



**EQUITY ALLIANCE MN BOARD MEETING**

August 17th, 2022

5:30 P.M. GENERAL MEETING

6063 HUDSON ROAD, SUITE 218, WOODBURY, MN 55125

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**OPEN FORUM**

**CONSENT AGENDA**

- A. Approve Minutes from June 15, 2022
- B. Financial reports, accounts payable, monthly check register
- C. Staffing update

**FOCUS AREA #1: PROVIDE PROGRAMS AND SERVICES THAT EDUCATE AND SUPPORT STAFF, STUDENTS, AND FAMILIES AND DIMINISH BARRIERS TO EDUCATIONAL EQUITY:**

**I: CONTRACT WORK**

**II. DATA PROCEDURE POST CLOSING**

**FOCUS AREA #2: LEAD REGIONAL DIALOGUE, ADVOCACY, AND ACTION FOR EQUITABLE EDUCATION SYSTEMS AND OUTCOMES:**

**FOCUS AREA #3: STRENGTHEN EQUITY ALLIANCE MN'S BUSINESS MODEL TO PROMOTE OUR OWN FISCAL AUTONOMY, SUSTAINABILITY, AND GROWTH:**

**I: INVENTORY PROCESS**

**II: UPDATED CLOSING PROCEDURE**

**CHAIR UPDATE**

**BOARD MEMBERS UPDATE**

**COMMITTEE REPORTS**

**BOARD FORUM**

**ADJOURNMENT- CLOSED MEETING TO FOLLOW**



## **FUTURE MEETINGS**

- ❖ August 17, 2022 – 5:30pm
- ❖ September 21, 2022 – 5:30pm
- ❖ October 19, 2022 – 5:30pm
- ❖ November 16, 2022 – 5:30pm



## EQUITY ALLIANCE MN BOARD MEETING

**AGENDA ITEM:** CONSENT AGENDA

**MEETING DATE:** AUGUST 17, 2022

**DATE PREPARED:** JUNE 15<sup>TH</sup> 2022

**SUGGESTED DISPOSITION:** CONSENT AGENDA

**CONTACT PERSON:** DR. ALEX HERMIDA, EXECUTIVE DIRECTOR

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### **BACKGROUND:**

*A. Approval of Minutes*

A copy of the minutes from the regular meeting of June 15<sup>th</sup> 2022 is enclosed for your review. Board approval is requested.

*B. Monthly Check Register*

A copy of the monthly check registers for June 2022 and August 2022 is enclosed. Administration recommends that the Board approve the payments as itemized.

### **RECOMMENDATION:**

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A motion and a second to approve the Consent Agenda will be requested.



## **EQUITY ALLIANCE MN BOARD MEETING**

June 15, 2022

5:30 P.M. GENERAL MEETING

6063 HUDSON ROAD, SUITE 218, WOODBURY, MN 55125

### **CALL TO ORDER**

Meeting called to order by Michael Boguszewski, Board Chair, at 6:08 p.m.

### **ROLL CALL**

#### **ATTENDANCE: BOARD REPRESENTATIVE**

ISD 623, Roseville Area: Michael Boguszewski - Chair

ISD 831, Forest Lake Area: Rob Rapheal - Treasurer

ISD 006, South St. Paul: Linda Diaz

IDS 199, Inver Grove Heights: Mary Frances Clardy

#### **STAFF:**

Dr. Alex Hermida, Executive Director; Kathy Miller, Business Manager; Camila Somers, Support Specialist

#### **GUESTS:**

Paula O'Loughlin

### **APPROVAL OF THE AGENDA**

(ISD 199) Clardy moved to approve the agenda. (ISD 831) Rapheal seconded. The motion to approve the agenda carried with all members present voting in the affirmative.

### **OPEN FORUM**

There was no one who signed up to speak.


### **CONSENT AGENDA**

(ISD 006) Diaz moved to approve the Consent Agenda. (ISD 831) Rapheal seconded the motion. The motion to approve the Consent Agenda carried with all members present voting in the affirmative.


### **FOCUS AREA #1: PROVIDE PROGRAMS AND SERVICES THAT EDUCATE AND SUPPORT STAFF, STUDENTS, AND FAMILIES AND DIMINISH BARRIERS TO EDUCATIONAL EQUITY:**

#### **I: Acknowledgement and Affirmation of decision to terminate and dissolve Joint Powers Agreement**

Dr. Alex Hermida motioned to acknowledge and affirm the formal action of each member district to terminate and dissolve the Joint Powers Agreement to terminate and dissolve Joint Powers Agreement as of June 15, 2022. (ISD 831) Rapheal moved to affirm and (ISD 199) Frances Clardy seconded the motion. The motion to approve the agenda carried with all members present voting in the affirmative.

