



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. May 9, 2016

Meeting Location: 1745 University Ave W, 1st Floor, Saint Paul, MN 55104

1. Call to Order
2. Approve Agenda
3. Review Draft of Minutes from April 11, 2016
4. Financial Report
 - A. April 2016 monthly financial report
 - B. Budget for 2016-2017
 - C. Personnel Recommendations
 - D. Transportation Contract
 - E. Food Service Contract
 - F. Special Education Contract Services
5. Director Update
6. New Business
 - A. Board Meeting Calendar for 2016-2017 Academic Year
 - B. Board Membership
7. Old Business
 - A. Revised 2016-2017 Calendar
 - I. Change in Science House Training Dates
 - II. Change in first day of school
8. VOA authorizer input/update
9. Public Comments
10. Adjournment

Mission

Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

BOARD MEETING MINUTES- DRAFT

Monday April 11, 2016 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:02PM on April 11, 2016.

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present
Helen Fisk (Board Treasurer)	Present
Julian Stanke (Board Secretary)	Present
Emily Schmidt (Community Member, Licensed Teacher)	Present
Midi Hansen (Community Member, Licensed Teacher)	Present
Dillon Donnelly (Community Member)	Present
Christina Ticer (Board Member)	Present
Mike McFadden (Board Member)	Present
Becky Magnuson (Director and ExOfficio)	Present
Lauren Ryan (Assistant Director and ExOfficio)	Present

Guests and Community Members Present:

Name	Position/Role
None Present	VOA Authorizer Representative

Tesfa International School

Mission: Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

Vision: Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for them and their communities.

AGENDA and MINUTES

Subject	Approval of Agendas						
Motion	Motion to approve the agenda.						
Made by	Emily Schmidt	Seconded		Mike McFadden			
Discussion	None						
Vote		Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						


Subject	Accept the Minutes						
Motion	Motion to accept the minutes as presented from March 14, 2016.						
Made by	Helen Fisk	Seconded		Christina Ticer			
Discussion	None						
Vote		Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

FINANCIAL REPORT

Subject	March 2016 Financial Report						
Motion	Motion to accept the March 2016 Financial Report as presented.						
Made by	Emily Schmidt	Seconded		Julian Stanke			
Discussion	None						
Vote		Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Preliminary Budget Recommendations (2016-2017)						
Motion							
Made by		Seconded					
Discussion	None						
Vote		Yea		Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Staffing 2016-2017						
Motion	Motion to approve both staffing plans as presented, and to empower the director to add staff as enrollment requires.						
Made by	Helen Fisk	Seconded		Mike McFadden			
Discussion	Looked at proposed staffing budget for 2016-2017 with projected 180 students, and 240 students.						
Vote		Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Salary Scale																																							
Motion	Motion to approve the salary scale with a 2% increase as proposed.																																							
 Testa International School Teacher Compensation and Benefits																																								
2% raise across the salary scale																																								
	Years	Testa BA 2015- 2016*	Testa BA 2016- 2017*	Testa MA 2014-2015	Testa MA 2016-2017*																																			
	1	35,000	35,700	38,000	38,760																																			
	2-4	39,500	40,290	43,000	43,860																																			
	5-8	45,500	46,410	49,500	50,490																																			
	9+	Negotiated	Negotiated	Negotiated	Negotiated																																			
<p>*Special Education teacher salary subject to negotiation. *Individual salary negotiation based on shortage.</p> <p>Additional Stipends *\$3,000 boost of base salary for National Board Certification. *\$2,000 stipend for ENVoY Coach *\$2,000 stipend for Responsive Classroom Coach *\$2,500 teacher lunch duty coverage stipend (budgeted @ 22,500)</p> <p>*Pro-rated master's pay rate: At the time of the offer letter signing, if the applicant informs Testa International School that they will be finishing their master's degree during the current calendar year, they can start receiving master's rate pay January 15th of the following calendar year for the remaining duration of that school year. All transcripts reflecting a completed master's degree must be turned in to the Director by December 31st of the current calendar year.</p> <p>**Employees who are 0.5 FTE or greater are eligible to receive all benefits.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>BENEFIT</th> <th>15-16</th> <th>16-17</th> </tr> </thead> <tbody> <tr> <td>Health- Employee</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Health -Family</td> <td>\$350/month</td> <td>\$350/month</td> </tr> <tr> <td>Dental-Individual</td> <td>\$15/Month</td> <td>\$15/Month</td> </tr> <tr> <td>Dental-Family</td> <td>\$30/Month</td> <td>\$30/Month</td> </tr> <tr> <td>HSA</td> <td>Employee option</td> <td>Employee option</td> </tr> <tr> <td>Short Term Disability</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Long Term Disability</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Life</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>TRA/PERA</td> <td>Employee + Testa</td> <td>Employee + Testa</td> </tr> <tr> <td>403B</td> <td>Employee option</td> <td>Employee option</td> </tr> </tbody> </table>								BENEFIT	15-16	16-17	Health- Employee	100%	100%	Health -Family	\$350/month	\$350/month	Dental-Individual	\$15/Month	\$15/Month	Dental-Family	\$30/Month	\$30/Month	HSA	Employee option	Employee option	Short Term Disability	100%	100%	Long Term Disability	100%	100%	Life	100%	100%	TRA/PERA	Employee + Testa	Employee + Testa	403B	Employee option	Employee option
BENEFIT	15-16	16-17																																						
Health- Employee	100%	100%																																						
Health -Family	\$350/month	\$350/month																																						
Dental-Individual	\$15/Month	\$15/Month																																						
Dental-Family	\$30/Month	\$30/Month																																						
HSA	Employee option	Employee option																																						
Short Term Disability	100%	100%																																						
Long Term Disability	100%	100%																																						
Life	100%	100%																																						
TRA/PERA	Employee + Testa	Employee + Testa																																						
403B	Employee option	Employee option																																						
Made by	Mike McFadden	Seconded		Midi Hansen																																				
Discussion	None																																							
Vote		Yea	7	Nay	0	Abstain	0																																	
Decision	Motion passed unanimously.																																							

DIRECTOR UPDATE

Subject	Director Update – Becky Magnuson and Lauren Ryan						
Discussion	<ul style="list-style-type: none"> • Enrollment • Lease Negotiation – Recruitment Efforts; Grant Efforts (Mike McFadden and Dillon Donnelly) • Staffing for 2016-2017 School Year – Assistant Director Search; Posting for teacher positions. • MCA Science Testing – Successfully administered. • PYP Candidacy Application • Fresh Fruit and Veggie Program • Upcoming Events – MCA testing – Math and Reading April 18-28; Spring VOA visit May 8 						

NEW BUSINESS

Subject	Lease Aid
Discussion	

AUTHORIZER INPUT

Subject	Authorizer input
Discussion	No authorizer representative present.

PUBLIC COMMENTS

Subject	None.
Discussion	

ADJOURNMENT

Motion	Motion to adjourn the school board meeting at: 7:26pm.						
Made by	Midi Hansen	Seconded	Christina Ticer				
Discussion							
Vote		Yes	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

4239- <i>TESFA</i> International School YTD Budget vs. Actual 4/30/2016					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-APRIL	
		BENCHMARK		83%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2016-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 04/30/2016	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 83%
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	207,522	58,707	148,815	28%
000-211	STATE GEN EDUCATION AID	1,148,438	965,804	182,634	84%
740-360	SPECIAL ED - STATE	151,398	68,604	82,794	45%
401-400	TITLE I	54,000	46,978	7,022	87%
414-400	TITLE II		9,151	(9,151)	0%
417-400	TITLE III	18,000	12,420	5,580	0%
452-400	FEDERAL START UP GRANT	185,320	217,136	(31,816)	117%
452-400	FEDERAL GRANT- IMPL	200,000		200,000	0%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	MISC GRANTS- WALTON CARRYOVER	126,893	126,893	-	100%
000-099	E-RATE	4,000		4,000	0%
000-099	MISC GRANTS	-	109,691	(109,691)	#DIV/0!
		-			
	TOTAL GEN FUND REVENUE	2,083,571	1,603,383	480,188	77%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BE	242,165	195,152	47,013	81%
000-305	CONTRACTED SERVICES	140,401	137,946	2,455	98%
000-320	COMMUNICATION SERVICES	15,350	6,564	8,786	43%
000-329	POSTAGE AND PARCEL SERVI	2,000	890	1,110	45%
000-366	STAFF TRAINING	1,200	1,289	(89)	107%
000-401	GENERAL SUPPLIES- NON INS	23,000	16,662	6,338	72%
000-401	GENERAL SUPPLIES- UNIFORM	2,000	8,349	(6,349)	417%
000-530	EQUIPMENT	1,000	2,916	(1,916)	292%
000-555	TECHNOLOGY EQUIPMENT	5,000	4,603	397	92%
000-820	DUES & MEMBERSHIP & FEES	15,500	7,050	8,450	45%
000-899	MISCELLANEOUS	-	-	-	0%
	TOTAL	447,616	381,421	66,195	85%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	619,010	475,645	332,399	77%
000-305	CONTRACTED SERVICES-	12,720	8,207	4,513	65%
000-430	INSTRUCTIONAL MATERIALS	53,500	26,480	27,020	49%
000-460	TEXTBOOKS & WORKBOOKS	7,000	6,530	470	93%
000-461	TESTING SERVICES	6,600	3,484	3,116	53%
000-470	MEDIA BOOKS & RESOURCES	-	-	-	0%
000-530	EQUIPMENT	13,200	12,109	1,091	92%
000-555	TECHNOLOGY EQUIPMENT	96,700	124,623	(27,923)	129%
	TOTAL	808,730	657,078	340,686	81%

