



**MEETING AGENDA OF THE EMID BOARD  
OCTOBER 20TH, 2021  
5:30 P.M. GENERAL MEETING  
EQUITY ALLIANCE  
6063 HUDSON RD SUITE 218  
WOODBURY MN 55125**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**OPEN FORUM**

**CONSENT AGENDA**

- A. Minutes of the September, 2021 Board Meeting
- B. Accounts Payable, Monthly Check Register for September 2021
- C. Financial Reports

**Executive Director Updates**

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

- I. Programs and Services
- II. Collaboration Meetings

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

- I. MASA contract and keynote
- II. AMSD board member equity work

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

- I. 501C3

**COMMITTEE REPORTS**

**BOARD FORUM**

## **ADJOURNMENT**

## **FUTURE MEETINGS AND TENTATIVE AGENDAS**

- **NOVEMBER 17TH, 2021-**



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: CONSENT AGENDA**

**MEETING DATE: OCTOBER 20, 2021**

**DATE PREPARED: OCTOBER 15, 2021**

**SUGGESTED DISPOSITION: CONSENT AGENDA**

**CONTACT PERSON: SEBASTIAN WITHERSPOON, EXECUTIVE DIRECTOR**

**BACKGROUND:**

***A. APPROVAL OF MINUTES***

**A COPY OF THE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 15, 2021 IS ENCLOSED FOR YOUR REVIEW. BOARD APPROVAL IS REQUESTED.**

***B. APPROVAL OF ACCOUNTS PAYABLE, MONTHLY CHECK REGISTER***

**A COPY OF THE MONTHLY CHECK REGISTER FOR SEPTEMBER 2021 IS ENCLOSED. ADMINISTRATION RECOMMENDS THAT THE BOARD APPROVE THE PAYMENTS AS ITEMIZED.**

***C. FINANCIAL REPORTS***

***D. HUMAN RESOURCES STAFFING UPDATE***

**RECOMMENDATION:**

**A MOTION AND A SECOND TO APPROVE THE CONSENT AGENDA WILL BE REQUESTED.**



**EMID BOARD REGULAR MEETING MINUTES**

**SEPTEMBER 15, 2021**

**EQUITY ALLIANCE MN OFFICES**

**5:30 P.M.**

**CALL TO ORDER.**

**MEETING CALLED TO ORDER BY MICHAEL BOGUSZEWSKI, BOARD CHAIR, AT 5:40 P.M.**

**ROLL CALL**

**ATTENDANCE:**

**SSD 006: SOUTH ST. PAUL**

**ISD 199: INVER GROVE HEIGHTS**

**ISD 623: ROSEVILLE**

**ISD 624: WHITE BEAR LAKE**

**ISD 831: FOREST LAKE**

**BOARD REPRESENTATIVE**

**LINDA DIAZ**

**MARY FRANCES CLARDY (ABSENT)**

**MICHAEL BOGUSZEWSKI - CHAIR**

**JESSICA ELLISON - CLERK**

**ROB RAPHEAL - TREASURER**

**STAFF:**

**SEBASTIAN WITHERSPOON, EXECUTIVE DIRECTOR; JANINE STAMMLER, STUDENT AND PROGRAMS  
SUPPORT SPECIALIST**

**GUESTS:**

**APPROVAL OF THE AGENDA**

**JESSICA ELLISON (ISD 624) MOVED TO APPROVE THE AGENDA. ROB RAPHEAL (ISD 831) SECONDED THE MOTION. THE MOTION TO APPROVE THE AGENDA CARRIED WITH ALL MEMBERS PRESENT VOTING IN THE AFFIRMATIVE.**

**OPEN FORUM**

**NO ONE WAS SIGNED UP TO SPEAK.**

**CONSENT AGENDA**

**LINDA DIAZ (SSD 006) MOVED TO APPROVE THE CONSENT AGENDA. ROB RAPHEAL (ISD 831) 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. PROGRAMS & SERVICES UPDATE**

EXECUTIVE DIRECTOR WITHERSPOON PROVIDED AN UPDATE ON THE PROGRAMS AND SERVICES THAT EA-MN STAFF ARE CURRENTLY WORKING ON. WE ARE STILL ENGAGED IN EQUITY REVIEWS, WITH EIGHT SLATED FOR FY22. WE ALSO HAVE A LOT OF ONGOING PROFESSIONAL DEVELOPMENT HAPPENING. YEB, CRSL, AND SOME OTHER SMALLER STUDENT PROGRAMMING ARE HAPPENING THIS YEAR AS WELL. WE ARE FACING AN ISSUE WITH CAPACITY, BUT WE ARE WORKING THROUGH IT.