		EQUITY ALLIANCE MN	EXPENDITURES BY PROGRAM CODE	July 31, 2022	THIS REPORT SHOWS EXPENDITURE HISTORY AND CURRENT YEAR ACTIVITY BY COURSE CODE
		ADOPTED			
		ADOPTED			
COURSE CODE	DESCRIPTION	Adopted Budget FY23	Expense YTD	Budget Remaining	July 31, 2022 % of Budget Expended
	<b>GENERAL &amp; FUND BALANCE EXPENSES</b>				
000	DISTRICT-WIDE	659,074	63,774	595,300	9.68%
200	AVID	7,064	9,381	(2,317)	132.80%
400	K CAMP	-	-	-	0.00%
500	AFTER SCHOOL/YEB	2,608	1,829	779	70.12%
600	CLASSROOM PARTNERSHIPS	13,014	1,121	11,893	8.62%
650	PROFESSIONAL DEVELOPMENT	1,000	-	1,000	0.00%
	<b>SUBTOTAL - REPORT BY COURSE</b>	<b>682,760</b>	<b>76,105</b>	<b>606,655</b>	<b>7.7%</b>
999	FLOW THRU BILLINGS TO DISTRICTS	5,000	-	5,000	0.00%
	<b>GRAND TOTAL</b>	<b>687,760</b>	<b>76,105</b>	<b>611,655</b>	<b>7.3%</b>

CHECK TOTALS!      GOOD      GOOD      GOOD

		EQUITY ALLIANCE MN	REVENUE SUMMARY	July 31, 2022
EQUITY ALLIANCE MN				
REVENUE SUMMARY				
	DESCRIPTION	Adopted Budget FY23	Revenue FY23 YTD	Budget Remaining
000/021	MEMBER DISTRICT COMMITMENTS	-		-
000/099	GRANT PROCEEDS	-		-
000/092	INTEREST INCOME	200		200
586/021	ADD'L MEMBER FEE - STUDENT	25,665		25,665
586/022	NON-MEMBER FEE - STUDENT	-		-
640/021	ADD'L MEMBER FEE - PROF DVLPMT	-		-
640/022	NON-MEMBER FEE - PROF DVLPMT	49,527	39,618	9,910
211	STATE AID	3,564	957	2,607
	<b>SUBTOTAL (Excluding Flow-Thru)</b>	<b>78,956</b>	<b>40,575</b>	<b>38,382</b>
				-
999/021	FLOW THRU BILLING TO DISTRICTS	5,000	1,191	3,809
	<b>GRAND TOTAL</b>	<b>83,956</b>	<b>41,766</b>	<b>42,190</b>
	<b>EXPENSES (Excluding Flow-Thru)</b>	<b>687,760</b>		
	<b>FUND BALANCE USAGE (Excluding Flow-Thru)</b>	<b>608,804</b>		

# Equity Alliance MN

Cash Flow FY23

As of July 31, 2022



	Receipts By Category				School Disbursements				Accumulative Cash Balance
	FY 22-23 Member CY	FY 21-22 Prior Yr	Other Receipts	Total Revenues	Payroll Disbursements	Building Lease Disbursements	Acct Payable Disbursements	Total Disbursements	
Jul 1-31		40,809	957	41,766	19,676	6,806	42,003	68,484	587,703
Aug 1-31				-				-	560,985
Sep 1-30				-				-	
Oct 1-31				-				-	
Nov 1-30				-				-	
Dec 1-31				-				-	
Jan 1-31				-				-	
Feb 1-29				-				-	
Mar 1-31				-				-	
Apr 1-30				-				-	
May 1-31				-				-	
Jun 1-30				-				-	
Total Estimate	-	40,809	957	41,766	19,676	6,806	42,003	68,484	