4239- TESFA International School YTD Budget vs. Actual 4/30/2016					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD JULY-APRIL BENCHMARK 83%			
UFARS	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 04/30/2016	YTD BALANCE	% YTD RECEIVED/SPENT
	SPECIAL EDUCATION INSTRUCTION (400-499)				
100-200's	STAFF SALARIES & BENEFITS	108,420	83,841	24,579	77%
305	CONTRACTED SERVICES	50,000	41,008	8,992	82%
430	SPEC ED SUPPLIES	2,100	1,329	771	63%
530	EQUIPMENT	2,500	-	2,500	0%
555	TECH EQUIPMENT	5,200	1,148	4,052	22%
	TOTAL	168,220	127,326	40,894	76%
	INSTRUCTIONAL SUPPORT SERVICES: (600-699)				
100-200's	SALARIES-	-	-	-	0%
305	CONTRACTED SERVICES	-	-	-	0%
366	TRAINING, TRAVEL, CONVEN.	16,000	3,528	12,472	22%
389	STAFF TUITION REIMBURSEMENTS	-	-	-	0%
	TOTAL	16,000	3,528	12,472	22%
	PUPIL SUPPORT SERVICES (700-799)				
100-200	SALARIES	-	-	-	0%
305	CONTRACTED SERVICES- HE	2,500	1,208	1,292	48%
360	PUPIL TRANSPORTATION	175,000	156,600	18,400	89%
360	SPEC ED TRANSPORTATION	40,000	17,694	22,306	44%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE	-	-	-	0%
	TOTAL	217,500	175,502	19,692	81%
	SITE, BLDG, & EQUIPMENT (800-899)				
100-200's	PERSONNEL COSTS	58,752	48,901	9,851	83%
305	CONTRACTED SERVICES-	20,000	12,620	7,380	63%
330	UTILITY SERVICES	43,000	29,702	13,298	69%
350	REPAIRS & MAINTENANCE	4,000	-	4,000	0%
370	OPERATING LEASES- COPIERS	8,000	8,883	(883)	111%
370	CAM PAYMENTS	16,555	13,790	2,765	83%
370	BLDG LEASE	230,580	168,777	61,803	73%
401	CUSTODIAL SUPPLIES	5,000	3,000	2,000	60%
520	LEASEHOLD IMPROVEMENTS	-	-	-	0%
530	EQUIPMENT	1,200	139	1,061	12%
555	TECH EQUIPMENT	-	-	-	0%
	TOTAL	387,087	285,813	101,274	74%
	FISCAL & OTHER FIXED COSTS (900-999)				
000-340	INSURANCE	14,500	4,694	9,806	32%
000-740	PRINCIPAL PAYMENT	-	-	-	0%
000-741	INTEREST	-	515	-	#DIV/0!
	TOTAL	14,500	5,209	9,806	36%
	TOTAL EXPENDITURES- GEN I	2,059,655	1,635,877	423,778	79%
	GENERAL FUND PROFIT (LOSS)	23,916	(32,494)	56,410	
701-472	FOOD SERVICE REVENUE	87,410	76,604	10,806	88%

4239- TESFA International School YTD Budget vs. Actual 4/30/2016					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-APRIL	
		BENCHMARK		83%	
LIFARS	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 04/30/2016	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		99,410	88,604	10,806	
701-490	FOOD SERVICE EXPENDITURE	99,806	92,282	7,524	92%
	FOOD SERVICE FUND BALANCE	(396)	(3,678)	-	
	TOTAL EXPENDITURES- ALL F	2,159,461	1,728,159	431,302	80%
	CURRENT YEAR FUND BALANCE	23,520			
	ADD: FUND BALANCE, BEG				
	FUND BALANCE, ENDING	23,520			
	Fund Balance Percentage	1%			
	MDE Hold-back 10%	208,357			

4239-TESFA International School
CHECK REGISTER
4/30/2016

CHK #	CHK DATE	VENDOR	AMOUNT
10287	4/14/2016 00:00:00	BILLIE BUS	\$ 5,886.00
10288	4/14/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, IN	\$ 2,833.33
10289	4/14/2016 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 12,833.16
10290	4/14/2016 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 1,031.26
10291	4/14/2016 00:00:00	MONARCH BUS SERVICE, INC	\$ 17,400.00
10293	4/14/2016 00:00:00	PEARSON EDUCATION INC	\$ 733.95
10294	4/14/2016 00:00:00	PERA	\$ 997.51
10295	4/14/2016 00:00:00	TEACHERS ON CALL	\$ 663.00
10296	4/14/2016 00:00:00	WordPlay Speech & Language Services	\$ 2,286.50
10297	4/14/2016 00:00:00	Office Depot	\$ 193.49
10298	4/21/2016 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 501.28
10299	4/21/2016 00:00:00	DEVIN HAZENSON	\$ 860.00
10300	4/21/2016 00:00:00	LAUREN RYAN	\$ 140.00
10301	4/21/2016 00:00:00	LOFFLER	\$ 828.00
10302	4/21/2016 00:00:00	MICHELLE GREGERSEN	\$ 615.68
10303	4/21/2016 00:00:00	PERA	\$ 1,007.51
10304	4/21/2016 00:00:00	TEACHERS ON CALL	\$ 595.00
10305	4/21/2016 00:00:00	Unum Life Insurance Company of Ameri	\$ 551.45
10306	4/21/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF	\$ 1,350.00
10307	4/27/2016 00:00:00	AMERICAN FUNDS	\$ 779.29
10308	4/27/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, IN	\$ 2,833.33
10309	4/27/2016 00:00:00	HEALTH PARTNERS	\$ 12,394.98
10310	4/27/2016 00:00:00	MEGHAN MEYERS	\$ 611.52
10311	4/27/2016 00:00:00	PURCHASE POWER	\$ 64.54
10312	4/27/2016 00:00:00	TEACHERS ON CALL	\$ 221.00
TOTAL			\$ 68,211.78

4239-1ESFA Administrative School
 Capital Program Analysis
 FY 2015-2016

Month	FY 15-16 Grant Inv.	FY 14-15 Grant Inv.	FY 15-16 Federal/Title Programs	State Share 1 2 3	Dept & Other Funding	FY 15-16 Federal Grant	Total Revenues
Jul 1-15	23,938						23,938
Aug 1-15	26,473						26,473
Sep 1-15	28,992						28,992
Oct 1-15	31,511						31,511
Nov 1-15	34,030						34,030
Dec 1-15	36,549						36,549
Jan 1-15	39,068						39,068
Feb 1-15	41,587						41,587
Mar 1-15	44,106						44,106
Apr 1-15	46,625						46,625
May 1-15	49,144						49,144
Jun 1-15	51,663						51,663
Jul 1-15	54,182						54,182
Aug 1-15	56,701						56,701
Sep 1-15	59,220						59,220
Oct 1-15	61,739						61,739
Nov 1-15	64,258						64,258
Dec 1-15	66,777						66,777
Jan 1-15	69,296						69,296
Feb 1-15	71,815						71,815
Mar 1-15	74,334						74,334
Apr 1-15	76,853						76,853
May 1-15	79,372						79,372
Jun 1-15	81,891						81,891
Jul 1-15	84,410						84,410
Aug 1-15	86,929						86,929
Sep 1-15	89,448						89,448
Oct 1-15	91,967						91,967
Nov 1-15	94,486						94,486
Dec 1-15	97,005						97,005
Jan 1-15	99,524						99,524
Feb 1-15	102,043						102,043
Mar 1-15	104,562						104,562
Apr 1-15	107,081						107,081
May 1-15	109,600						109,600
Jun 1-15	112,119						112,119
Jul 1-15	114,638						114,638
Aug 1-15	117,157						117,157
Sep 1-15	119,676						119,676
Oct 1-15	122,195						122,195
Nov 1-15	124,714						124,714
Dec 1-15	127,233						127,233
Jan 1-15	129,752						129,752
Feb 1-15	132,271						132,271
Mar 1-15	134,790						134,790
Apr 1-15	137,309						137,309
May 1-15	139,828						139,828
Jun 1-15	142,347						142,347
Jul 1-15	144,866						144,866
Aug 1-15	147,385						147,385
Sep 1-15	149,904						149,904
Oct 1-15	152,423						152,423
Nov 1-15	154,942						154,942
Dec 1-15	157,461						157,461
Jan 1-15	160,000						160,000

School Disbursements			
FY 15-16 Payroll Outlays	FY 15-16 General Outlays	FY 15-16 Fed. Grant Outlays	Total Disburse ments
8,992	22,506	-	31,498
8,995	41,306	-	50,301
12,506	55,206	-	67,712
26,854	45,602	-	72,456
32,490	85,602	-	118,092
32,490	48,603	-	81,093
32,490	85,620	-	118,110
32,490	75,205	-	107,695
32,490	45,203	-	77,693
32,490	55,206	-	87,696
32,490	65,025	-	97,515
32,490	72,641	-	105,131
			-
32,490	73,901		87,602
32,490	45,803		95,802
32,490	65,209		97,699
32,490	55,236		87,726
32,490	56,920		89,410
32,490	28,905		95,040
32,490	55,690		88,180
32,490	65,980		98,470
32,490	85,201		117,691
32,490	85,205		117,695
32,490	58,905		91,395
32,490	65,902		98,392
707,147	1,420,882		2,128,029

FY 2015 Beginning Cash Balance			
			\$ 126,019
Total	Estimated Ending Cash Balance	Monthly Cash Flow	2015
8,992	121,059	(28,787)	Jul 1-15
8,995	97,232	(49,711)	Jul 16-31
12,506	56,057	(52,215)	Aug 1-15
26,854	146,943	(100,771)	Aug 16-31
32,490	93,951	(119,676)	Sep 1-15
32,490	94,728	(123,008)	Sep 16-30
32,490	123,008	(127,233)	Oct 1-15
32,490	195,499	(132,423)	Oct 16-31
32,490	171,992	(137,309)	Nov 1-15
32,490	138,482	(142,195)	Nov 16-30
32,490	95,153	(147,081)	Dec 1-15
32,490	92,176	(151,967)	Dec 16-31
			2016
32,490	89,386	(95,802)	Jan 1-15
32,490	55,006	(102,043)	Jan 16-31
32,490	83,783	(107,699)	Feb 1-15
32,490	17,557	(113,815)	Feb 16-28
32,490	(6,853)	(119,921)	Mar 1-15
32,490	(43,279)	(126,043)	Mar 16-31
32,490	52,742	(132,166)	Apr 1-15
32,490	26,642	(138,289)	Apr 16-30
32,490	(57,449)	(144,412)	May 1-15
32,490	(123,248)	(150,534)	May 16-31
32,490	(168,262)	(156,656)	Jun 1-15
			Jun 16-30

