

TIES
Technology and Information Educational Services
Executive Committee Meeting

July 16, 2014

Pursuant to due call and notice thereof, the organizational and regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:04 a.m. on Wednesday, July 16, 2014, in the Board Room, TIES, 1667 Snelling Ave. N., St. Paul, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Ms. Marci Anderson; Mr. Jim Burgett; Dr. Peggy Flathmann; Mr. Mike Bash, Mr. Dan Hoverman, Mr. Jim Skelly; Mr. Brian Dietz; Dr. John Schultz, and Dr. Mark Wolak, Interim Executive Director. Also present were TIES Staff Members, Ms. Denise Sundstrom, Chief Financial Officer; Ms. Jolene Kroschel, Senior Product Manager; Ms. Georgia Kedrowski, Manager of Special Projects and Ms. Mary Mehsikomer, Technology Integration, Development and Outreach Facilitator. Members absent: Mr. Tim Wilson, Coordinator Representative.

Mr. Dan Luth introduced new Executive Committee Members Mr. Mike Bash, Board Member Orono and Mr. Brian Dietz, Superintendent Centennial.

Mr. Dan Luth moved; seconded by Mr. Dan Hoverman, a motion to add an agenda item to elect Mr. Jim Burgett, Board Member Osseo into Category I and motion to adopt three action items in reference to said election, the motion carried and approved unanimously.

Action Item #1: Mr. Dan Hoverman moved; seconded by Dr. Peggy Flathmann to rescind offer to Dr. Lisa Snyder, Superintendent Lakeville, as the Executive Committee Member representing Category I.

Action Item #2: Mr. Jim Skelly moved; seconded by Mr. Brian Dietz to accept Mr. Jim Burgett, as the Executive Committee Member representing Category I.

Action Item #3: Mr. Brian Dietz moved; seconded by Mr. Mike Bash to accept Mr. Jim Burgett as the Executive Committee Member representing Category I.

Mr. Mike Bash moved; seconded by Ms. Marci Anderson, approval of the organizational and regular meeting agenda, the motion carried unanimously.

The election of officers for 2014-2015 was held.

- Ms. Marci Anderson nominated; seconded by Dr. Peggy Flathmann; Mr. Dan Luth, Board Representative, Burnsville/Eagan/Savage, for chairperson; Mr. Luth was elected.
- Mr. Jim Skelly nominated; seconded by Mr. Dan Luth, Ms. Marci Anderson, Board Representative, Anoka-Hennepin, for vice chairperson; Ms. Anderson was elected.
- Mr. Dan Hoverman nominated; seconded by Ms. Marci Anderson, Dr. Peggy Flathmann, Superintendent representative, Fridley, for Clerk; Dr. Flathmann was elected.
- Ms. Marci Anderson nominated; seconded by Dr. Peggy Flathmann, Mr. Jim Skelly, Board Representative, Lakeville, for Treasurer; Mr. Skelly was elected.

The 2014-15 officers are: Mr. Dan Luth, Chairperson; Ms. Marci Anderson, Vice Chairperson; Dr. Peggy Flathmann, Clerk; and Mr. Jim Skelly, Treasurer.

Mr. Dan Luth moved; seconded by Ms. Marci Anderson; approval of the organizational meeting consent agenda and the regular meeting consent agenda; the motion carried unanimously.

The organizational consent agenda items approved were:

- Compensation for Executive Committee members in the amount of \$125 for each Executive Committee and annual meeting attended, with \$100 reimbursement for each subcommittee meeting.
- TIES membership for 2014-15 in the following organizations:
 - Association of Educational Service Agencies (AESA)
 - Association of Metropolitan School Districts (AMSD)
 - Association for Supervision and Curriculum Development (ASCD)
 - Consortium for School Networking (CoSN)
 - International Society for Technology in Education (ISTE)-affiliate
 - Minnesota Association of School Business Officials (MASBO)
 - Minnesota Association of School Administrators (MASA)
 - Minnesota Association of School Personnel Administrators (MASPA)
 - Minnesota Educational Media Organization (MEMO)
 - Minnesota Elementary School Principals' Association (MESPA)
 - Minnesota High Tech Association (MHTA)
 - Minnesota School Boards Association (MSBA)
 - Minnesota Rural Education Association (MREA)
 - National School Board Association - ITTE (NSBA-ITTE)
 - Schools Interoperability Framework (SIF)
- The US Bank Roseville and Venture Bank as the official depositories for TIES from July 17, 2014 to July 31, 2015.

- The following banking institutions or funds as sub-depositories designated for TIES' funds, for investment purposes only, from July 17, 2014 to July 31, 2015:

US Bank
Wells Fargo
Minnesota School Districts Liquid Asset Fund
Venture Bank

- The Chief Financial Officer or the Senior Accountant are authorized to make financial investments and electronic fund transfers; and

US Bank authorized to electronically transmit credit and debit entries initiated by TIES to US Bank for the direct deposit of employee payroll; and

The Chief Financial Officer or the Senior Accountant is authorized to approve pledged collateral prior to the Treasurer's signature and depositing for safekeeping.

