



**MEETING AGENDA OF THE EMID BOARD
SEPTEMBER 15, 2021
5:30 P.M. GENERAL MEETING
EQUITY ALLIANCE MN OFFICES**

CALL TO ORDER

ROLL CALL

APPROVAL OF THE AGENDA

OPEN FORUM

CONSENT AGENDA

- A. Minutes of the August 18, 2021 Board Meeting
- B. Accounts Payable, Monthly Check Registers
- C. Financial Reports
- D. Human Resources Staffing Update

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

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

- I.

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

- I. Organizational Update

COMMITTEE REPORTS

BOARD FORUM

ADJOURNMENT



EQUITY ALLIANCE MN BOARD MEETING

AGENDA ITEM: CONSENT AGENDA

MEETING DATE: SEPTEMBER 15, 2021

DATE PREPARED: SEPTEMBER 9, 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 August 18, 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

August 18, 2021

VIRTUAL MEETING

5:30 P.M.

CALL TO ORDER .

Meeting called to order by Michael Boguszewski, Board Chair, at 5:31 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
Michael Boguszewski - Chair
Jessica Ellison - Clerk
Rob Rapheal - Treasurer

STAFF:

Sebastian Witherspoon, Executive Director; Janine Stammler, Operations Manager; Kathy Miller, Business Manager; Paula O'Loughlin, Director of Partnerships and Professional Learning; Tonya Sconiers, Director of Guidance and Programmatic Planning ; Regina Seabrook, Director of Research, Curriculum, and Professional Development; Jordan Greer, AmeriCorp Vista

GUESTS:

APPROVAL OF THE AGENDA

Rob Rapheal (ISD 831) moved to approve the agenda. Jessica Ellison (ISD 624) seconded the motion. After a roll call vote, the motion to approve the agenda carried with all members present voting in the affirmative.

OPEN FORUM

CONSENT AGENDA

Mary Frances Clardy (ISD 199) moved to approve the Consent Agenda. Rob Rapheal (ISD 831) seconded the motion. After a roll call vote, 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 working on. As we begin the school year, the work doesn't stop. We are working with several districts doing equity reviews, professional development, student programming, and coaching. We are uncertain what the Delta variant of Covid will do in terms of being on campus in our districts, but we are happy to be providing services to districts.

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. Chris Devine, Director of Organizational Innovation, resigned. We will be filling that gap with Alex Hermida, who has a Ph.D. in data and equity work. He will be starting on September 1, 2021.

II. Board Meeting Format

All of our home Boards are back to in-person meetings. There was discussion on whether we can continue virtual meetings or if we need to go back to in-person. If we do continue with remote meetings, there are more limitations due to the Governor's orders having been lifted. Rob Rapheal (ISD 831) made a motion to resume Equity Alliance MN Board meetings in-person at the Equity Alliance MN offices starting with the September 15, 2021 meeting. Jessica Ellison (ISD 624) seconded the motion. After a roll call vote, the motion to approve in-person Board meetings carried with all members present voting in the affirmative.

COMMITTEE REPORTS

BOARD FORUM

Rob Rapheal (ISD 831) made a motion to move into a Closed Session of the Equity Alliance MN Board. Jessica Ellison (ISD 624) seconded the motion. After a roll call vote, the motion to move

to a Closed Session carried with all members present voting in the affirmative.

CLOSED SESSION

- The board will close the meeting pursuant to Minnesota Statutes Section 13D.05, subdivision 2(b), which states that a public body shall close a meeting for the preliminary consideration of allegations against an individual subject to its authority.

The Closed Session was adjourned at 7:11 p.m. by Chair Boguszewski and the Board came back into the General Meeting.

ADJOURNMENT

Mike Boguszewski adjourned the meeting at 7:13 p.m.