**4239-TESFA International School
Balance Sheet
Apr-16**

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	000	CASH / GENERAL	\$ 194,718.00
01	101	001	CASH / MAIN CHECKING	\$ -
01	101	002	CASH / SAVINGS	\$ -
01	101	009	CASH / PAYROLL DATA	\$ -
01	104	000	INVESTMENTS	\$ -
01	115	000	Accounts Receivable	\$ -
01	116	000	Interest Receivable	\$ -
01	118	000	Due From Other Funds	\$ -
01	120	000	DUE FROM OTHER MN SCHOOLS	\$ -
01	121	000	DUE FROM CFL	\$ 131,567.00
01	122	000	DUE FROM FED THRU CFL	\$ -
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$ -
01	201	000	SALARIES AND WAGES PAYABLE	\$ -
01	202	000	SHORT-TERM INDEBTEDNESS	\$ (115,000.00)
01	205	000	Due To Other Funds	\$ -
01	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
01	208	000	Interest Payable	\$ -
01	209	000	OTHER CURRENT LIABILITIES	\$ -
01	210	000	DUE TO OTHER MN SCHOOLS	\$ -
01	215	000	PAYROLL DEDUCTS / GENERAL	\$ -
01	230	000	Deferred Revenue	\$ -
01	422	000	UNRESERVED FUND BALANCE	\$ -
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	\$ -
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 1
 ACCOUNT: XXXXXXXXXXXX32761 04/29/2016

TESFA INTERNATIONAL SCHOOL INC <T> 30
 1385 ASHLAND AVE 0
 ST PAUL MN 55104 0

DEBIT CARD HOLDERS: THE BANK RECENTLY RE-ISSUED EMV DEBIT CARDS WHICH INADVERTANTLY EXCLUDED YOUR BUSINESS NAME. YOUR NEW CARD WILL WORK NORMALLY AS PRINTED. IF YOU PREFER TO HAVE YOUR BUSINESS NAME ON YOUR CARD, PLEASE CONTACT US AT 651-265-5600 TO REQUEST A NEW DEBIT CARD. WE APOLOGIZE FOR THE INCONVENIENCE.

Core Business Checking ACCOUNT XXXXXXXXXXXX32761

MINIMUM BALANCE	69,347.68	LAST STATEMENT 03/31/16	133,000.95
AVG AVAILABLE BALANCE	113,287.17	6 CREDITS	143,796.31
AVERAGE BALANCE	113,287.17	43 DEBITS	164,324.97
		THIS STATEMENT 04/29/16	112,472.29

DESCRIPTION	OTHER CREDITS	DATE	AMOUNT
ACH MN State-MMB TRN*1*0003166777*1416007162\		04/07	12,668.50
ACH MN State-MMB TRN*1*0003181493*1416007162\		04/15	54,701.51
ACH MN State-MMB TRN*1*0003195107*1416007162\		04/21	20,960.00
PAYCHEX PAYROLL 65944500000463X		04/22	791.25
PAYPAL TRANSFER 4RE229KEJLSDQ		04/25	104.72
ACH MN State-MMB TRN*1*0003206029*1416007162\		04/29	54,570.33

CHECKS					
CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....	AMOUNT
10258*04/01	4,000.00	10288 04/20	2,833.33	10299 04/26	860.00
10275 04/01	442.00	10289 04/19	12,833.16	10300 04/25	140.00
10276*04/01	2,486.25	10290 04/20	1,031.26	10301 04/28	828.00
10280 04/04	1,334.50	10291*04/19	17,400.00	10302 04/27	615.68
10281 04/19	2,864.06	10293 04/22	733.95	10303 04/27	1,007.51
10282*04/18	3,200.00	10294 04/20	997.51	10304 04/29	595.00
10284 04/12	620.37	10295 04/25	663.00	10305 04/26	551.45
10285 04/12	144.47	10296 04/26	2,286.50	10306 04/26	1,350.00
10286 04/07	18,326.12	10297 04/20	193.49		
10287 04/22	5,886.00	10298 04/27	501.28		

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE
 * * * C O N T I N U E D * * *

200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

TESFA INTERNATIONAL SCHOOL INC

=====
 Core Business Checking ACCOUNT XXXXXXXXXXXX32761
 =====

DESCRIPTION	DATE	AMOUNT
MN Teachers Ret MNTRA TRATRA000069318	04/13	4,143.72
ALLIANCE BENEFIT PLAN FUND TIS849471553568	04/14	512.61
AMERICAN FUNDS INVESTMENT IRK123816160412	04/14	571.26
PAYCHEX INC. PAYROLL 65826500018441X	04/14	23,590.85
PAYCHEX EIB INVOICE X65840900004620	04/15	283.90
PAYCHEX TPS TAXES 65833500033193X	04/15	9,643.55
MN Teachers Ret MNTRA TRATRA000069659	04/20	4,143.72
AMERICAN FUNDS INVESTMENT IRK123816160421	04/22	571.26
ALLIANCE BENEFIT PLAN FUND TIS849471553568	04/25	562.61
ALLIANCE BENEFIT EMPL FEE TIS849471553568	04/26	44.00
ALLIANCE BENEFIT EMPL FEE TIS849471553568	04/26	300.00
PAYCHEX INC. PAYROLL 66019300027802X	04/28	24,381.88
PAYCHEX EIB INVOICE X66033500000557	04/29	286.72
NONP ASSIST FUND CASH TRANS 3602	04/29	612.70
PAYCHEX TPS TAXES 66026000033182X	04/29	9,951.30

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*	TOTAL FOR	TOTAL	*
*	THIS PERIOD	YEAR TO DATE	*

* TOTAL OVERDRAFT FEES:	\$.00	\$.00	*

* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*

----- DAILY BALANCE -----					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04/01	126,072.70	04/15	134,271.36	04/25	102,073.98
04/04	124,738.20	04/18	131,071.36	04/26	96,682.03
04/07	119,080.58	04/19	97,974.14	04/27	94,557.56
04/12	118,315.74	04/20	88,774.83	04/28	69,347.68
04/13	114,172.02	04/21	109,734.83	04/29	112,472.29
04/14	89,497.30	04/22	103,334.87		

- END OF STATEMENT -

**TESFA
FY 2016-2017 ORIGINAL BUDGET
3/23/16**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2016-2017 ORIGINAL BUDGET %	
	PROJECTED ENROLLMENT- ADM	180	
	REVENUES		
	STATE AID:		
01-005-000-000-348-300	LEASE AID	285,025	90% lease cost
01-005-000-000-000-211	STATE GEN EDUCATION AID	1,557,946	based on 180 ADM
01-005-000-000-740-360	SPECIAL ED -STATE LITERACY INCENTIVE AID	300,258 -	
	TOTAL STATE AID	2,143,228	88%
	FEDERAL AID		
01-005-000-000-419-400	FEDERAL SPEC ED	18,000	estimate
01-005-216-000-401-400	TITLE I- REGULAR	54,000	estimate
01-005-204-000-414-400	TITLE II	14,140	estimate
01-005-204-000-417-400	TITLE III	10,454	estimate
01-005-000-000-859-400	CSP Grant- START UP	-	
01-005-000-000-859-400	CSP Grant-IMPLEMENTATION	200,000	YEAR 2
	TOTAL FEDERAL AID	296,594	12%
	LOCAL SOURCES & GRANTS		
01-005-000-000-000-096	FOOD SERVICE TRANSFER-OUT	(12,000)	cost of subsidizing Food
01-005-000-000-000-096	MISC GRANTS /DONATIONS	-	
01-005-000-000-000-099	E-RATE	-	
	TOTAL LOCAL SOURCES	(12,000)	0%
	TOTAL REVENUES- ALL SOURCES	2,427,822	100%
	EXPENDITURES		
	SCHOOL SUPPORT SERVICES (000-199)		
001-005-050-000-000-110	ADMIN STAFF SALARIES & BENEFITS	242,165	
001-005-110-000-000-305	CONTRACTED SERVICES-	145,401	
001-005-110-000-000-320	COMMUNICATION SERVICES	15,350	
001-005-110-000-000-329	POSTAGE AND PARCEL SERVICES	2,000	
001-005-050-000-000-366	STAFF TRAINING	4,000	
001-005-105-000-000-401	GENERAL SUPPLIES- NON INSTRUCTION	23,000	

**TESFA
FY 2016-2017 ORIGINAL BUDGET
3/23/16**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2016-2017 ORIGINAL BUDGET %	
001-005-105-000-000-401	GENERAL SUPPLIES- UNIFORMS	7,000	
001-005-105-000-000-530	EQUIPMENT	1,000	
001-005-105-000-000-555	TECHNOLOGY EQUIPMENT	5,000	
001-005-105-000-000-820	DUES & MEMBERSHIP & FEES	19,000	
	TOTAL	463,916	19%
	<u>REGULAR INSTRUCTION (200-299)</u>		
001-010-203-000-000-100	STAFF SALARIES & BENEFITS	760,579	
001-010-203-000-000-305	CONTRACTED SERVICES-	29,350	
001-010-203-000-000-430	INSTRUCTIONAL MATERIALS	39,100	
001-010-203-000-000-460	TEXTBOOKS & WORKBOOKS	3,500	
001-010-203-000-000-461	TESTING SERVICES	6,600	
001-010-203-000-000-470	MEDIA BOOKS & RESOURCES	-	
001-010-203-000-000-530	EQUIPMENT	3,000	
001-010-203-000-000-555	TECHNOLOGY EQUIPMENT	13,700	
	TOTAL	855,829	35%
	<u>SPECIAL EDUCATION INSTRUCTION (400-499)</u>		
001-010-420-000-000-100	STAFF SALARIES & BENEFITS	263,820	
001-010-420-000-000-305	CONTRACTED SERVICES	60,000	
001-010-420-000-000-433	SPECIAL ED MATERIALS	2,100	
001-010-420-000-000-530	EQUIPMENT	2,500	
001-010-420-000-000-555	TECHNOLOGY EQUIPMENT	5,200	
	TOTAL	333,620	14%
	<u>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</u>		
001-010-605-000-000-140	SALARIES-	-	
001-010-605-000-000-401	TRAINING MATERIALS	-	
001-010-640-000-000-366	TRAINING, TRAVEL, CONVEN., & CONF.	12,000	
001-010-640-000-000-389	STAFF TUITION REIMBURSEMENTS	-	
	TOTAL	12,000	0%
	<u>PUPIL SUPPORT SERVICES (700-799)</u>		
001-005-720-000-000-143	PERSONNEL COSTS	67,340	
001-005-720-000-000-305	CONTRACTED SERVICES-	2,500	
001-005-720-000-760-360	PUPIL TRANSPORTATION	170,300	
001-005-720-000-740-360	SPEC ED- TRANSPORTATION	62,640	
001-005-720-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	302,780	12%
	<u>SITE, BLDG, & EQUIPMENT (800-899)</u>		

