

TIES
Technology and Information Educational Services
Executive Committee Meeting

July 19, 2017

Pursuant to due call and notice thereof, the regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:34 a.m. on Wednesday, July 19, 2017, in the TIES Conference Center Lexington Room, 1640 Larpenteur Avenue West, Falcon Heights, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Mr. Jim Burgett; Dr. Deb Henton; Mr. David Law (arrived 7:47 a.m., left 8:50 a.m.); Ms. Denise Pontrelli; Mr. Rob Rapheal; Mr. Jim Skelly; Dr. Scott Thielman (arrived 7:38 a.m.); and Dr. Mark Wolak, Executive Director. Also present were TIES Staff Members Shana Finnegan, Chief Operating Officer; and Corey Tramm, Chief Technology Officer. Absent: Mr. Mike Bash.

New Executive Committee member Rob Raphael, school board member from Forest Lake, was welcomed and introduced himself and gave a brief background of his professional and volunteer service.

Mr. Jim Skelly moved, seconded by Ms. Denise Pontrelli, approval of the agenda. The motion carried unanimously.

Agenda Item 5.0: Election of Officers for 2017-2018: Chairperson, Vice Chair, Treasurer, Clerk:

Mr. Jim Skelly nominated Mr. Dan Luth, Board Representative, Burnsville-Eagan-Savage, for chairperson, Mr. David Law, Superintendent, Anoka-Hennepin, for vice chairperson, Dr. Deb Henton, Superintendent, North Branch, for clerk, and Mr. Mike Bash, Board Representative, Orono, for treasurer, seconded by Mr. Jim Burgett. The motion carried unanimously.

The 2017-2018 officers are: Mr. Dan Luth, Chairperson; Mr. David Law, Vice Chairperson; Dr. Deb Henton Clerk; and Mr. Mike Bash, Treasurer.

Agenda Item 6.0: Consent Agenda Items – Organizational: Ms. Denise Pontrelli moved, seconded by Mr. Jim Burgett, approval of the organizational consent agenda. The motion carried unanimously.

6. 1. Compensation for Executive Committee Members: BE IT HEREBY RESOLVED that the Executive Committee compensation is a flat rate of \$4,000 annually. Payment for the chair of the executive committee would be an additional \$1,200 for extra meetings attended while serving in the role.

There was discussion on this item regarding superintendents being compensated. Dr. Mark Wolak will check into it and report back.

6. 2. Designation of Official Depository: BE IT HEREBY RESOLVED that the Executive Committee designates the US Bank at 2690 Snelling Avenue North, Roseville, and Venture Bank at 6210 Wayzata Boulevard, Golden Valley, as the official depositories for TIES from July 19, 2017 to July 31, 2018.

6. 3. Designation of Sub-Depositories for Investment Purposes: BE IT HEREBY RESOLVED that the Executive Committee designates the following banking institutions or funds as sub-depositories for TIES' funds, for investment purposes only, July 19, 2017 to July 31, 2018: Minnesota School District Liquid Asset Fund, US Bank, and Venture Bank

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6. 4. Authorization of Designees to Make Investments, etc.: BE IT HEREBY RESOLVED that the Executive Committee authorizes the Chief Operating Officer or her/his designee to make financial investments and electronic fund transfers; and

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

Authorizes the following to approve pledged collateral prior to the Treasurer’s signature and depositing for safekeeping: the Chief Operating Officer or her/his designee; and

Authorizes the Chief Operating Officer or her/his designee to be able to use online banking at US Bank to manage cash, etc.

6. 5. Designation of Authorized Check Signers: BE IT HEREBY RESOLVED that the Executive Committee designates the elected Chairperson, Clerk and Treasurer as the official check-signers for TIES Fiscal Year 2017-18.

6.6. Designation of Official Publication: BE IT HEREBY RESOLVED that the Executive Committee designates the *St. Paul Pioneer Press* as the official publication for TIES during Fiscal Year 2017-18.