EMID Board Clerk

Date -

CHE	CHECK	CHECK		INVOICE
TYP	NUMBER	DATE	VENDOR	AMOUNT FD DESCRIPTION
R	76110	08/17/2021	SCONIERS, TONYA	172.25 01 Mileage July 2021
R	76111	08/17/2021	WITHERSPOON, SEBASTI	66.30 01 Mileage July 2021
R	76112	08/30/2021	6043 HUDSON ROAD LLC	6,712.50 01 Base rent - suite 218 - September 2021
R	76113	08/30/2021	COMCAST	237.64 01 ACCT # 8772 10 577 0781959 INTERNET CHARGES 8/25 - 9/24/21
R	76114	08/30/2021	COMPUTER INTEGRATION	1,075.00 01 Managed Services Premium - September 2021
R	76114	08/30/2021	COMPUTER INTEGRATION	255.00 01 Managed Backup - September 2021
R	76115	08/30/2021	INNOVATIVE OFFICE SO	67.45 01 Office Supplies (copy paper, leagal pads & pens)
R	76116	08/30/2021	METRO SALES INC	367.20 01 Copy machine rental and base rental charges 07/11/21 through 8/10/21
R	76117	08/30/2021	MN ALLIANCE WITH YOU	7,500.00 01 21/22 Host Site Cash Match - VISTA
R	76118	08/30/2021	PACIFIC LIFE INSURAN	735.00 01 VM18006341 - Regina Seabrook - July 2021 - \$400 VM20006221 - Sebastian Witherspoon - July 2021 - \$335
R	76119	08/30/2021	SFM	3,622.00 01 Workers Comp Policy #91125.205
R	76120	08/30/2021	STAMMLER, JANINE	225.40 01 Mileage - July & August 2021
W	202100035	08/13/2021	COMMISSIONER OF REVE	737.52 01 Payroll accrual
W	202100035	08/13/2021	COMMISSIONER OF REVE	350.00 01 Payroll accrual
W	202100036	08/13/2021	FIRST BANK OF WHITE	700.00 01 Payroll accrual
W	202100036	08/13/2021	FIRST BANK OF WHITE	1,715.35 01 Payroll accrual
W	202100036	08/13/2021	FIRST BANK OF WHITE	1,690.07 01 Payroll accrual
W	202100036	08/13/2021	FIRST BANK OF WHITE	395.26 01 Payroll accrual
W	202100036	08/13/2021	FIRST BANK OF WHITE	1,690.07 01 Payroll accrual
W	202100036	08/13/2021	FIRST BANK OF WHITE	395.26 01 Payroll accrual
W	202100037	08/13/2021	PUBLIC EMPLOYEES RET	281.67 01 Payroll accrual
W	202100037	08/13/2021	PUBLIC EMPLOYEES RET	325.01 01 Payroll accrual
W	202100038	08/13/2021	TEACHERS RETIREMENT	1,732.51 01 Payroll accrual
W	202100038	08/13/2021	TEACHERS RETIREMENT	1,926.54 01 Payroll accrual
W	202100039	08/13/2021	ECONOMIC SERVICES, I	1,134.25 01 Payroll accrual
W	202100040	08/13/2021	AMERIPRISE FINANCIAL	2,458.33 01 Payroll accrual
W	202100041	08/13/2021	MN STATE RETIREMENT	118.73 01 Payroll accrual
W	202100041	08/13/2021	MN STATE RETIREMENT	53.75 01 Payroll accrual
W	202100042	08/13/2021	ADMINISTRATION RESOU	1,101.02 01 Payroll accrual
W	202100043	08/13/2021	BLUE CROSS BLUE SHEI	470.33 01 Payroll accrual
W	202100043	08/13/2021	BLUE CROSS BLUE SHEI	4,339.84 01 Payroll accrual
W	202100044	08/13/2021	DELTA DENTAL OF MINN	25.47 01 Payroll accrual
W	202100044	08/13/2021	DELTA DENTAL OF MINN	251.15 01 Payroll accrual
W	202100045	08/13/2021	PRINCIPAL FINANCIAL	3.45 01 Payroll accrual
W	202100045	08/13/2021	PRINCIPAL FINANCIAL	4.07 01 Payroll accrual
W	202100045	08/13/2021	PRINCIPAL FINANCIAL	20.08 01 Payroll accrual
W	202100045	08/13/2021	PRINCIPAL FINANCIAL	26.56 01 Payroll accrual
W	202100046	08/13/2021	AVESIS	14.14 01 Payroll accrual
W	202100047	08/12/2021	VISA	85.68 01 ZOOM
W	202100048	08/12/2021	VISA	294.87 01 MS BIA FOOD
W	202100049	08/12/2021	VISA	441.00 01 PD SUPPLIES
W	202100050	08/12/2021	VISA	55.00 01 MS BIA POSTAGE
W	202100051	08/12/2021	VISA	64.26 01 OFFICE SUPPLIES
W	202100052	08/31/2021	COMMISSIONER OF REVE	686.91 01 Payroll accrual
W	202100052	08/31/2021	COMMISSIONER OF REVE	350.00 01 Payroll accrual
W	202100053	08/31/2021	FIRST BANK OF WHITE	700.00 01 Payroll accrual
W	202100053	08/31/2021	FIRST BANK OF WHITE	1,620.36 01 Payroll accrual
W	202100053	08/31/2021	FIRST BANK OF WHITE	1,631.39 01 Payroll accrual
W	202100053	08/31/2021	FIRST BANK OF WHITE	381.52 01 Payroll accrual
W	202100053	08/31/2021	FIRST BANK OF WHITE	1,631.39 01 Payroll accrual
W	202100053	08/31/2021	FIRST BANK OF WHITE	381.52 01 Payroll accrual
W	202100054	08/31/2021	PUBLIC EMPLOYEES RET	281.67 01 Payroll accrual