TESFA
 FY 2016-2017 ORIGINAL BUDGET
 3/23/16

UFARS	REVENUES & EXP. BY PROGRAM	FY 2016-2017 ORIGINAL BUDGET	%
001-005-810-000-000-170	CUSTODIAL SALARIES	-	
001-005-810-000-000-305	CONTRACTED SERVICES	20,000	
001-005-810-000-000-330	UTILITY SERVICES	58,840	
001-005-810-000-000-350	REPAIRS & MAINTENANCE	4,000	
001-005-810-000-000-370	OPERATING LEASES- COPIERS	9,600	
001-005-850-000-000-370	CAM PAYMENTS	22,653	
001-005-850-000-348-370	BLDG LEASE	316,694	
001-005-810-000-000-401	CUSTODIAL SUPPLIES	6,000	
001-005-850-000-000-520	LEASEHOLD IMPROVEMENTS	-	
001-005-850-000-000-530	EQUIPMENT	1,200	
001-005-810-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	438,988	18%
	FISCAL & OTHER FIXED COSTS (900-999)		
001-005-940-000-000-340	INSURANCE	17,500	
001-005-920-000-000-741	INTEREST	-	
	TOTAL FISCAL & OTHER	17,500	1%
	TOTAL EXPENDITURES- GENERAL FUND	2,424,633	100%
	GENERAL FUND PROFIT (LOSS)	3,189	
02-005-770-000-701-472	FOOD SERVICE REVENUE	87,410	
02-005-770-000-701-473	FRESH FRUIT & VEG GRANT	-	
02-005-000-000-000-649	GEN FUND TRANSFER-IN	12,000	
	TOTAL FS FUND REVENUE	99,410	
02-005-770-000-701-490	FOOD SERVICE EXPENDITURES	99,806	
	FOOD SERVICE FUND PROFIT (LOSS)	(396)	
	CURRENT YEAR FUND BALANCE-ALL FU	2,793	
	ADD: FUND BALANCE-BEGINNING	-	06/30/16
	CUMULATIVE FUND BALANCE-ENDING	2,793	06/30/17
	FUND BALANCE PERCENTAGE	0	
	STATE HOLD-BACK -10%	243,982	

**TESFA
 FY 2016-2017 ORIGINAL BUDGET
 3/23/16**

	SALARIES	Benefits-29.5%	Total	Semimonthly Total
General Payroll	1,022,320	311,584	1,333,904	55,579
Total General Fund	1,022,320	311,584	1,333,904	55,579
Verify Total			1,333,904	-

TESFA
 FY 2016-2017 ORIGINAL BUDGET
 3/23/16

**ADMINISTRATION:
 SCHOOL SUPPORT
 SERVICES (000-199)**

<u>UFARS</u>		<u>PAYROLL</u>	<u>BENEFITS</u>	<u>TOTAL PAYROLL /BENEFITS</u>
100-200'S	PERSONNEL COSTS	187,000	55,165	242,165

FY15-16

CONTRACTED SERVICES

305 Misc	10,000
305 Audit/Taxes	7,500
305 Business Mgt Services	68,000
305 Tech Coordinator	45,000
305 Accounting software	5,800
305 Payroll Processing	3,601
305 E Rate	3,500
305 Shred It	-
305 Legal	2,000
	-

CONTRACTED SERVICES 145,401

320 Communication	
Eventis	8,000
School Cell Phone	-
Century Link	-
Comcast	-
Voice Shot	-
Gaggle	-
Wireless Consulting	-
Maintenance for Switches	550
Phone System Maintenance	-
website	300
New phones	6,000
Misc	500
Communications- Total	15,350

329 POSTAGE	2,000
366 STAFF TRAINING	4,000
401 GEN SUPPLIES	23,000
401 UNIFORMS/BACKPACKS	7,000
530 EQUIPMENT	1,000

555 TECH EQUIPMENT	5,000
	<hr/>
	42,000
820 Dues & Membership Fees	
Authorizer	16,500
MSBA	
LOC-Bank Fee	1,500
MACS	
Charter Sch partners	
	-
Misc	1,000
Dues & Membership	<hr/>
	19,000

GRAND TOTAL- ADMIN	463,916	463916	-
---------------------------	----------------	---------------	----------

TESFA
 FY 2016-2017 ORIGINAL BUDGET
 3/23/16

REGULAR INSTRUCTION- (200-299)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	587,320	173,259.40	760,579.40

REGULAR INSTRUCTION

305 Contracted Services

Field Trip Fees	-
Substitutes	14,300.00
Placement Fee TT	-
Powerschool	5,000.00
Science House	300.00
Assemblies	-
PYP Night	-
Carnival	-
Graduation	0.00
Lego League	-
Staff Training	0.00
IB Fees	9,500.00
MN Association of IB	250.00
IB Evaluation	-
Cambridge Review	-
Misc	-
TOTAL	29,350.00

430 Instructional Materials

Classroom budgets	9,000.00
Software	3,000.00
Math	3,000.00
Ipad Apps	500.00
Planners/Journals	-
Physical Education	500.00
Art	2,000.00
Restmats	-
Reading	6,000.00
Lamination	-
PYP Units of Inquiry	12,600.00
Arabic	1,000.00
Classroom library	-

Misc	1,500.00
TOTAL	39,100.00
460 Textbooks/Workbooks	
Math	3,000.00
Reading	-
Handwriting	-
ESL	500.00
Intervention-Math	-
Intervention - Writing	-
Intervention - reading	-
Misc	-
TOTAL	3,500.00
466 Testing Services	
NWEA	4,420.00
WIDA	400.00
FAST/WIDA	-
TOTAL	6,600.00
470 Media Services	
Library books	-
530 Equipment	
Teacher chairs/desks	-
Student chairs	-
Student tables	1,000.00
Bookcases	500.00
Fire King	-
File Cabinets	500.00
White Boards	500.00
Bulletin Boards	500.00
Carpet	-
Book displays/Carts	-
Misc	-
TOTAL	3,000.00
555 Technology	
Lease adjustment costs	
Carts purchase	-
Ipads/computers	5,000.00
Ipads	-
Active Boards	
General Maintenance	5,000.00
Projectors	
Document cameras	-
Headphones	500.00
Access points	
Projector Move	

Walkie Talkies	200.00
Voice Amplification System	
Handheld mic	
Bags/cases	
Misc costs	3,000.00
TOTAL	<u>13,700.00</u>

TOTAL- REGULAR INSTRUCTIONS **855,829.40** 855829.4

Special Ed Programs

<u>UFARS</u>	<u>DESCRIPTION</u>	<u>PAYROLL</u>	<u>BENEFITS</u>	<u>TOTAL PAYROLL /BENEFITS</u>
100-200'S	PERSONNEL COSTS	196,000	67,820.00	263,820.00
	SPECIAL EDUCATION			
	Spec Ed Director	20,000.00		
	Contracted Services	40,000.00		
	SPED Forms	600.00		
	Supplies	1,500.00		
	Equipment	2,500.00		
	Technology	5,200.00		
		<u>69,800.00</u>		
	Total Spec ED Programs	333,620.00	333620	

TESFA
FY 2016-2017 ORIGINAL BUDGET

INSTRUCTIONAL SUPPORT SERVICES (600-699)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COST	-	-	-
	401 TRAINING MATERIALS	-	-	-
	366 TRAINING, TRAVEL, CONVENTIONS	12,000	-	12,000
	366 STAFF TUITION REIMBURSEMENTS	-	-	-
	TOTAL	12,000		12,000

FIN CC OBJ CODE PUPIL SUPPORT SERVICES (700-799)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	52,000	15,340.00	67,340
	General PPS			
	305 CONTRACTED SERVICES-	2,500		2,500
720	360 TRANSPORTATION- REGULAR	165,300	5 buses @ @190 per day	165,300
733	361 TRANSPORTATION- FIELD TRIPS	5,000		5,000
723	360 TRANSPORTATION- SPEC ED	62,640		62,640
720	534 VEHICLE- VAN	-		-
	TOTAL -PUPIL SUPPORT SERVICES	235,440	0	302,780

SITE, BLDG, & EQUIPMENT

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	-	-	-
370	305 CONTRACTED SERVICES	20,000		20,000
373	330 UTILITIES-	58,840		58,840
	350 REPAIRS & MAINTENANCE	4,000		4,000
	370 OPERATING LEASE COPY MACHINES	9,600		9,600
	370 CAM PAYMENTS	22,653		22,653
	370 BUILDING LEASE	316,694	verify this with the amended lease	316,694
	401 CUSTODIAL SUPPLIES	6,000		6,000
	520 LEASEHOLD IMPROVEMENT	-		-
	530 BUILDING EQUIPMENT	1,200		1,200
	TOTAL- SITE, BLDG & EQUIPMENT	438,988		438,988

FISCAL & OTHER COST

	INSURANCE	17,500		17,500
	INTEREST	-		-
		17,500		17,500

<u>LAST</u>	<u>FIRST</u>	<u>DESCRIPTION</u>	<u>FTE</u>	
<u>School Support Services</u>				
Magnuson	Becky	Director	85,000.00	1
		Assistant Director	65,000.00	1
		Office Manager	37,000.00	1
			<hr/>	
			187,000.00	
<u>Regular Instruction</u>				
Dudley	Katherine	KG-Teacher	50,490.00	1
Jagdeo	Amanda	KG-Teacher	43,860.00	1
Ryan	Lauren	1-Teacher	52,000.00	1
Anderson	Abby	1- Teacher	40,290.00	1
Meyers	Meghan	2-Teacher	40,290.00	1
Poster	Brianna	3-Teacher	40,290.00	1
Laird	Rebecca	4-Teacher	40,290.00	1
Reeck	Jennifer	5-Teacher	40,290.00	1
Meyers	Susie	6-Teacher	43,860.00	1
Barnard	Natalie	PE	40,290.00	1
Retnani	Kamel	Arabic	27,540.00	0.5
Retnani	Kamel	Art	27,540.00	0.5
		ESL	40,290.00	1
		PYP Coordinator	35,000.00	0.5
Lunch Supervision			22,500.00	
ENVoY Stipend			2,500.00	
			<hr/>	
			587,320.00	
<u>Instructional Support</u>				
		Assistant		
<u>Student Support Services</u>				
Isse	Ayan	Kitchen	26,000.00	
Warsame	Seynab	Kitchen	26,000.00	
			<hr/>	
			52,000.00	
<u>Custodian</u>				
<u>SPED TEACHERS</u>				
		1 SPED Teacher	42,000.00	1
		2 SPED Teacher	42,000.00	1
Rydel	Lea	Sped Para	28,000.00	1
Omar	Nimco	Sped Para	28,000.00	1
Ali	Omar	Sped Para	28,000.00	1
	6	Sped Para	28,000.00	1
			<hr/>	
			196,000.00	
GRAND TOTAL			1,022,320.00	

NUMBERS IN BOXED YELLOW AREAS
 CAN BE EDITED.

