendar Year End (late fall)
 - SMART HR 101 (year-round)
 - Budgeting Salaries and Benefits using SMART HR (year-round)
 - ACA Reporting Work Days (year-round)

- TimeTracker (time clock system)
 - SMART New Modules, this year highlighting:
 - Electronic certifications (employee assignments)
 - Electronic document storage and signing
 - Employees given the ability to change W4 and Direct Deposit accounts through eR
 - More onboarding options
 - Leave request/approval system
 - Ability to process employee reimbursements through eR
 - COBRA management
 - Veritime integration (year-round)
 - Wage Statement Work Days (year-round)
 - Earned Sick and Safe Time.
- 5) **OPEB Reporting** – ARCC staff work with district staff in extracting information from SMART HR in a standard format that allows an actuary to perform Other Post Employment Benefit analysis more efficiently.
 - 6) **Affordable Care Act (ACA)** – The SMART HR/Payroll application complies with ACA requirements. ARCC staff work with district payroll staff to update files and generate required reports.
 - 7) **Wage Statements** – The SMART HR/Payroll application complies with MN Department of Labor requirements. ARCC staff work with district payroll staff to generate required information to their employees on both their paychecks and Wage Statements.

STUDENT

- 1) **Minnesota Automated Reporting Student System (MARSS) and EdFi Training, Support, Editing and Reporting** – We provide district student staff with MARSS and EdFi training, field calls as new or unique situations arise, day-to-day phone support and offer district on-site visits. We work closely with district MARSS staff in regards to the editing of MARSS data, error corrections and the timely submission of files to MDE. We also coordinate a regional MARSS session with MDE staff.
- 2) **Minnesota Common Course Catalogue (MCCC)** – In partnership with MDE, ARCC provides training for districts on the MCCC and also assist them in getting their MCCC data correctly entered into Infinite Campus and subsequently submitted to MDE.
- 3) **Infinite Campus Installation, Conversion, Support and Processing** – Infinite Campus is the core student information system that ARCC supports. We provide day to day phone and email support; custom report writing and will schedule district site visits for in depth administrative support and training.
- 4) **Training** – ARCC offers targeted training for Infinite Campus users:
 - On Site Teacher Training (Must be scheduled in advance, cannot be scheduled the last two weeks of August and first two weeks of September)
 - Scheduling One on One (year-round)
 - Ad Hoc Report Writing Workshop (January)
 - Campus User Group (April and November)
 - Free and Reduced Lunch Application Management (August)
 - Week Long Infinite Campus Refresher (June)

- Point of Sale Cashier Training (August)
- School Nurse Training (year-round)
- MARSS (October)
- Academic Planning
- Course Scheduling
- Teacher Tools/Engagement Check In
- School Store and Activity Registration
- Enhanced Survey Tools
- School Counselor Training (year-round)
- Messenger with Voice Module (year-round)
- Electronic Payment Module (year-round)
- Ed-Fi Conversion (spring)

- 5) **Civil Rights Data Collection** – Annually the federal government requires districts to submit data regarding compliance with various civil rights laws. ARCC provides Infinite Campus report templates that districts can customize to complete these reports. This would also be an option for any other data requested.
- 6) **Data** – Working with Infinite Campus and using Campus Learning, ARCC will coordinate automatic data transfer with third party vendors.

OTHER / MISCELLANEOUS

- 1) **E-Mail Service** – ARCC maintains an email server that member districts can use. We have built a number of group e-mail accounts, or “aliases”, that allow customers to use a single e-mail address to contact a specific group of ARCC members. The following is a list of our group e-mail addresses:

Superintendents

MASA 26	masa26supers@arcc.org
MASA 27	masa27supers@arcc.org
MASA 28	masa28supers@arcc.org
Region II Superintendents	reg2supersonly@arcc.org
Region II Superintendents & Directors	reg2supersandothers@arcc.org

Principals

NE MN Association of Secondary	nemassp@arcc.org
NE MN Association of Elementary	nemespa@arcc.org

Other

Region II Business Managers	r2busmgr@arcc.org
Region II E-Rate	r2erate@arcc.org
Region II Payroll Coordinators	r2pay@arcc.org
Region II Technology Users Group	tug@arcc.org

- 2) **Survey Services** – From time-to-time district administration wants to survey other districts in the area to see how they are handling a specific issue or to find out what regional compensation looks like for certain groups. ARCC works with the district wanting the data, creates a survey using Google Sheets and shares that survey with the impacted group. Some surveys are updated annually based on district need. A list of all surveys is maintained and made available upon request.