- The following individuals authorized as the representatives of TIES to access safe deposit box: Denise A. Sundstrom or Kristen L. Kratz shall have authority to enter the safes and to make deposits therein or remove any part or all of the contents thereof, to rent safes and to executive leases thereof in the name of TIES, to amend or cancel the leases, to exchange or surrender the safes, and in all other respects to represent TIES.
- Clerk, authorized and directed to furnish the official depository, US Bank Roseville, with a copy of this motion, and the Treasurer, and the depository authorized to make the necessary arrangements for facsimile signatures for the Chairperson, the Clerk and the Treasurer, as the official check signers during fiscal 2014-2015.
- The following individuals designated as credit card holders for TIES Fiscal Year 2013-2014 authorized to make approved purchases for TIES.

American Express	Diners Club
Dawn Ballou	Greg Bartley
Greg Bartley	Greg Baufield
Greg Baufield	Jeff Carstensen
Chad Caswell	Chad Caswell
Tony Cu	Sue Coons
Dennis Fazio	Dennis Fazio
Mark Gamelin	Mark Gamelin
Kathy Guthrie	Kathy Guthrie
Ceil Howe	Deb Hempel
Georgia Kedrowski	Georgia Kedrowski
Jolene Kroschel	Reid Knuttila
Connie Leuer	David Kram
Paul Muyskens	Jolene Kroschel
Helmut Porcher	Connie Leuer
Dave Sanderson	Paul Muyskens
Ben Silbergitt	Tony Olberding
Denise Sundstrom	Helmut Porcher
Mike Turitto	Ben Silbergitt
	Denise Sundstrom
	Eric Thrawl
	Mike Turitto
	John Vento

- The St. Paul Pioneer Press designated as the official publication for TIES during fiscal 2014-15.
- The Executive Director or the Chief Financial Officer are authorized to acquire such legal counsel services for TIES as necessary to meet the needs of the organization in 2014-15, and the 2014-15 hourly rate of service invoiced at a standard hourly rate basis for all attorneys in the firm.
- The Executive Director or the Chief Financial are authorized to sign contracts, which have been approved by the Executive Committee.
- The Executive Director or the Chief Financial Officer are authorized to sign Certified Copy of Resolutions (CCR), stating that TIES is authorized to borrow from a lending firm, that TIES is authorized to establish and maintain financing arrangements with the lending firm, and that TIES is authorized to sign the lending firm's legal documents.

The regular consent agenda items approved were: The consent agenda items approval included: the minutes of the June 23, 2014 regular monthly meeting, the Treasurer's List of Disbursements for the period ending June 30, 2014, in the total amount of \$4,658,299.45, categorized as follows:

	June 30, 2014
Salaries/Benefits	\$ 958,357.18
Computer Equip & Maintenance	66,692.32
Other Budgeted Expenditures	411,470.00
Reimbursable Expenditures	23,333.47
Resale	2,178,512.29
Transportation	<u>1,019,934.19</u>
Total Disbursements	<u>\$4,658,299.45</u>

the Treasurer's Report for the month of June, 2014; retirement of Phillip Belden, Senior Building Engineer, effective July 11, 2014 and the employment of Dawn Ballou, Executive Assistant, effective July 1, 2014 at a salary of \$68,000.

Agenda Item 8.0: Ms. Marci Anderson moved; Dr. Peggy Flathmann seconded; approval of the 2014-15 regular Executive Committee schedule as 7:00 a.m. on the third Wednesday of each month; the motion carried unanimously. Sub-Committees will be assigned at the August 20th meeting.

Agenda Item 9.0: Mr. Dan Hoverman moved; Mr. Jim Skelly seconded; approval of the Minnesota School Districts General Records Retention Schedule and adopt the records retention resolution; the motion carried unanimously.

Agenda Item 10.0: Dr. Mark Wolak reported on the agenda & plan for the Management Team off-site retreat on July 21 – 22, 2014; the State Fair Parking plan and the need for a facility assessment. The State Fair Parking Plan will be presented to the Executive Committee at the August 20th meeting.

Agenda Item 11.0: Ms. Jolene Kroschel and Ms. Georgia Kedrowski reported the HR Pay/Finance Improvement process objectives and timeline. A copy of the presentation was sent to the Executive Committee Members.

Agenda Item 12.0: Ms. Mary Mehsikomer updated the Executive Committee about TIES potential national membership with the Consortium of School Networking (CoSN). Mr. Dan Luth has requested more feedback from member districts prior to approving the membership. The feedback from member districts will be presented to the Executive Committee at the August 20th meeting.

Agenda Item 13.0: Mr. Dan Luth updated the Executive Committee that the investigation is still ongoing.

Meeting adjourned at 9:04 a.m.