	FY 2015 ADJUSTED	FY 2016 ADJUSTED	WEIGHT
1 ADM, PRE-KGN	0.00	0.00	1.000
2 ADM, HCP-KGN	0.00	1.00	1.000
3 ADM, KGN HALF DAY	0.00	0.00	0.550
4 ADM, KGN FULL DAY	0.00	49.00	1.000
5 ADM, GRADES 1-3	0.00	100.00	1.000
6 ADM, GRADES 4-6	0.00	30.00	1.000
7 ADM, GRADES 7-12	0.00	0.00	1.200
8 ADM, TOTAL	0.00	180.00	N/A

9 PUPIL UNITS, NEW LAW = (8) - 0.45 X (3) + 0.20 X (7) =	0.00	180.00
10 DECLINE IN PUPIL UNITS FROM PRIOR YEAR		0.00

11 ADM, SERVED FOR ENGLISH LEARNER (EL) CONCENTRATION	127.00
12 ADM, EL ELIGIBLE	60.00
13 PORTION OF STUDENTS FOR WHOM THE SCHOOL IS RESPONSIBLE FOR TRANSPORTATION	0.0000
14 TRANSITION REVENUE PER PUPIL UNIT	0.00
15 REFERENDUM REVENUE PER PUPIL UNIT (SEE REFER WORKSHEET)	0.00
16 TRANSPORTATION SPARSITY REVENUE/PU BASED ON THE LOCAL SCHOOL DISTRICT:	0.00
17 COMPENSATORY REVENUE (SEE COMPENSATORY WORKSHEET)	410,763.60
18 APPROVED EXTENDED TIME PROGRAM	0.00
19 SHORT YEAR FACTOR (= 1.00000000 UNLESS THE SCHOOL CLOSSES EARLY):	1.00000000

REVENUES BASED ON PUPIL UNITS		PUPIL UNITS (SEE ABOVE)	REVENUE PER PUPIL UNIT	REVENUE
20 BASIC INCLUDING TRANSPORT	STATUTE	180.00	5,948.00	1,070,640.00
21 DECLINING ENROLLMENT REVENUE	STATUTE	0.00	1,665.44	0.00
22 GIFTED & TALENTED	STATUTE	180.00	13.00	2,340.00
23 SPARSITY	STATE AVE	180.00	29.23	5,261.40
24 OPERATING CAPITAL	STATE AVE	180.00	225.73	40,631.40
25 EQUITY	STATE AVE	180.00	116.45	20,961.00
26 PENSION ADJUSTMENT	STATE AVE	180.00	0.00	0.00
27 EXTENDED TIME	STATE AVE X .25	180.00	17.06	0.00
28 TRANSITION	SEE LINE (14)	180.00	0.00	0.00
29 REFERENDUM	SEE LINE (15)	180.00	0.00	0.00
30 TRANSPORTATION SPARSITY	SEE LINE (16)	180.00	0.00	0.00
31 TRANSPORTATION PORTION OF ABOVE REVENUE = .0466 X (20) + (30) =				49,891.82
32 REVENUE REDUCTION FOR SCHOOLS THAT DON'T PROVIDE THEIR OWN TRANSPORTATION:				49,891.82
33 COMPENSATORY REVENUE = (17) =				410,763.60
34 EL ADJUSTED COUNT: IF (12)=0 THEN (34)=0; ELSE (34) = GTR OF 20 OR (12)				60.00
35 EL REVENUE = \$704 X (34)=				42,240.00
36 EL CONCENTRATION PORTION = (12)/(11) =				0.4724
37 EL CONCENTRATION FACTOR = LESSER OF 1 OR (36)/.115 =				1.0000
38 EL PUPIL UNITS = (12) X (37) =				60.00
39 EL CONCENTRATION REVENUE = \$250 X (38) =				15,000.00
40 PRORATED ANNUAL ENTITLEMENT = [TOTAL OF REVENUES SHOWN IN (20) TO (30)]-(32)+(33)+(35)+(39) =				1,557,945.58
41 FY 2014 ADJUSTED ADM FOR CALCULATING ENDOWMENT				0.00
42 FY 2016 ENDOWMENT REVENUE PER ADM				#VALUE!
43 ENDOWMENT REVENUE = (41) X (42) =				#VALUE!

NOTE THAT ENDOWMENT REVENUE IS OVER AND ABOVE THE AMOUNT SHOWN IN LINE (40).



Personnel Recommendations 2016-2017

The following personnel items are recommended for approval at the May 9, 2016 school board meeting:

Licensed Staff Resignation

Emily Schmidt-1.0 F.T.E ESL Coordinator @ \$65,000 effective June 10, 2016

Non-Licensed Staff Resignation

Mariana Walther- 1.0 F.T.E Office Manager @\$37,000 effective June 24, 2016

Licensed Staff Contract Expiration

Kia Britain- 1.0 F.T.E Classroom Teacher @\$49,500

Justine Tomlinson- 1.0 F.T.E Special Education Teacher @\$35,000

Licensed Staff Employment

Susan Meyers- 1.0 F.T.E. Classroom Teacher @ \$43,860 plus benefits effective August 10, 2016.

Licensed Staff Leave Request

Lauren Ryan-twelve weeks maternity leave with anticipated date of 5/16/16

Licensed Staff Change of Employment

Lauren Ryan- change from Assistant Director @ salary of \$65,000 to licensed teacher at a salary of \$52,000 effective July 10, 2016



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Transportation Service

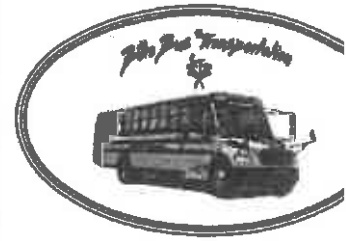
Contracting with Bille Bus Service for the 2016-2019 School Year @ \$190 per bus per day.

Food Contracted Services

Continuing Contracted services with Done Right Foods

Special Education Director Services

Contracting with contracted services with Indigo Education Services for the 2016-2017 School Year @ \$20,000 per year



Relieable Transportation

TRANSPORTATION SERVICE AGREEMENT

TESFA INTERNATIONAL SCHOOL

2016 - 2019 SCHOOL YEAR



Section 1 Introduction of Terms and Parties

- 1.1 Definition of Parties and Execution and Duration of Contract
- 1.2 School Times and Trip Lengths
- 1.3 Student Data and Route Change Requests
- 1.4 Routing on Private Property & Cul-de-sacs

Section 2 Costs and Fees for Service

- 2.1 Regular To and From School Routes
 - a. Number of Buses And Annualized Costs
- 2.2 Payment Schedule for Regular Service
 - a. Services are Conditional on Payment
 - b. Disruption of Service
- 2.3 After School Activity Routes
 - a. Dismissal Times, Contract Rates and Payment Requirements
 - b. Availability of Buses
- 2.4 Field Trip and Extra Curricular Charter Trips
 - a. Payment Requirements
 - b. Prime Time Charter Rates
 - c. Cancellation Charges
 - d. Late Fees & Cleaning Charges
- 2.5 Special Needs Transportation
- 2.6 Summer School Transportation

Section 3 Bille Bus Responsibilities

3.1 Technology

- a. Trans-finder® Routing System
- b. Student Incident Reporting Data
- c. GPS Tracking
- d. Camera Equipment & Recordings
- e. Updated Routes
- f. Condition of the buses
- g. Drivers and dismissal times
- h. Emergency Notification Procedures

3.2 Equipment

- a. Age and Inspection Specifications
- b. Safety Equipment and Accessories

3.3 Drivers and Staffing

- a. Drivers and Criminal Background Checks
- b. Support Personnel

3.4 Motor Vehicle Liability Insurance

- a. Bille Buses Agreement

3.5 Operational Procedures

- a. Emergency Protocol
- b. School Closings

Section 4 School Responsibilities/Requirements

4.1 Facilities and Load Zone

4.2 Staffing and Support

4.3 Student Information and Confidentiality

4.4 Safe and Proper Loading of Students

4.5 Student Incident Tracking and BUS CONDUCT®

Section 5 Student Management and Behavior

5.1 Transportation Is A Privilege Not A Right

a. One Hour Safety Training and Evacuation Drills

5.2 Special Education Services and Child Restraint Laws

5.3 Student Behavior and School Officials Responsibilities

5.4 Persistent Behavior Issues

a. Bus Aides and Parent Volunteers

b. Suspension or Cancellation of a Route

Section 6 Liability Assignment and Relinquishment

6.1 Designation of Authorized Agents

6.2 Liability and Hold Harmless Clauses

a. Hold Harmless Clause

b. School Agreement

c. Inability to Provide Service

Section 7 Mutual Agreement

7.1 Compliance with Terms

7.2 Termination Clause

7.3 Governing by Minnesota Law

Section 8 Signature and Acceptance

Section I Introduction of Terms and Parties

1.1 DEFINITION OF PARTIES AND EXECUTION OF DURATION OF CONTRACT

Tesfa international school hereupon and otherwise noted by the term "TESFA", and located at 1745 University Ave Saint Paul MN 55104 agrees to enter into a transportation service contract with Bille Bus Transportation, Inc., hereupon and also noted as Bille Bus and located at 347 Harrison St NE, Minneapolis, MN 55413.

It is mutually agreed and understood by and between the parties hereto that the initial term of this contract will be for Three (3) year commencing on June 27th, 2016, and ending on June 5th, 2019

Bille Bus hereby agrees to grant the TESFA the right to renew this contract after the completion of the Third school year. The general terms and conditions of this contract for subsequent year(s) as well as the payment schedule will not change unless mutually agreed upon.

This contract will be fully executed with the first payment for the 2015-2016 school year due and payable on or before the 15th day of August, 2016. Payments will be made as outlined in Section 2, Costs and Fees for Service, for the balance of the school year.