41,766

Date

Equity Alliance MN Board Treasurer

CHE	CHECK	CHECK		INVOICE	
TYP	NUMBER	DATE	VENDOR	AMOUNT	FD DESCRIPTION
R	76255	06/15/2022	COMCAST BUSINESS	2.46	01 TELEPHONE & INTERNET
R	76256	06/15/2022	FLINT CONSULTING	16,200.00	01 CONSULTING SERVICES - MAY 2022
R	76257	06/15/2022	MN UI DEPT EMPL. & E	161.73	01 UNEMPLOYMENT
R	76258	06/15/2022	OLSON, CLAIRE	308.53	01 MILEAGE - MAY 2022
R	76259	06/15/2022	PACIFIC LIFE INSURAN	335.00	01 SEBASTIAN WITHERSPOON - JUNE 2022 VM2006211 - 403(B)
R	76260	06/15/2022	RUPP, ANDERSON, SQUI	1,167.00	01 LEGAL SERVICES - MARCH 2022
R	76261	06/21/2022	BRIDGES, MEGHAN	112.32	01 MILEAGE - MAY 2022
R	76262	06/21/2022	C3POLOUGHLIN CONSULT	1,200.00	01 STORK ARK PROFESSIONAL DEVELOPMENT
R	76263	06/21/2022	FLINN SCIENTIFIC INC	8,000.00	01 CONSULTING SERVICES - JUNE 2022
V	76263	06/21/2022	FLINN SCIENTIFIC INC	-8,000.00	01 CONSULTING SERVICES - JUNE 2022
R	76264	06/21/2022	GREER, JORDAN	455.00	01 CONSULTING SERVICE - APRIL-JUNE 2022
R	76265	06/21/2022	PREMIUM WATERS	9.00	01 WATER SERVICE - MAY 2022
R	76266	06/21/2022	SOMERS, CAMILA	32.29	01 MILEAGE - APRIL-JUNE 2022
R	76267	06/21/2022	C3POLOUGHLIN CONSULT	1,650.00	01 CONSULTING SERVICE - MAY-JUNE 2022
R	76268	06/21/2022	FLINT CONSULTING	8,000.00	01 CONSULTING - JUNE 2 & 14, 2022
R	76269	06/30/2022	ADAMS, JAMAL	4,000.00	01 REPORT WRITING 5/23 AND 6/19
R	76270	06/30/2022	COMCAST BUSINESS	254.71	01 TELEPHONE AND INTERNET
R	76271	06/30/2022	FLINT CONSULTING	2,500.00	01 GREAT RIVER CODING - JUNE 2022
R	76272	06/30/2022	METRO SALES INC	378.45	01 INV2004076 for \$109.50 and the June 10th invoice # INV2063374 for \$268.95
R	76273	07/01/2022	6043 HUDSON ROAD LLC	6,805.73	01 JULY 2022 - LEASE PAYMENT
R	76274	07/22/2022	C3POLOUGHLIN CONSULT	600.00	01 CONTRACTED SERVICE THROUGH 6/30/2022
R	76275	07/22/2022	CST MN - BIN # 17006	7,048.99	01 MAY & JUNE 2022 TRANSPORTATION
R	76276	07/22/2022	METRO SALES INC	335.77	01 COPIER LEASE - JUNE 2022
R	76277	07/22/2022	PREMIUM WATERS	63.49	01 WATER SERVICE THROUGH 06/30/2022
R	76278	07/22/2022	RUPP, ANDERSON, SQUI	4,281.29	01 LEGAL EXPENSE THROUGH 4/30/2022
R	76279	07/22/2022	6043 HUDSON ROAD LLC	6,805.73	01 AUGUST 2022 LEASE P
R	76280	07/22/2022	C3POLOUGHLIN CONSULT	1,200.00	01 JULY 2022 CONTRACTED SERVICE
R	76281	07/22/2022	HERMIDA, ALEXANDER	47.98	01 STORAGE BOXES
R	76282	07/22/2022	SKYWARD	6,128.80	01 2022-23 SOFTWARE
R	76283	07/22/2022	SOMERS, CAMILA	77.57	01 SUPPLIES AND MILEAGE
R	76283	07/22/2022	SOMERS, CAMILA	28.62	01 SUPPLIES AND MILEAGE
R	76284	08/05/2022	BURNS, SEAN	600.00	01 MS BIA CONSULTANT
R	76285	08/05/2022	C3POLOUGHLIN CONSULT	400.00	01 7/5/2022 CONTRACTED SERVICE
R	76286	08/05/2022	COMCAST	255.32	01 INTERNET AND TELEPHONE
R	76287	08/05/2022	HOPE EDUCATION	1,200.00	01 MS BIA CONSULTANT
R	76288	08/05/2022	INTEGRATED SYSTEMS C	2,400.00	01 SKYWARD HOSTING
R	76289	08/05/2022	MALLOY, MONTAGUE, KA	1,500.00	01 PROGRESS BILLING FY22 AUDIT
W	202100300	06/15/2022	COMMISSIONER OF REVE	771.07	01 Payroll accrual
W	202100300	06/15/2022	COMMISSIONER OF REVE	340.00	01 Payroll accrual
W	202100301	06/15/2022	FIRST BANK OF WHITE	770.00	01 Payroll accrual
W	202100301	06/15/2022	FIRST BANK OF WHITE	1,807.83	01 Payroll accrual
W	202100301	06/15/2022	FIRST BANK OF WHITE	1,008.60	01 Payroll accrual
W	202100301	06/15/2022	FIRST BANK OF WHITE	235.88	01 Payroll accrual
W	202100301	06/15/2022	FIRST BANK OF WHITE	1,008.60	01 Payroll accrual
W	202100301	06/15/2022	FIRST BANK OF WHITE	235.88	01 Payroll accrual
W	202100302	06/15/2022	PUBLIC EMPLOYEES RET	720.97	01 Payroll accrual
W	202100302	06/15/2022	PUBLIC EMPLOYEES RET	831.89	01 Payroll accrual
W	202100303	06/15/2022	TEACHERS RETIREMENT	403.16	01 Payroll accrual
W	202100303	06/15/2022	TEACHERS RETIREMENT	448.31	01 Payroll accrual
W	202100304	06/15/2022	MN STATE RETIREMENT	53.75	01 Payroll accrual
W	202100304	06/15/2022	MN STATE RETIREMENT	53.75	01 Payroll accrual
W	202100305	06/15/2022	ADMINISTRATION RESOU	30.34	01 Payroll accrual
W	202100306	06/15/2022	BLUE CROSS BLUE SHEI	44.95	01 Payroll accrual
W	202100306	06/15/2022	BLUE CROSS BLUE SHEI	721.78	01 Payroll accrual