**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. ORGANIZATIONAL UPDATE**

EXECUTIVE DIRECTOR WITHERSPOON PROVIDED AN UPDATE ON THE ORGANIZATION. WE ARE STILL IN THE PROCESS OF HAVING CONVERSATIONS AROUND OUR STRATEGIC PLAN. REGINA SEABROOK, DIRECTOR OF RESEARCH, CURRICULUM AND PROFESSIONAL DEVELOPMENT, AND JANINE STAMMLER, STUDENT AND PROGRAMS SUPPORT SPECIALIST, HAVE RESIGNED. WE WILL BE FILLING THE STUDENT AND PROGRAMS SUPPORT SPECIALIST POSITION IMMEDIATELY, BUT WE WILL BE HOLDING OFF ON FILLING THE DIRECTOR OF RESEARCH, CURRICULUM AND PROFESSIONAL DEVELOPMENT POSITION. DR. ALEX HERMIDA BEGAN WITH THE ORGANIZATION ON SEPTEMBER 1. WE HAVE ALSO CONTRACTED WITH SOME DATA ASSESSMENT FOLKS THAT ARE ASSISTING WITH THE EQUITY REVIEWS. WE WILL HAVE SOME OTHER CONSULTANT CONTRACTS COMING UP TO FILL SOME OF THE OTHER GAPS. ELLEN FAHEY HAS VOLUNTEERED TO TAKE OVER GRANT EFFORTS FOR THE ORGANIZATION. THERE WAS A DISCUSSION AROUND REINSTATING THE PERSONNEL COMMITTEE TO ASSIST THE ORGANIZATION WITH HR ITEMS. JESSICA ELLISON (ISD 624) MADE A MOTION TO REINSTATE THE PERSONNEL COMMITTEE, CONSISTING OF MIKE BOGUSZEWSKI AND LINDA DIAZ, MEETING MONTHLY. LINDA DIAZ (SSD 006) SECONDED THE MOTION. THE MOTION TO REINSTATE THE PERSONNEL COMMITTEE CARRIED WITH ALL MEMBERS PRESENT VOTING IN THE AFFIRMATIVE.

**COMMITTEE REPORTS**

**BOARD FORUM**

**ADJOURNMENT**

**MIKE BOGUSZEWSKI ADJOURNED THE MEETING AT 6:27 P.M.**

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**EMID BOARD CLERK**

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**DATE -**



EQUITY ALLIANCE MN

EXPENDITURES  
BY PROGRAM  
CODE

September 30, 2021

THIS REPORT SHOWS EXPENDITURE  
HISTORY AND CURRENT YEAR  
ACTIVITY BY COURSE CODE

~~ADOPTED~~

September 30,  
2021

COURSE CODE	DESCRIPTION	Adopted Budget FY21	Expense YTD	Budget Remaining	% of Budget Expended
	<b>GENERAL &amp; FUND BALANCE EXPENSES</b>				
000	DISTRICT-WIDE	595,915	160,352	435,563	26.91%
200	AVID	192,782	46,113	146,669	23.92%
300	OUTSIDE GRANTS	-	-	-	0.00%
400	K CAMP	100	4,400	(4,300)	4399.93%
500	AFTER SCHOOL/YEB	37,925	3,577	34,348	9.43%
600	CLASSROOM PARTNERSHIPS	22,301	64,522	(42,221)	289.32%
650	PROFESSIONAL DEVELOPMENT	406,943	26,835	380,108	6.59%
	<b>SUBTOTAL - REPORT BY COURSE</b>	<b>1,255,966</b>	<b>305,799</b>	<b>950,167</b>	<b>24.3%</b>
999	FLOW THRU BILLINGS TO DISTRICTS	25,000	-	25,000	0.00%
	<b>GRAND TOTAL</b>	<b>1,280,966</b>	<b>305,799</b>	<b>975,167</b>	<b>23.9%</b>

CHECK TOTALS!