1.2 SCHOOL TIMES AND TRIP LENGTHS

Buses will be scheduled to arrive at the school, by 7:35 am each day. Buses will be scheduled to arrive at the school by 2:35 pm each day to facilitate a school dismissal at 2:45 p.m. Buses need to depart at 2:55 PM. TESFA will provide Bille Bus with a school calendar prior to August 25th and will hold classes a minimum of 174 school days, through the end of the year.

Services or routes in addition to the services aforementioned in this contract will be provided only through the mutual consent of Bille Bus and "TESFA". TESFA will be liable for all extra expenses incurred resultant of such extra services or increased bus units.

1.3 STUDENT DATA AND ROUTE CHANGE REQUESTS

TESFA will provide student data and enrollment information for the fall of 2016 to Bille Bus no later than August 10th, 2016 to allow Bille Bus to establish safe and convenient bus stops and establish transportation routes for all students designated by the school to be transported. Bille Bus will work closely with School officials to determine the most efficient routes that will be finalized by August 15th and will provide route maps, and information regarding each student's stop and pick-up times. School officials will work with Bille Bus in communicating this information to the parents and students prior to the start of school. Bille Bus agrees to provide the routing service for ~~a total of 12 routes~~. All stop change requests must be submitted in writing or via e-mail to Bille Bus and will be implemented according to the following schedule - stop requests received prior to 12:00 noon on Tuesday will be implemented the following Thursday, stop requests received prior to 12:00 noon on Thursday will be implemented the following Tuesday.

1.4 ROUTING ON PRIVATE PROPERTY

Careful planning will be done to ensure that students spend no more than 50 minutes on the bus each day, coming to or traveling home from school. Bille Bus will provide route service to and from school using public streets. Due to property liability, regular full-sized school buses will not be routed such that

they need to travel on private property including apartment drives, town-home complexes, private driveways or parking lots. In addition, full-size buses will not be routed in such a manner as to require a bus to back-up to turn around, such as dead end streets. These types of services may require a smaller special needs type vehicle.

Section 2 Costs and Fees for Services

2.1 REGULAR TO AND FROM SCHOOL ROUTES

- a) For the 2015-2016 school year, Bille Bus agrees to provide transportation using a minimum of Five (5) 65-passenger school buses at a daily rate of \$190.00 per bus per day, and \$120.00 per van per day, and \$180.00 per van per day for two stand-alone vans that go further areas, for a minimum of 174 school days. Said price includes the cost of operation of the bus in the capacity of a single run covering such items as insurance, driver's salaries, and fuel cost. The total annual transportation contract for the remainder of the 2016-2017 school year, for 174 school days is valued at \$165,300.00.

TESFA agrees to pay Bille Bus for regular to and from school transportation services. The total anticipated annual contract value divided into eleven equal payments. TESFA will make the first of eleven (11) payments in the amount of \$15,027.27 on August 15th, 2016 to fully execute the contract, and shall pay Bille Bus an additional ten payments of \$15,027.27 prior by the 15th of each month, beginning on September 15th 2015. The final payment shall be made prior to or on June 15th, 2016. Bille Bus will submit additional billings on a weekly or monthly basis for any added service or extra fees.

2.2 PAYMENT SCHEDULE FOR REGULAR SERVICE

- a) Services rendered by Bille Bus are conditional on payment for those services. Payments must be made according to the schedule listed in Table 2.2. In the event that payments are not made according to the schedule, services for the next month may be discontinued without notice, beginning on or about the first of the month impacted, unless prior arrangements have been made and agreed upon.

Table 2.2

Payment Number	Payment Due Date	Service Month Impacted
# 1	August 15 th	August & September
# 2	September 15 th	September & October

# 3	October 15 th	October & November
# 4	November 15 th	November & December
# 5	December 15 th	December 2015 & January
# 6	January 15 th	January & February
# 7	February 15 th	February & March
# 8	March 15 th	March & April
# 9	April 15 th	April & May
# 10	May 15 th	May & June
# 11	June 15 th	June

- b) In the event of a strike or other disruption of service caused by TESFA, the “school” will pay Bille Bus for standby time for each day Bille Bus is not in operation a sum equal to 50% the cost per day of operations for the “school” by Bille Bus. In the event of a pre-payment schedule, Bille Bus shall credit the account of the School 50% of revenues to be applied on the final payment for service charges.

2.3 AFTER SCHOOL ACTIVITY ROUTES

- a) At a time to be agreed to by Bille Bus and TESFA, Bille Bus will provide routing and bus service for additional scheduled after school activity routes. Buses that operate these routes will be restricted to a normal length of 60-70 minutes per run and a normal live mileage of less than 15 miles will be billed at a rate of \$120.00 per bus per day. These services will be billed to TESFA at the end of each week or month. Payment will be remitted to Bille Bus within 30 days of receipt.
- b) It is understood that bus availability is limited at certain dismissal times. Dismissal times may be negotiable and at the discretion of Bille Bus.

2.4 FIELD TRIP AND EXTRA CURRICULAR CHARTER TRIPS

- a) The costs associated with charter Services and field trips shall be separate from those associated with Routing. All costs and balances associated with charters and field trips must be remitted within ten days of the date on which the services were performed. Invoices and or balance sheets shall be generated on a monthly basis.

- b) **Base rate for field trips, all the field trips will be charged \$175.00/trip/bus for all trips that are up to 15 miles distance each way. There will be addition \$20.00 charge each extra 10 miles.**

- c) **Cancellation Charges**

There will be a charge of \$75.00 per bus for any bus canceled on arrival, or canceled less than one (1) hour before the scheduled departure time from the designated point of origin.

- d) **Field Trip Late Charges & Cleaning Charges**

It should be noted that buses and drivers are limited in their availability. Much of the time, especially in the spring, buses are scheduled in and around other customer's requests. A bus and driver are not scheduled to stay with your group unless prior arrangements have been made requiring the bus to stay with your group. When the bus arrives for your pick-up, it is important to communicate with the driver any changes in your itinerary. When the bus is scheduled to leave your school or destination, that is the time the bus is expected to leave. Delays will cause significant problems and service issues for other customers, requiring additional handling and expense, or possibly resulting in a cancellation of the trip and lost revenue for Bille Bus.

For this reason, Bille Bus may assess a surcharge of \$75.00 whenever a bus is more than 15 minutes late returning from a charter destination. In addition, TESFA and teachers are required to remove any and all food wrappers, box lunches, trash, etc. that may have been brought on the bus as a part of a lunch program. Failure to do so may also result in an additional surcharge of \$75.00.

2.5 SPECIAL NEEDS TRANSPORTATION

If the "school" has need of special transportation services including smaller school buses, school buses equipped with lift equipment, or vehicles equipped with passenger seat belts for the purpose of securing car seats, booster seats, or harnesses. This specialized equipment may be available but will not need to be addressed in a separate transportation service agreement, and is subject to the availability of such equipment.

Similarly, if the "school" requires a personal care attendant or bus aide to ride the bus to meet the needs of a student with an IEP, these needs would need to be addressed in a separate transportation services agreement.

If the "school" wishes to assign their own employee to ride any regular bus, to assist with student behavior management, or to meet the needs of a student with an IEP, it is understood that the "school" will be responsible for any additional costs due to driver labor and mileage or our ability to utilize the bus on additional runs paired with other charter TESFA.

Section 3 Bille Bus Requirements

3.1 TECHNOLOGY AND OVERALL SERVICES

- a) Bille Bus uses a computerized student data base and routing system called Trans-finder®. Student data submitted by the “school” is kept confidential and used for the express purpose of providing the very safest transportation possible. Student’s names, addresses, telephone #'s, etc. are safeguarded in our servers. All data has limited access and is properly protected. School staff shall have access to the Trans-finder routing and student information system through its Trans-finder® e-link, web based system. The school may up-date student information, address changes, and emergency contact information through this system.
- b) Bille Bus will use the BUS CONDUCT® web based software to track all student behavior incident reports and will expect the “school” to respond to all e-mails and incident reports as described in Section 5. This data is and will be maintained as confidential data and protected under the data privacy act.
- c) Bille Bus agrees to equip all of its buses, and the buses of any sub Bille Buss with a “GPS” tracking system, to record the movement of buses utilized for the transportation of the “school’s” students. This system will identify the path of the route the bus followed as well as the time each authorized stop was made and how long the bus waited, and will record each buses arrival and departure time from the school.
- d) In addition, Bille Bus agrees to equip all of its buses, and the buses of any sub Bille Buss with a video recording system, to monitor the driver’s ability to manage student behavior and identify any problems or any students who violate the “Bille Bus’s” behavior guidelines as supplied to each school. Any recordings shall remain confidential and are the property of Bille Bus. These recordings shall be made available to the “school” or law officials for the purpose of reviewing student behavior with an individual parent or student.
- e) Bille Bus will assure all drivers will have updated routes as soon as any update takes place
- f) Bille Bus will be proactive for all its drivers to ensure the buses and vans are clean. We will require all our drivers to clean their buses/vans at the end of their routes.
- g) All the drivers will be require to remain on their buses during student loading, help school staff organizing student seating.
- h) In case of bus break down, or any other emergency situation that delays bus timing, Bille Bus will notify the school and parents the situation.

3.2 EQUIPMENT

- a) In performing services for the “school”, Bille Bus specifically agrees to furnish school buses conforming to all applicable state and federal laws, rules and regulations sufficient in number to perform the services contracted for. All equipment used by Bille Bus will be no older than 1997, and shall be maintained and checked on a regular schedule as

required by Minnesota Statute 169.451 (referred to by appendix "A"). This also includes a pre-trip and post-trip inspection on a daily basis.

- b) All buses will be equipped with safety devices as may be required by laws of rules of the state of Minnesota pertaining to school buses. All vehicles must be equipped with working FM two-way radio equipment. The radio system must be reasonable to provide effective communication between the home office and other vehicles en route. This is especially important to respond to questions regarding students en route from the TESFA.

3.3 DRIVERS AND STAFFING

- a) Bille Bus will employ a sufficient number of drivers of an age no less than 18 years and a reasonable number of standby drivers to assure that the contracted services requested will be provided in a continuous and reliable manner. All drivers will meet the minimum state requirements to obtain a commercial drivers license, Class B with a valid passenger and school bus requirement. Bille Bus complies with all requirements related to employee background checks and screening as required by MN Statute 171.321 and MN Rule 8840.5900, and all similar state and local mandates.