CHE	CHECK	CHECK		INVOICE	
TYP	NUMBER	DATE	VENDOR	AMOUNT	FD DESCRIPTION
W	202100054	08/31/2021	PUBLIC EMPLOYEES RET	325.01	01 Payroll accrual
W	202100055	08/31/2021	TEACHERS RETIREMENT	1,583.08	01 Payroll accrual
W	202100055	08/31/2021	TEACHERS RETIREMENT	1,760.37	01 Payroll accrual
W	202100056	08/31/2021	ECONOMIC SERVICES, I	1,134.25	01 Payroll accrual
W	202100057	08/31/2021	AMERIPRISE FINANCIAL	2,383.33	01 Payroll accrual
W	202100058	08/31/2021	MN STATE RETIREMENT	118.73	01 Payroll accrual
W	202100058	08/31/2021	MN STATE RETIREMENT	53.75	01 Payroll accrual
W	202100059	08/31/2021	ADMINISTRATION RESOU	298.98	01 Payroll accrual
W	202100060	08/31/2021	BLUE CROSS BLUE SHEI	470.33	01 Payroll accrual
W	202100060	08/31/2021	BLUE CROSS BLUE SHEI	2,401.63	01 Payroll accrual
W	202100061	08/31/2021	DELTA DENTAL OF MINN	25.47	01 Payroll accrual
W	202100061	08/31/2021	DELTA DENTAL OF MINN	110.91	01 Payroll accrual
W	202100062	08/31/2021	PRINCIPAL FINANCIAL	3.45	01 Payroll accrual
W	202100062	08/31/2021	PRINCIPAL FINANCIAL	4.07	01 Payroll accrual
W	202100062	08/31/2021	PRINCIPAL FINANCIAL	25.67	01 Payroll accrual
Totals for checks				62,300.77	

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	41,059.22	0.00	21,241.55	62,300.77
***	Fund Summary Totals ***	41,059.22	0.00	21,241.55	62,300.77