GOOD

GOOD



**EQUITY ALLIANCE MN**

**REVENUE SUMMARY**

**September 20, 2021**

	DESCRIPTION	Proposed Budget FY22	Revenue FY22 YTD	Budget Remaining
000/021	MEMBER DISTRICT COMMITMENTS	332,560	175,955	156,605
000/099	GRANT PROCEEDS	80,000	-	80,000
000/092	INTEREST INCOME	1,000	57	943
586/021	ADD'L MEMBER FEE - STUDENT			-
586/022	NON-MEMBER FEE - STUDENT	55,050	7,500	47,550
640/021	ADD'L MEMBER FEE - PROF DVLPMPT	-	-	-
640/022	NON-MEMBER FEE - PROF DVLPMPT	262,829	22,563	240,266
211	STATE AID		802	(802)
	<b>SUBTOTAL (Excluding Flow-Thru)</b>	<b>731,439</b>	206,877	524,562
				-
999/021	FLOW THRU BILLING TO DISTRICTS	25,000	8,999	16,001
	<b>GRAND TOTAL</b>	<b>756,439</b>	<b>215,876</b>	<b>540,563</b>
	<b>EXPENSES (Excluding Flow-Thru)</b>	<b>1,255,966</b>		
	<b>FUND BALANCE USAGE (Excluding Flow-Thru)</b>	<b>524,527</b>		



# Equity Alliance MN

Cash Flow Projection FY22

As of June 30, 2022



	Estimated Receipts By Category				School Disbursements				Estimated Accumulative Cash Balance
	FY 21-22 Member CY	FY 20-21 Prior Yr	Other Receipts	Total Revenues	Payroll Disbursements	Building Lease Disbursements	Acct Payable Disbursements	Total Disbursements	
									\$ 902,029
Jul 1-31	28,480	19,774	21	48,275	33,367	13,425	81,523	128,315	821,989
Aug 1-31	6,406		19	6,425	31,028	6,713	61,007	98,747	729,667
Sep 1-30	90,508		177	90,684	23,297	6,713	49,254	79,264	741,087
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	125,393	19,774	217	145,385	87,692	26,850	191,785	306,327	