All drivers must have in their possession a valid Minnesota Commercial Driver's License for the class of vehicle operated. Drivers committing moving violations, engaged in unsafe or illegal activities; making racial or sexually inappropriate comments or actions or suggestions toward staff, students, or parents; influence of alcohol, or controlled substances, using tobacco on the bus or while in service for the school, or possession of any weapon will be subject to removal from service to these TESFA at the request of the TESFA Administrator. In addition to possible replacement, Bille Bus agrees to reprimand in an appropriate manner drivers who violate said rules of conduct.

Bille Bus will maintain a comprehensive training program for drivers operating their vehicles, which conform to the School Bus Training requirements in Minnesota Statute 171.321.

- b) Bille Bus agrees to make available sufficient staff members to perform duties of matters pertaining to safety operations, dispatch/radio operations, telephone communications and route creation and development during but not limited to times that the routes are being performed.

3.4 MOTOR VEHICLE LIABILITY INSURANCE

- a) Bille Bus agrees to provide and keep in force during the term of this contract motor vehicle liability insurance, property damage liability insurance, and worker's compensation insurance to protect pupils, employees, and the public. Bille Bus will indemnify and hold TESFA harmless from any claims resulting from the provision of transportation to the students including claims involving personal injury or property damage. The Automobile Liability Insurance policies shall name TESFA as "additional insured" by endorsement only. The limits of the liability insurance policy shall not be less than one million dollars (\$1,000,000.00) per individual injury or fatality, and two million dollars (\$2,000,000.00) per occurrence. Bille Bus will also carry property damage coverage in the amount of one hundred thousand dollars (\$100,000.00) per occurrence.

3.5 OPERATIONAL PROCEDURES

- a) Bille Bus shall provide the “school” with an after hours contact number for emergencies and extreme disciplinary issues.

In the event of an accident or other on site emergency involving the bus while students are on board the School bus driver must notify the dispatcher via the radio system immediately. The dispatcher must contact the “school” administrator or after-hour service number, for the “school” administrator to drive to the accident site. The dispatcher must also notify the Police, Fire Paramedic Rescue, or necessary service as deemed necessary by regulations. Continuation of route service will only happen after the mutual inspection and consent of the Administrator and the Bille Bus Safety Coordinator. No students may be released on their own or to parents until the School Administrator or Police Officer has arrived.

- b) Emergency school closings may occur due to inclement weather conditions or situations of concern. TESFA **still retains the right to close school at their discretion**. If the day is made up, the regular daily rate will apply. In addition, Bille Bus requires emergency contact information for each school director or person (s) responsible for making the decision to close school. This information is requested upon execution of the contract.

Section 4 TESFA Requirements

4.1 FACILITIES AND LOAD ZONE

The “school” agrees to maintain in good condition, an area free of clutter, ice, or debris, and other safety hazards, and vehicles will not be allowed to park in a designated loading area during the am drop off, and load times of the school buses.

4.2 STAFFING AND SUPPORT

The “school” shall provide a transportation liaison that is knowledgeable in the building’s transportation bus routes and the children along with the children’s parents/guardians. The School agrees to furnish staff at the building for reasonable accessibility during the times in which the routes are running.

The “school” shall provide Bille Bus with an afterhours contact number for emergencies and extreme disciplinary issues.

4.3 STUDENT INFORMATION AND CONFIDENTIALITY

The “school” agrees to provide Bille Bus with an accurate student list, which shall include but not be limited to the student’s full name, age, grade, teacher, address, telephone number, and emergency contact number. All of the student and parent information will be kept confidential at all times and will not be shared with anyone other than the appropriate Bille Bus or “school” officials.

4.4 SAFE AND PROPER LOADING OF STUDENTS

The “school” will be responsible for loading zone supervision at the school both AM & PM, as well as the safe loading of all students on their correct bus each afternoon, and will further identify all Kindergarten and 1st Grade students with a “bus tag” stating all information pertinent to safely transporting these students to their correct stop. This information shall include but not be limited to the students name grade and bus stop. The student must have this information on his/her person (i.e. in the back pack or pinned to the inside of jacket) while riding the School bus. Failure to load the proper students on the proper bus results in significant delays at the next school, and results in additional costs and frustration to all of our customers.

4.5 STUDENT INCIDENT TRACKING AND BUS CONDUCT®

The “school” agrees to be responsible for dealing with student behavior issues and communicating consequences to Bille Bus using the “BUS CONDUCT®” program.

Section 5 Student Management and Behavior

5.1 TRANSPORTATION IS A PRIVILEGE NOT A RIGHT

- a) In addition, the “school” agrees to provide all students with riding privileges, a classroom session of no less than One Hour on School Bus Safety Training. Bille Bus will provide information to the “school” if requested. Bille Bus will perform A, B and C type evacuation drills to meet the specifications set in the Minnesota School Bus Driver’s Handbook.

5.2 SPECIAL EDUCATION SERVICES AND CHILD RESTRAINT LAWS

In accordance with Minnesota Chapter 8840 Special Education Transportation, no student being transported on a regular education vehicle shall be restrained unless properly requested in said student’s Individual Educational Plan. In addition, compliance to Child Restraint laws H.F. 735 section 2, any students under the age of 4 years must be appropriately secured or restrained as applicable under this law. Bille Bus is not responsible for providing car seats, booster seats, or other necessary apparatus. In the event appropriate CRS is needed, Bille Bus may provide feasible equipment for seatbelts at an additional cost to the School.

5.3 STUDENT BEHAVIOR AND SCHOOL OFFICIALS RESPONSIBILITIES

Student behavior is always a concern for the Administration and transportation officials. Both Students and Parents need to read and understand the rules for a safe school bus ride and shall receive a Parent/Student Contract. The School will work closely with Bille Bus to identify and correct a student whose behavior is unacceptable and considered a hindrance to safe travel. The

“school” administrator will institute corrective procedures up to and including removal or suspension of bus riding privileges as needed. Report forms are due to the School office no later than 48 hours after the incident and should have a response turn around not to exceed 3 business days. Student discipline information is confidential and classified as restricted data under state and federal regulations, and may not be discussed with other parents, students, or staff of the TESFA or co-workers within the transportation company. Only “school” personnel or Bille Bus management can remove or eject a student or suspend bus privileges of students. Bille Bus reserves the right to refuse transportation both permanently and temporarily to students not adhering to behavior guidelines.

5.4 PERSISTENT BEHAVIOR ISSUES

- a) In the event that student behavior becomes a serious issue, and the driver is unable to provide a safe ride home because of the continuous safety violations/infractions, the “school” will be asked to provide a bus aide or parent volunteer to assist the driver. This bus aide / parent will be provided without cost to the Bille Bus. The “school” will be responsible for providing transportation of this bus aide or parent volunteer to an existing stop along the route, where the aide or volunteer can board the bus in the morning and where he or she gets off in the afternoon. Bille Bus will not provide transportation to and from the school site if it interferes with the successful pairing of routes within the route sequence. Any additional costs for transporting the bus aide or parent back to the school or to an alternative stop will be billed to the charter school to make up for the additional driver labor and fuel costs.
- b) If student behavior persists, Bille Bus or “school” reserves the right to suspend or cancel service on an entire route, until such time that a bus aide or parent volunteer can be provided, a meeting with the parents is held, or the behavior issues are addressed.

Section 6 Liability

6.1 DESIGNATION OF AUTHORIZED AGENTS

Becky Magnuson of the TESFA is designated as the exclusive agent of the School regarding financial and contractual concerns for all communications between the “school” and Bille Bus until further notice.

Bille Bus Transportation, Inc.
 347 Harrison St NE
 Minneapolis MN 55413
 612-998-3594 ph
 612-326-1946 fax

TESFA
1745 University Ave
Saint Paul MN 55104

All notices under this contract given to the "school" shall be directed to Mrs. Becky Magnuson at the Administrative offices listed above in Minneapolis, Minnesota. All notices given to Bille Bus shall be directed to it at its local address in Minneapolis - listed above.

6.2 LIABILITY AND HOLD HARMLESS CLAUSES

- a) Bille Bus shall indemnify and hold harmless the "school" from any and all claims, demands, or lawsuits against it for bodily injury or property damage arising out of the actions of Bille Bus or its officers, employees or agents that are related in anyway to the provision of busing services to the "school's" students. Bille Bus shall promptly give the "school" notice of all such claims, demands or lawsuits. Except as otherwise required by law, Bille Bus shall not compromise, settle or pay any claims or judgments arising out of the actions of Bille Bus or its officers, employees or agents that are related in anyway to the provision of busing services to the "school's" students without the express, written approval of the "school" or the "school's" insurers.
- b) The "school" shall indemnify and hold harmless Bille Bus from any and all claims, demands, or lawsuits against it for bodily injury or property damage arising out of the actions of the "school" or its officers, employees or agents that are related in anyway to the provision of busing services to the "school's" students. The "school" shall promptly give the Bille Bus notice of all such claims, demands or lawsuits. Except as otherwise required by law, the "school" shall not compromise, settle or pay any claims or judgments arising out of the actions of the "school" or its officers, employees or agents that are related in anyway to the provision of busing services to the "school's" students without the express, written approval of Bille Bus or the "Bille Bus's" insurers.
- c) In the event Bille Bus is unable to provide services contracted for or the "school" is unable to use the services of Bille Bus because of acts of God, fire, riot, war picketing, civil commotion, unavailability of fuel, or any other similar or like conditions, the "school" and Bille Bus shall temporarily excuse the other party from performance hereunder.

Section 7 Mutual Agreement

7.1 COMPLIANCE WITH TERMS

Both parties have negotiated this agreement. They agree to comply with the terms set forth. Both are equally responsible for the drafting hereof and no presumption shall arise there from.

7.2 TERMINATION CLAUSE

This contract may be amended or terminated by mutual agreement of the parties in writing upon thirty (30) days of written notice of one party to the other.

7.3 GOVERNING BY MINNESOTA LAW

Both parties and this contract shall be governed by and will maintain compliance with all the laws, rules and regulations of the State of Minnesota and other applicable federal laws, rules and regulations.

8.0 SIGNATURE AND ACCEPTANCE

BY: _____

Date _____

Mrs. Becky Magnuson
TESFA -- Tesfa international school

BY: _____

Date _____

Mr. Abdirizak Bille
President, Bille Bus Transportation, Inc.

School Nutrition Programs
Renewal of Contract for Vended Meals
School Year 2016-17

A contract for vended meals may be renewed for an additional term upon mutual agreement of the school food authority (SFA) and vendor if the original contract allowed renewals and specified an economic index for adjusting contract prices. This template for Renewal of Contract for Vended Meals must be used for renewal, without change to any provisions except for inserting required information.