CHE TYP	CHECK CHECK		VENDOR	INVOICE		DESCRIPTION
	NUMBER	DATE		AMOUNT	FD	
W	202100307	06/15/2022	DELTA DENTAL OF MINN	56.87	01	Payroll accrual
W	202100310	06/30/2022	COMMISSIONER OF REVE	2,141.53	01	Payroll accrual
W	202100310	06/30/2022	COMMISSIONER OF REVE	500.00	01	Payroll accrual
W	202100311	06/30/2022	FIRST BANK OF WHITE	1,000.00	01	Payroll accrual
W	202100311	06/30/2022	FIRST BANK OF WHITE	5,558.23	01	Payroll accrual
W	202100311	06/30/2022	FIRST BANK OF WHITE	2,698.16	01	Payroll accrual
W	202100311	06/30/2022	FIRST BANK OF WHITE	631.02	01	Payroll accrual
W	202100311	06/30/2022	FIRST BANK OF WHITE	2,698.16	01	Payroll accrual
W	202100311	06/30/2022	FIRST BANK OF WHITE	631.02	01	Payroll accrual
W	202100312	06/30/2022	PUBLIC EMPLOYEES RET	1,069.52	01	Payroll accrual
W	202100312	06/30/2022	PUBLIC EMPLOYEES RET	1,234.07	01	Payroll accrual
W	202100313	06/30/2022	TEACHERS RETIREMENT	470.65	01	Payroll accrual
W	202100313	06/30/2022	TEACHERS RETIREMENT	523.36	01	Payroll accrual
W	202100314	06/30/2022	MN STATE RETIREMENT	53.75	01	Payroll accrual
W	202100314	06/30/2022	MN STATE RETIREMENT	17,862.84	01	Payroll accrual
W	202100314	06/30/2022	MN STATE RETIREMENT	53.75	01	Payroll accrual
W	202100315	06/30/2022	ADMINISTRATION RESOU	113.53	01	Payroll accrual
W	202100316	06/30/2022	BLUE CROSS BLUE SHEI	44.93	01	Payroll accrual
W	202100316	06/30/2022	BLUE CROSS BLUE SHEI	721.78	01	Payroll accrual
W	202100317	06/30/2022	DELTA DENTAL OF MINN	53.78	01	Payroll accrual
W	202100320	06/30/2022	US BANK ELECTRONIC T	113.06	01	JUNE 2022 ANALYSIS FEE
W	202100321	06/30/2022	ADMINISTRATION RESOU	325.76	01	FINAL FLEX CLAIM FOR FY22
V	202100321	06/30/2022	ADMINISTRATION RESOU	-325.76	01	FINAL FLEX CLAIM FOR FY22
W	202100322	06/30/2022	VISA	658.67	01	TRAVEL EXPENSES TO MAINE, ETC.
W	202100323	06/30/2022	VISA	644.96	01	TECH SUBSCRIPTIONS
W	202100324	06/30/2022	VISA	641.82	01	STUDENT PROGRAMMING FOOD
W	202100325	06/30/2022	VISA	146.08	01	BOARD MEETING FOOD
W	202100326	06/30/2022	VISA	255.00	01	STUDENT PROGRAMMING FIELD TRIP FEE
W	202100327	06/30/2022	VISA	116.00	01	POSTAGE
W	202100328	06/30/2022	VISA	44.60	01	OFFICE SUPPLIES
W	202200001	07/15/2022	COMMISSIONER OF REVE	607.46	01	Payroll accrual
W	202200001	07/15/2022	COMMISSIONER OF REVE	345.00	01	Payroll accrual
W	202200002	07/15/2022	FIRST BANK OF WHITE	770.00	01	Payroll accrual
W	202200002	07/15/2022	FIRST BANK OF WHITE	1,406.60	01	Payroll accrual
W	202200002	07/15/2022	FIRST BANK OF WHITE	875.51	01	Payroll accrual
W	202200002	07/15/2022	FIRST BANK OF WHITE	204.75	01	Payroll accrual
W	202200002	07/15/2022	FIRST BANK OF WHITE	875.51	01	Payroll accrual
W	202200002	07/15/2022	FIRST BANK OF WHITE	204.75	01	Payroll accrual
W	202200003	07/15/2022	PUBLIC EMPLOYEES RET	681.96	01	Payroll accrual
W	202200003	07/15/2022	PUBLIC EMPLOYEES RET	786.88	01	Payroll accrual
W	202200004	07/15/2022	TEACHERS RETIREMENT	272.21	01	Payroll accrual
W	202200004	07/15/2022	TEACHERS RETIREMENT	310.32	01	Payroll accrual
W	202200005	07/29/2022	COMMISSIONER OF REVE	595.15	01	Payroll accrual
W	202200005	07/29/2022	COMMISSIONER OF REVE	345.00	01	Payroll accrual
W	202200006	07/29/2022	FIRST BANK OF WHITE	770.00	01	Payroll accrual
W	202200006	07/29/2022	FIRST BANK OF WHITE	1,388.26	01	Payroll accrual
W	202200006	07/29/2022	FIRST BANK OF WHITE	991.42	01	Payroll accrual
W	202200006	07/29/2022	FIRST BANK OF WHITE	231.86	01	Payroll accrual
W	202200006	07/29/2022	FIRST BANK OF WHITE	991.42	01	Payroll accrual
W	202200006	07/29/2022	FIRST BANK OF WHITE	231.86	01	Payroll accrual
W	202200007	07/29/2022	PUBLIC EMPLOYEES RET	709.58	01	Payroll accrual
W	202200007	07/29/2022	PUBLIC EMPLOYEES RET	818.75	01	Payroll accrual
W	202200008	07/29/2022	TEACHERS RETIREMENT	241.36	01	Payroll accrual
W	202200008	07/29/2022	TEACHERS RETIREMENT	275.14	01	Payroll accrual
W	202200009	07/31/2022	US BANK ELECTRONIC T	128.55	01	ANALYSIS FEE - JULY 2022