Equity Alliance MN Board Treasurer

Date

CHE	CHECK	CHECK			INVOICE
TYP	NUMBER	DATE	VENDOR	AMOUNT	FD DESCRIPTION
R	76121	09/17/2021	6043 HUDSON ROAD LLC	6,712.50	01 Base Rent - Suite 218 - October 2021
R	76122	09/17/2021	COMCAST BUSINESS	248.26	01 Business Voice Edge - September 2021
R	76123	09/17/2021	METRO SALES INC	367.20	01 Contract base rate & contract rental 8/11/21 - 9/10/21
R	76124	09/17/2021	O'LOUGHLIN, PAULA	894.66	01 Mileage Reimbursement
R	76124	09/17/2021	O'LOUGHLIN, PAULA	12.00	01 Parking, PD Supplies, YEB Food
R	76124	09/17/2021	O'LOUGHLIN, PAULA	63.58	01 Parking, PD Supplies, YEB Food
R	76124	09/17/2021	O'LOUGHLIN, PAULA	26.08	01 Parking, PD Supplies, YEB Food
R	76125	09/17/2021	PACIFIC LIFE INSURAN	735.00	01 VM18006341 - Regina Seabrook - September 2021 - \$400 VM20006221 - Sebastian Witherspoon - September 2021 - \$335
R	76126	09/17/2021	RUPP, ANDERSON, SQUI	1,860.50	01 1266-0042 - Investigation
R	76127	09/17/2021	SECURA INSURANCE	8,093.45	01 ACCOUNT #7375502 BUSINESS AUTO POLICY COMMERCIAL PROTECTION PLAN POLICY BUSINESS AUTO BUSINESS UMBRELLA LIABILITY POLICY
R	76128	09/17/2021	SOMERS, CAMILA	3,125.00	01 Contracted Services 8/16/21 - 9/19/21
W	202100065	09/15/2021	COMMISSIONER OF REVE	810.45	01 Payroll accrual
W	202100065	09/15/2021	COMMISSIONER OF REVE	350.00	01 Payroll accrual
W	202100066	09/15/2021	FIRST BANK OF WHITE	700.00	01 Payroll accrual
W	202100066	09/15/2021	FIRST BANK OF WHITE	1,859.36	01 Payroll accrual
W	202100066	09/15/2021	FIRST BANK OF WHITE	1,444.66	01 Payroll accrual
W	202100066	09/15/2021	FIRST BANK OF WHITE	337.86	01 Payroll accrual
W	202100066	09/15/2021	FIRST BANK OF WHITE	1,444.66	01 Payroll accrual
W	202100066	09/15/2021	FIRST BANK OF WHITE	337.86	01 Payroll accrual
W	202100067	09/15/2021	PUBLIC EMPLOYEES RET	524.67	01 Payroll accrual
W	202100067	09/15/2021	PUBLIC EMPLOYEES RET	605.39	01 Payroll accrual
W	202100068	09/15/2021	TEACHERS RETIREMENT	1,209.27	01 Payroll accrual
W	202100068	09/15/2021	TEACHERS RETIREMENT	1,344.71	01 Payroll accrual
W	202100069	09/15/2021	ECONOMIC SERVICES, I	1,134.25	01 Payroll accrual
W	202100070	09/15/2021	AMERIPRISE FINANCIAL	2,383.33	01 Payroll accrual
W	202100071	09/15/2021	MN STATE RETIREMENT	118.73	01 Payroll accrual
W	202100071	09/15/2021	MN STATE RETIREMENT	53.75	01 Payroll accrual
W	202100072	09/15/2021	ADMINISTRATION RESOU	298.98	01 Payroll accrual
W	202100073	09/15/2021	BLUE CROSS BLUE SHEI	470.33	01 Payroll accrual
W	202100073	09/15/2021	BLUE CROSS BLUE SHEI	2,401.63	01 Payroll accrual
W	202100074	09/15/2021	DELTA DENTAL OF MINN	25.47	01 Payroll accrual
W	202100074	09/15/2021	DELTA DENTAL OF MINN	110.91	01 Payroll accrual
W	202100075	09/15/2021	PRINCIPAL FINANCIAL	3.45	01 Payroll accrual
W	202100075	09/15/2021	PRINCIPAL FINANCIAL	4.81	01 Payroll accrual
W	202100075	09/15/2021	PRINCIPAL FINANCIAL	22.79	01 Payroll accrual
W	202100075	09/15/2021	PRINCIPAL FINANCIAL	32.94	01 Payroll accrual
W	202100076	09/15/2021	AVESIS	7.44	01 Payroll accrual
W	202100077	09/30/2021	COMMISSIONER OF REVE	675.72	01 Payroll accrual
W	202100077	09/30/2021	COMMISSIONER OF REVE	350.00	01 Payroll accrual
W	202100078	09/30/2021	FIRST BANK OF WHITE	700.00	01 Payroll accrual
W	202100078	09/30/2021	FIRST BANK OF WHITE	1,526.95	01 Payroll accrual
W	202100078	09/30/2021	FIRST BANK OF WHITE	1,316.46	01 Payroll accrual
W	202100078	09/30/2021	FIRST BANK OF WHITE	307.88	01 Payroll accrual
W	202100078	09/30/2021	FIRST BANK OF WHITE	1,316.46	01 Payroll accrual
W	202100078	09/30/2021	FIRST BANK OF WHITE	307.88	01 Payroll accrual
W	202100079	09/30/2021	PUBLIC EMPLOYEES RET	544.98	01 Payroll accrual
W	202100079	09/30/2021	PUBLIC EMPLOYEES RET	628.82	01 Payroll accrual
W	202100080	09/30/2021	TEACHERS RETIREMENT	946.90	01 Payroll accrual
W	202100080	09/30/2021	TEACHERS RETIREMENT	1,052.95	01 Payroll accrual
W	202100081	09/30/2021	ECONOMIC SERVICES, I	1,134.25	01 Payroll accrual
W	202100082	09/30/2021	AMERIPRISE FINANCIAL	2,383.33	01 Payroll accrual

<u>CHE</u>	<u>CHECK CHECK</u>			<u>INVOICE</u>	
<u>TYP</u>	<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>FD DESCRIPTION</u>
W	202100083	09/30/2021	MN STATE RETIREMENT	83.96	01 Payroll accrual
W	202100083	09/30/2021	MN STATE RETIREMENT	53.75	01 Payroll accrual
W	202100084	09/30/2021	ADMINISTRATION RESOU	451.96	01 Payroll accrual
W	202100085	09/30/2021	BLUE CROSS BLUE SHEI	459.84	01 Payroll accrual
W	202100085	09/30/2021	BLUE CROSS BLUE SHEI	473.93	01 Payroll accrual
W	202100086	09/30/2021	DELTA DENTAL OF MINN	25.47	01 Payroll accrual
W	202100086	09/30/2021	DELTA DENTAL OF MINN	29.85	01 Payroll accrual
W	202100087	09/30/2021	PRINCIPAL FINANCIAL	3.45	01 Payroll accrual
W	202100087	09/30/2021	PRINCIPAL FINANCIAL	3.71	01 Payroll accrual
W	202100101	09/30/2021	US BANK ELECTRONIC T	134.13	01 ANALYSIS FEE
W	202100102	09/30/2021	VISA	218.12	01 ASP FOOD
W	202100103	09/30/2021	VISA	409.66	01 ADMIN TRAVEL
W	202100104	09/30/2021	VISA	10.00	01 ASP TRAVEL
W	202100105	09/30/2021	VISA	36.00	01 PD SUPPLIES
W	202100106	09/30/2021	VISA	56.60	01 POSTAGE
W	202100107	09/30/2021	VISA	148.00	01 MONTHLY TECH FEES
Totals for checks				55,966.94	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND USED FOR PA	33,551.20	0.00	22,415.74	55,966.94
***	Fund Summary Totals ***	33,551.20	0.00	22,415.74	55,966.94