- 3) **Summer Superintendent Session** – ARCC hosts a 2-day session for Superintendents that cover relevant topics, school finance, legal issues, etc. ARCC applies for CEU clock hours for Superintendents who attend.
- 4) **Coordination of “Let’s Talk Thursday” Weekly Superintendent Zoom Meetings** – Originally started as a response to Covid, these weekly meetings have become a place to connect with each other and with administrators from school agencies such as the Minnesota School Boards Association, Minnesota Association of School Administrators, Minnesota Rural Education Association and other guests as necessary.
- 5) **Technology Users Group (TUG)** – ARCC coordinates regular meetings of district technology staff. The agenda is driven by member input and provides a professional development segment in the afternoon.
- 6) **District Administrative Assistant Group (DAAG)** – ARCC coordinates regular meetings of district administrative assistants. The agenda is driven by member input and provides a professional development segment.
- 7) **Assistance Obtaining Technology Funding** – ARCC supports districts in applying for E-Rate discounts and we assist districts with finding E-Rate form numbers for their Telecommunication Equity Aid application.
- 8) **Negotiated Group Pricing** – When beneficial for members, ARCC negotiates with vendors to provide group purchasing advantages on administrative software and supplies like checks, labels, payroll forms, etc.
- 9) **Fiscal Agent Services** – ARCC is available upon request to provide fiscal agent services for federal or state projects that serve some or all of our member districts.
- 10) **Miscellaneous Application Service Provider (ASP) Services and Third-Party Integration** – ARCC operates as an ASP for the Finance, Payroll and Student applications. We also work with a number of third-party vendors who integrate with supported software.
- 11) **Miscellaneous Agency Inquiries** – We can provide “anonymous questions” to agencies on behalf of members. This is beneficial when districts are considering different ways of doing things that may not be clearly defined.

GOVERNANCE

Following are the current ARCC Governance Board members and their contact information. These individuals welcome your input. Participation of board members who are users of the services we provide is invaluable; our organization's success is due greatly to the design of the ARCC Governance Board and the emphasis on representation from districts of all sizes.

Category I: Largest Districts

Tim Riordan School Board Member Rock Ridge ISD #2909 P.O. Box 687, Virginia, MN 55792 218-780-5524 (C) tim.riordan@rrps.org	Richard Aldrich Superintendent Hibbing ISD #0701 800 E 21 st St, Hibbing, MN 55746 218-208-0848 (W) richard.aldrich@isd701.org
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Category II: Mid – Large Districts

Bob Rahja School Board Member Chisholm ISD #0099 405 NW 8 th Street, Chisholm, MN 55719 218-290-4317 (C) brahja@chisholm.k12.mn.us	Dan Stiffer Superintendent Aitkin ISD #0001 306 2 nd St NW, Aitkin, MN 56431 218-924-2115 x 3420 (W) dstiffer@isd1.org
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Category III: Small – Mid Districts

Barb Kalmi School Board Member Nashwauk-Keewatin ISD #0319 P.O. Box 508, Keewatin, MN 55753 218-969-2844 (C) bkalmi@isd319.org	Reggie Engebretson Superintendent Mountain Iron-Buhl ISD #0712 8659 Unity Drive, Mountain Iron, MN 55769 218-735-8271 x 1104 (W) renegebritson@isd712.org
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Category IV: Smallest Districts

Eric Ankrum School Board Member Wrenshall ISD #0100 207 Pioneer Ave, Wrenshall, MN 55797 218-384-4274 (W) eankrum@isd100.org	Peter Hardy Superintendent Nett Lake ISD #0707 600 E Harvey, Ely, MN 55731 218-969-1600 (C) phardy@isd707.org
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At Large: District Staff

Sheri Sanbeck Instructional Management Aitkin ISD #0001 306 2 nd St NW, Aitkin, MN 56431 218-924-2115 x 3404 (W) ssandbeck@isd1.org	Alex Kaczor Business Manager Hibbing ISD #0701 800 E 21 st St, Hibbing, MN 55746 218-208-0849 X 1 (W) alex.kaczor@isd701.org	Kristi Borglund Business Manager Cromwell-Wright ISD #095 5624 Hwy 210 Cromwell, MN 55726 218-644-3737 X1003 (W) kborglund@isd95.org
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ARCC's Executive Director, Cindy Lee Olson, welcomes questions or comments on any area of service. Ms. Olson's contact information is: E-mail – cindylee@arcc.org, Phone – 218-723-1700 x101. Jennifer Smith will become the Executive Director starting August 1, 2024. Her E-mail – jsmith@arcc.org, phone 218-723-1700 x 113.