

**TIES**  
**Technology and Information Educational Services**  
**Executive Committee Meeting**

June 22, 2016

Pursuant to due call and notice thereof, the regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:04 a.m. on Wednesday, June 22, 2016, in the Snelling Room, TIES 1667 Snelling Avenue North, Falcon Heights, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Mr. Mike Bash; Mr. Jim Burgett; Dr. Deb Henton; Mr. Dan Hoverman; Dr. John Schultz; Mr. Jim Skelly; Ms. Sue Heidt, Coordinator Rep; and Dr. Mark Wolak, Executive Director. Also present were TIES Staff Members Shana Finnegan, Chief Operating Officer; Georgia Kedrowski, Chief Experience Officer; Denise Sundstrom, Chief Financial Officer; and Corey Tramm, Chief Technology Officer. Members absent: Mr. David Law.

Mr. Jim Skelly moved, seconded by Mr. Dan Hoverman, approval of the agenda. The motion carried unanimously.

Dr. John Schultz moved, seconded by Mr. Dan Hoverman, approval of the consent agenda. The motion carried unanimously.

The consent agenda items approval included: the minutes of the May 18, 2016 regular monthly meeting, the Treasurer's List of Disbursements for the period ending May, 2016, categorized as follows:

<b>Claim payments for May, 2016</b>		
Check:	201688-201692	\$ 2,756.97
	206103-206265	2,888,096.12
E-payments:	80006031-80006078	21,415.54
Wire Transfers:	90000216-90000223	96,331.08
Totaling:		\$ 3,008,599.71
<b>Payroll for May, 2016</b>		
Direct Deposit:	42683-42897	
Totaling:		\$ 430,674.49
<b>Receipts for May, 2016</b>		
*Receipt:	11426; 11431; 11434-11452; 11456-11495	
Totaling:		\$ 4,819,116.59

\*includes a gap in receipt numbers due to timing of processing receipts

The following new hires: Sherry Bazille, .50 FTE Client Services Representative II, grade 4, effective date June 6, 2016; Thomas Karnau, 1.0 FTE Software Developer, grade 6, effective June 6, 2016; Susan Mussell, 1.0 FTE General Counsel, grade 11, effective July 1, 2016; the following elimination of position: David Sanderson, 1.0 FTE Director of IT Operations, effective June 30, 2016; and the following resignations: Caroline Little, 1.0 FTE Director of TIESed, effective June 30, 2016, Mark Peterson,

1.0FTE Internal Tech Support, effective June 10, 2016 (Retirement).

Agenda Item 6.0: Coordinator Report: Ms. Sue Heidt reported on the June TIES Coordinator meeting regarding the operation side of IT and IT staff in school districts over the summer, TIES' help desk changing to the Customer Experience Center starting in July, and also discussed pricing of services to school districts. This will be Ms. Heidt's last meeting. Steve Buettner from Edina will be the new TIES Coordinator rep on the Executive Committee.

Agenda Item 7.0: Resolution of Appreciation for Executive Committee Member: Chair Dan Luth read the resolution of appreciation for Vice Chair Dan Hoverman, who will be leaving the Executive Committee due to his retirement as superintendent of Mounds View Public Schools, presented him with a bell, and thanked and acknowledged his contributions during his time on the Executive Committee.

Agenda Item 8.0: 2016-2017 Annual Plan and Budget: Ms. Denise Sundstrom and Ms. Shana Finnegan presented the 2016-2017 annual plan and budget. Dr. John Schultz moved; seconded by Dr. Deb Henton, approval of the 2016-2017 annual plan and budget. The motion carried unanimously.

Agenda Item 9.0: Resolution Authorizing TIES to Enter into a Line of Credit Agreement with Financial Institution: Ms. Denise Sundstrom presented the following resolution authorizing a line of credit from Venture Bank.

**RESOLUTION AUTHORIZING TIES TO ENTER  
INTO A LINE OF CREDIT AGREEMENT  
WITH A FINANCIAL INSTITUTION**

WHEREAS, upon review of financial projections, the Governing Board has determined that Technology and Information Educational Services ("TIES") may face seasonal cash flow needs in 2016-2017;

WHEREAS, TIES staff has entered into negotiations and has reached a tentative agreement, subject to Governing Board approval and Bank acceptance, with VentureBank, Golden Valley, Minnesota (the "Bank"); and

WHEREAS, the Governing Board desires to enter into such an agreement with the Bank, as authorized by Minnesota Statutes, Section 123B.12(b), as amended;

NOW THEREFORE, BE IT RESOLVED by the Governing Board of Technology and Information Educational Services, State of Minnesota, as follows:

1. Upon the effective date of this resolution, TIES hereby agrees to establish a revolving line of credit (the "Line") with the Bank whereby the Bank will advance funds to TIES to resolve cash flow problems.
2. The amount advanced at any time under the Line will not exceed ninety-five percent (95%) of TIES' average expenditure per month of operating expenditures in the previous fiscal year (\$3,500,000 per month for fiscal year 2016).
3. Advances under the Line will be repaid no later than June 30, 2017, with interest on the outstanding principal amount at a rate of WSJ Prime plus 0% per annum to be paid monthly.
4. The Chief Finance Officer or his or her designated agent is directed to prepare or execute such documents as may be necessary to comply with the above paragraphs or any other requirements for this Agreement.
5. The amounts advanced under the Line are not designated as "Qualified Tax-Exempt Obligations" for the purposes of Section 265 of the Internal Revenue Code of 1986, as amended.
6. This resolution shall be effective upon receipt by the Chief Finance Officer on behalf of the Governing Board of written acceptance of its terms by an authorized official of the Bank, and thereafter shall constitute the terms of the Line of Credit Agreement.

Dr. Deb Henton moved, seconded by Mr. Dan Hoverman, approval of resolution authorizing TIES to enter into a line of credit agreement. The motion carried unanimously.

Agenda Item 10.0: Resolution Authorizing Call for Bids as Needed: Mr. Mike Bash moved, seconded by Dr. John Schultz, approval of the following resolution:

"BE IT HEREBY RESOLVED that the Executive Committee authorizes the Chief Financial Officer to call for bids as/when needed, and BE IT HEREBY RESOLVED that all bid award recommendations will be approved by the Executive Committee at their regularly scheduled meeting or a special meeting.

The motion carried unanimously.

Agenda Item 11.0: 2016 Executive Committee Election Results: The following were elected or reelected to the executive committee: Mr. Jim Skelly from Lakeville as the school board representative for category I; Ms. Denise Pontrelli, from Stillwater as the superintendent representative for category II (completing a

remaining one-year term); Dr. John Schultz from Hopkins as the superintendent representative for category III; and Mr. Scott Thielman from Buffalo-Hanover-Montrose as the superintendent representative for category III (completing a remaining one-year term). Dr. Deb Henton moved, seconded by Mr. Mike Bash approval of the election results. The motion carried unanimously.

Agenda Item 12.0: Preparing for July Organizational Meeting Discussion: Chair Dan Luth will be contacting Executive Committee members prior to the July 20 organizational meeting regarding officers and ad hoc team members.

Agenda Item 13.0: Executive Director Report: Dr. Mark Wolak will summarize results from current goals, reported on visits to almost all member districts, and the Thoughtexchange process will begin in July with data brought to the November annual meeting.

Mr. Dan Hoverman moved, seconded by Mr. Dan Hoverman (in honor of his last meeting), adjournment of the meeting at 8:18 a.m., the motion carried unanimously.

Respectfully Submitted,  
Mr. Dan Luth, Chair