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



EQUITY ALLIANCE MN

EXPENDITURES
BY PROGRAM
CODE

August 31, 2021

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

ADOPTED

August 31, 2021

COURSE CODE	DESCRIPTION	Adopted Budget FY21	Expense YTD	Budget Remaining	% of Budget Expended
	GENERAL & FUND BALANCE EXPENSES				
000	DISTRICT-WIDE	595,915	101,380	494,535	17.01%
200	AVID	192,782	33,169	159,613	17.21%
300	OUTSIDE GRANTS	-	-	-	0.00%
400	K CAMP	100	2,885	(2,785)	2885.36%
500	AFTER SCHOOL/YEB	37,925	3,323	34,602	8.76%
600	CLASSROOM PARTNERSHIPS	22,301	37,472	(15,171)	168.03%
650	PROFESSIONAL DEVELOPMENT	406,943	20,892	386,051	5.13%
	SUBTOTAL - REPORT BY COURSE	1,255,966	199,121	1,056,845	15.9%
999	FLOW THRU BILLINGS TO DISTRICTS	25,000	-	25,000	0.00%
	GRAND TOTAL	1,280,966	199,121	1,081,845	15.5%

CHECK TOTALS!

GOOD

GOOD



EQUITY ALLIANCE MN

REVENUE SUMMARY

August 31, 2021

	DESCRIPTION	Proposed Budget FY22	Revenue FY22 YTD	Budget Remaining
000/021	MEMBER DISTRICT COMMITMENTS	332,560	28,480	304,080
000/099	GRANT PROCEEDS	80,000	-	-
000/092	INTEREST INCOME	1,000	41	959
586/021	ADD'L MEMBER FEE - STUDENT			-
586/022	NON-MEMBER FEE - STUDENT	55,050		64,390
640/021	ADD'L MEMBER FEE - PROF DVLPMT	-	6,733	(6,733)
640/022	NON-MEMBER FEE - PROF DVLPMT	262,829	18,805	244,852
	SUBTOTAL (Excluding Flow-Thru)	731,439		661,062
				-
999/021	FLOW THRU BILLING TO DISTRICTS	25,000	-	50,000
	GRAND TOTAL	756,439	54,059	711,062
	EXPENSES (Excluding Flow-Thru)	1,255,966		
	FUND BALANCE USAGE (Excluding Flow-Thru)	524,527		



HUMAN RESOURCES STAFFING UPDATE

August 2021

NEW HIRE AND NEW ASSIGNMENTS

Name	Replacing	Previous Employer	Assignment	Salary	Effective Date
Hermida, Alex			Program Manager - 1.0 FTE	\$74,769.40 prorated - \$90,000 annually	9/1/2021

FTL: Facilitator

PL: Program Liaison

Levels for Hourly Pay:

- Level 1: Attending Training @ \$18/hr
- Level 2: Supervision/Chaperone/Para @ \$20/hr
- Level 3: Curriculum Writing & Development of a Product @ \$23/hr
- Level 4: Conducting Training & Facilitating/Teaching @ \$26/hr
- Level 5: Site Coordination & Afterschool Artist Specialist @ \$30/hr



EQUITY ALLIANCE MN BOARD MEETING

AGENDA ITEM: Programs and Services Update

MEETING DATE: SEPTEMBER 15, 2021

DATE PREPARED: SEPTEMBER 9, 2021

SUGGESTED DISPOSITION: FOCUS AREA # 1 I. PROGRAMS AND SERVICES UPDATE

CONTACT PERSON: SEBASTIAN WITHERSPOON

BACKGROUND:

Executive Director Witherspoon will update the Board on the status of equity audits, equity action plans, professional development and student programming.

RECOMMENDATION:

As an item of information, this matter is not in need of Board action.



EQUITY ALLIANCE MN BOARD MEETING

AGENDA ITEM: Organizational Update

MEETING DATE: SEPTEMBER 15, 2021

DATE PREPARED: SEPTEMBER 9, 2021

SUGGESTED DISPOSITION: FOCUS AREA # 3 I. ORGANIZATIONAL UPDATE

CONTACT PERSON: SEBASTIAN WITHERSPOON

BACKGROUND:

Executive Director Witherspoon will update the Board on the operations of the organization.

RECOMMENDATION:

As an item of information, this matter is not in need of Board action.