6. 7. Resolution Authorizing Executive Director or Chief Operating Officer to Sign Contracts: BE IT HEREBY RESOLVED by the Governing Board of TIES that the Executive Director or the Chief Operating Officer shall have the authority to execute and deliver contracts within the adopted budget, as approved by the Governing Board. Any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the Governing Board and must fulfill all other applicable requirements.

6. 8. Resolution Authorizing Executive Director or the Chief Operating Officer to Sign Certified Copy of Resolutions (CCR) for Financial Institutions: BE IT HEREBY RESOLVED that the Executive Director or the Chief Operating Officer has authority 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.”

Agenda Item 7.0: Consent Agenda Items – Regular: Dr. Deb Henton moved, seconded by Mr. Jim Burgett, approval of the consent agenda. The motion carried unanimously.

The consent agenda items approval included: the minutes of the June 29, 2017 regular monthly meeting and the Treasurer’s List of Disbursements for the period ending June, 2017, categorized as follows:

Claim payments for June, 2017		
Checks:	208194-208341	\$ 4,153,029.57
E-payments:	80006649-80006705	26,571.96
Wire Transfers:	90000330-90000343	307,768.42
Totaling:		\$ 2,72,194.64
Payroll for June, 2017		
Direct Deposit:	45720-45904	
Totaling:		\$ 591,848.36

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Receipts for June, 2017		
Receipt:	11977-12021	
Totaling:		\$ 3,497,606.33

The following new hire: Nicolas Johnson 1.0 FTE IT Service Delivery Architect/Mgr. (grade 9), effective July 17, 2017. The following resignations: Chris Brookins 1.0 FTE Event Coordinator, effective August 11, 2017, and Georgia Kedrowski, 1.0 FTE Chief Experience Officer, effective July 28, 2017 (Retirement). The following elimination of positions effective July 1, 2017: Susan Coons, 1.0 FTE Client Services II, Tony Cu, 1.0 FTE Client Services I, Christina O’Grady, 1.0 FTE, Graphic Designer, Bruce Rabine, 1.0 FTE Sr. Developer, and Jacob Salmela, 1.0 FTE, IT Systems Support.

The following 2017-2018 memberships with the Association of Metropolitan School Districts (AMSD) and Minnesota School Boards Association (MSBA).

Agenda Item 8.0: 2017-2018 Ad Hoc Teams: Dr. Deb Henton moved, Mr. David Law seconded, approval of the three Ad Hoc Teams and their members. Governance Team: Jim Burgett; David Law; Scott Thielman. Finance & Facility Team: Mike Bash; Rob Rapheal; Jim Skelly. Human Resources Team: Deb Henton; Dan Luth; Denise Pontrelli. The motion carried unanimously.

Agenda Item 9.0: 2017-2018 Regular Executive Committee and Ad Hoc Teams’ Meeting Schedule: Mr. Jim Skelly moved, Mr. David Law seconded, approval of the meeting schedule. The motion carried unanimously.

Agenda Item 10.0: Chief Operating Officer Report: Ms. Shana Finnegan reported on the staff meetings with each TIES employee and contract person. Three norms were shared at each meeting: engagement (dig in), accountability (see it through), and open mindedness (there’s more than one way). TIES and three districts initiated the new finance/HR/payroll system eFinancePLUS, and the last 10 districts that were on TSIS have now moved to the Synergy student system. (TSIS has now been discontinued.)

Agenda Item 11.0: Executive Director Report: Dr. Mark Wolak reported on the following: preparing for the September 8 special joint powers board meeting and contacts with the Minnesota School Boards Association and League of Cities regarding TIES Managed Security Program.

Ms. Denise Pontrelli moved, seconded by Mr. Jim Burgett, adjournment of the meeting at 8:51 a.m. The motion carried unanimously.

Respectfully Submitted,
Dr. Deb Henton, Clerk