CHE	CHECK	CHECK		INVOICE	
TYP	NUMBER	DATE	VENDOR	AMOUNT	FD DESCRIPTION
			Totals for checks	141,828.98	



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: DATA PROCEDURE POST CLOSING**

**MEETING DATE: AUGUST 17, 2022**

**DATE PREPARED: AUGUST 9, 2022**

**SUGGESTED DISPOSITION: FOCUS AREA #1 - II**

**CONTACT PERSON: DR. ALEX HERMIDA, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

Dr. Hermida will discuss options for information collected after dissolution.

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**RECOMMENDATION:** A motion and a second to approve.



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: INVENTORY PROCESS**

**MEETING DATE: AUGUST 17, 2022**

**DATE PREPARED: AUGUST 9, 2022**

**SUGGESTED DISPOSITION: FOCUS AREA #3-I**

**CONTACT PERSON: DR. ALEX HERMIDA, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

Dr. Hermida will provide clarity on the distribution process of all belongings of Equity Alliance MN.

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**RECOMMENDATION:** A motion and a second to approve.



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: UPDATED CLOSING PROCEDURE**

**MEETING DATE: AUGUST 17, 2022**

**DATE PREPARED: AUGUST 9, 2022**

**SUGGESTED DISPOSITION: FOCUS AREA #3-II**

**CONTACT PERSON: DR. ALEX HERMIDA, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

Dr. Hermida will present the closing process to date and adjustments that might need to be followed.

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**RECOMMENDATION:** A motion and a second to approve.