\*\*\*\*\* End of report \*\*\*\*\*



## HUMAN RESOURCES STAFFING UPDATE

OCTOBER 2021

### NEW HIRE AND NEW ASSIGNMENTS

NAME	REPLACING	PREVIOUS EMPLOYER	ASSIGNMENT	SALARY	EFFECTIVE DATE



**EQUITY ALLIANCE MN BOARD MEETING  
AGENDA ITEM: EXECUTIVE DIRECTOR UPDATES**

**MEETING DATE: OCTOBER 20, 2021**

**DATE PREPARED: OCTOBER 14, 2021**

**SUGGESTED DISPOSITION:**

**CONTACT PERSON: SEBASTIAN WITHERSPOON, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

EXECUTIVE DIRECTOR SEBASTIAN WITHERSPOON WILL UPDATE THE BOARD ON ORGANIZATIONAL BUSINESS.



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM:** Programs and services

**MEETING DATE:** OCTOBER 20, 2021

**DATE PREPARED:** OCTOBER 15, 2021

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

**CONTACT PERSON:** SEBASTIAN WHITHERSPOON, EXECUTIVE DIRECTOR

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**BACKGROUND:**

EXECUTIVE DIRECTOR SEBASTIAN WHITHERSPOON WILL UPDATE THE BOARD ON PROGRAMS AND SERVICES.



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: Collaborations meetings**

**MEETING DATE: OCTOBER 20, 2021**

**DATE PREPARED: OCTOBER 14, 2021**

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

**CONTACT PERSON: SEBASTIAN WHITHERSPOON, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

EXECUTIVE DIRECTOR SEBASTIAN WHITHERSPOON WILL UPDATE THE BOARD ON THE COLLABORATION MEETING BEING HELD WITH MEMBER DISTRICTS.





**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: MASA CONTRACT AND KEYNOTE**

**MEETING DATE: OCTOBER 20, 2021**

**DATE PREPARED: OCTOBER 14, 2021**

**SUGGESTED DISPOSITION: FOCUS AREA # 2 - I**

**CONTACT PERSON: SEBASTIAN WHITHERSPOON, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

EXECUTIVE DIRECTOR SEBASTIAN WHITHERSPOON WILL UPDATE THE BOARD ON THE MASA CONTRACT AND KEYNOTE.



**EQUITY ALLIANCE MN BOARD MEETING**  
**AGENDA ITEM: AMSD BOARD MEMBERS EQUITY WORK**  
**MEETING DATE: OCTOBER 20, 2021**  
**DATE PREPARED: OCTOBER 14, 2021**  
**SUGGESTED DISPOSITION: FOCUS AREA # 2 - II**  
**CONTACT PERSON: SEBASTIAN WITHERSPOON, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

EXECUTIVE DIRECTOR SEBASTIAN WITHERSPOON WILL UPDATE THE BOARD ON AMSD BOARD MEMBER EQUITY WORK BEING DONE.



**EQUITY ALLIANCE MN BOARD MEETING**

**AGENDA ITEM: 501C3**

**MEETING DATE: OCTOBER 20, 2021**

**DATE PREPARED: OCTOBER 14, 2021**

**SUGGESTED DISPOSITION: FOCUS AREA # 3**

**CONTACT PERSON: SEBASTIAN WHITHERSPOON, EXECUTIVE DIRECTOR**

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**BACKGROUND:**

EXECUTIVE DIRECTOR SEBASTIAN WHITHERSPOON WILL UPDATE THE BOARD ON THE STATUS OF THE 501C3.