1. Definitions

“SFA” refers to the school food authority that is contracting for the meals and will claim the meals for reimbursement through School Nutrition Programs.

SFA: Tesfa International School

SFA’s Sponsor Cyber-Linked Interactive Child Nutrition System (CLiCS) Identification Number:
2000010177

“Vendor” refers to the company, school or other organization providing meals to the SFA.

Vendor: Done Right Food Services, Inc.

“Original contract” refers to the first-year contract for vended meals that started 07/01/2015

2. Renewal of Contract

SFA and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year, without change except for adjustments specified in this renewal document. This is the 2nd year of the contract, counting the original contract and all renewals.

Start Date for Renewed Contract: 07/01/2016 End Date for Renewed Contract: 06/30/2017

A public school SFA may renew a contract for up to two years in compliance with state law. An SFA that is not a public school may renew a contract for vended meals for up to four years in compliance with program regulations.

3. Contract Terms; Price Adjustments

SFA and Vendor agree to the terms of the original Contract for Vended Meals, as adjusted here, for the term of the renewed contract. SFA will pay the fixed meal price specified in the original contract, as adjusted here. Vendor will not charge any fees, or request reimbursement of costs, in addition to the adjusted fixed meal prices.

a. Financial Terms

SFA and Vendor mutually agree to the 2016-17 meal prices shown below:

Meal Type	2015-16 Price	% Increase *	2016-17 Price **
Lunch w/out milk	\$ 2.80	2.20	\$ 2.86
Breakfast w/out milk	\$ 1.36	2.20	\$ 1.39
Ala Carte milk	\$ 0.35	2.20	\$ 0.36

* The maximum allowable increase to meal prices from 2015-16 to 2016-17 is 2.2 percent (based on the cost of Food Away from Home from the Consumer Price Index for All Urban Consumers (CPI-U), Midwest Region, for the 12 months ending December 2015.)

** Round to the nearest cent.

b. Non-Financial Terms

Minor adjustments to non-financial terms of the original contract may be made. Major changes to contractual responsibilities may not be made without rebidding.

Describe any adjustments to non-financial terms here:

N/A

4. USDA Foods

If Vendor will use USDA Foods in the preparation of meals at its commercial facility, Vendor is a processor of USDA Foods as defined in federal regulations (7 CFR 250.3). Vendor acknowledges that it will be required to enter into an In-State Processing Agreement with the Minnesota Department of Education or, if Vendor operates in multiple states, a National Processing Agreement with the U.S. Department of Agriculture, and to comply with the terms of the processing agreement.

Vendor will credit SFA for the cash value of USDA Foods received for use. Costs to Vendor of receiving and using USDA Foods are included in the fixed meal charges. Vendor will not charge any fees, or request reimbursement of any costs, related to USDA Foods.

5. Termination

SFA or Vendor may terminate this contract for cause as allowed in the original contract. The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

6. Vendor Certification Statements (check the applicable box)

Check one:

- The renewed contract is expected to be less than \$25,000. No certification statements from Vendor are required to be attached.
- The renewed contract is expected to meet or exceed \$25,000 but not to exceed \$100,000. Vendor has completed and attached a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-tier Covered Transactions form.
- The renewed contract is expected to exceed \$100,000. Vendor has completed and attached: (1) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower-tier Covered Transactions form; (2) Certification Regarding Lobbying form; (3) If applicable, Disclosure of Lobbying Activities form.

Signatures

SFA Name: Tesfa International School

Name of Authorized SFA Representative: Becky Magnuson

Title: Director

Signature of Authorized SFA Representative: _____

Date: _____

Vendor Name: Done Right Food Services, Inc.

Name of Authorized Vendor Representative: Caldoun Abuhakel

Title: CFO/COO

Signature of Authorized Vendor Representative: 

Date: 04/29/2016

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List data on the federal System for Award Management website (EPLS).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER-TIER COVERED TRANSACTIONS

This certification must be signed by Vendor if the contract is for \$25,000 or more.

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

Read instructions on previous page before completing certification.

- (1) The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Done Right Food Services, Inc.

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: Caldoun Abuhakel

Title: CFO/COO

Signature:  _____

Date: 04/29/2016

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: _____

Award Number or Project Name: National School Lunch Program

Name of Authorized Vendor Representative: _____

Title: _____

Signature: _____

Date: _____

INDIGO EDUCATION 2016-2017 SCHOOL SERVICE AGREEMENT

DIRECTOR OF SPECIAL EDUCATION PROFESSIONAL SERVICE AGREEMENT BETWEEN INDIGO EDUCATION AND

Tesfa International School

This AGREEMENT is made this 1 day of July, 2016 by and between Innovative Special Education Services dba INDIGO EDUCATION, a Minnesota nonprofit corporation, located at 1170 Red Fox Road Arden Hills, MN 55112 (“INDIGO EDUCATION”) and Tesfa International School (“SCHOOL”) at 1745 University Ave Saint Paul MN 55104

The parties agree as follows:

1. TERMS OF THE AGREEMENT

INDIGO EDUCATION agrees to furnish director of special education professional services to the SCHOOL commencing July 1, 2016 and expiring June 30, 2017, unless cancelled or terminated earlier in accordance with the Default and Cancellation/Termination provisions of this Agreement. There shall be no obligation on the part of INDIGO EDUCATION to renew this Agreement after the expiration date.

2. SERVICES TO BE PROVIDED

A. By entering into this Agreement, the parties agree that INDIGO EDUCATION will perform the duties and assume the role of the SCHOOL’s special education director (“Director”) for the duration of the Agreement.

B. Pursuant to the terms of this Agreement, INDIGO EDUCATION will provide the SCHOOL with a Director who will be responsible for duties outlined in the attached position description set forth in Exhibit A and incorporated herein and as may be amended by any supplemental written statements made by and between the SCHOOL and INDIGO EDUCATION (“Services”). INDIGO EDUCATION retains the sole right to determine the Director’s duties and the location(s) at which the Director’s duties are to be performed.

C. SCHOOL acknowledges that it is contracting with INDIGO EDUCATION and not an individual under contract with INDIGO EDUCATION.

D. SCHOOL acknowledges that the Director has certain responsibilities pursuant to state and federal law and regulation and in furtherance of those responsibilities, SCHOOL acknowledges that it has a duty to cooperate with the Director and SCHOOL agrees to make its business or fiscal manager available to meet with the Director at least two times during the term of this Agreement for the purposes of providing Director with information regarding the financial management and operations of the SCHOOL.

3. BACKGROUND AND SECURITY INVESTIGATIONS

INDIGO EDUCATION agrees that all person(s) performing Services under this Agreement who may come into contact with the SCHOOL’s students shall undergo a criminal background investigation prior to the commencement of Services pursuant to this Agreement.

4. CONFIDENTIALITY

INDIGO EDUCATION and its employees, consultants, and contractors shall maintain all records and information arising out of the provision of its Services in accordance with applicable federal, state and local

laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality of student education data.

5. PAYMENT FOR SERVICES

A. The fee for the provision of Services pursuant to this Agreement is \$20,000. A non-refundable deposit of \$3,000.00 is due to INDIGO EDUCATION on May 15, 2016, and the balance of the fee is due on August 1, 2016. In the event the Agreement is terminated by INDIGO EDUCATION prior to June 30, 2017, then INDIGO EDUCATION will refund the prorated balance of the fee (minus the non-refundable deposit of \$3,000.00) as of the last day of the month that the Agreement is terminated by INDIGO EDUCATION. In the event the Agreement is terminated by SCHOOL prior to June 30, 2017, then INDIGO EDUCATION will not be required to refund the SCHOOL for any funds SCHOOL previously paid to INDIGO EDUCATION. If the Agreement is terminated by either party prior to June 30, 2017, and the SCHOOL does not have a special education director under contract as of the date this Agreement ends, INDIGO EDUCATION is required by law to report and it will report the SCHOOL's failure to provide a special education director to the Minnesota Department of Education.

B. The parties agree that the SCHOOL shall be responsible for determining the extent of services needed from INDIGO EDUCATION based upon its student population and needs. If SCHOOL's needs exceed the Services identified in the Agreement, then INDIGO EDUCATION will use its best efforts to provide the increased staffing. However, INDIGO EDUCATION is not obligated and does not guarantee the availability of additional staff and assumes no liability for any failure to provide such additional staffing.

6. PROFESSIONAL CREDENTIALS AND MANDATED REPORTER

A. The Director will maintain Minnesota licensure as a director of special education.

B. The parties acknowledge and agree that the Director is a mandated reporter pursuant to Minnesota Statutes, Section 626.556.

7. INDEPENDENT CONTRACTOR

A. INDIGO EDUCATION shall select the means, method, location, and manner of performing Services. Nothing is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting INDIGO EDUCATION as an agent, representative, or employee of the SCHOOL for any purpose. INDIGO EDUCATION is and shall remain an independent contractor for all Services performed under this Agreement.

B. INDIGO EDUCATION shall secure at its own expense all personnel required in performing Services under this Agreement. Any personnel of INDIGO EDUCATION or other persons while engaged in the performance of any work or Services required by SCHOOL will have no contractual relationship with the SCHOOL and will not be considered an employee(s) of the SCHOOL.

C. INDIGO EDUCATION shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law or the Workers' Compensation Act of the state of Minnesota on behalf of any SCHOOL personnel, including, without limitation, claims of discrimination against SCHOOL, its officers, agents or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from INDIGO EDUCATION

including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

8. INDEMNIFICATION

A. SCHOOL agrees to indemnify INDIGO EDUCATION. SCHOOL agrees to defend, indemnify, and hold harmless INDIGO EDUCATION, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of SCHOOL, a sub-SCHOOL, anyone directly or indirectly employed by the SCHOOL, or anyone for whose acts or omissions, or both, he/she may be liable in the delivery of education services, or any combination thereof, and against all loss by reason of the failure of SCHOOL or its employees to adhere to any applicable state and federal law. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of SCHOOL personnel, the unlawful disclosure or use of protected data, or both, or other noncompliance with the requirements of the data privacy provisions of this Agreement.

B. Duty to Notify. SCHOOL shall promptly notify INDIGO EDUCATION of any claim, action, cause of action or litigation brought against SCHOOL, its employees, officers, agents or sub-SCHOOLS, which arises out of the Services contained in this Agreement. SCHOOL shall also notify INDIGO EDUCATION whenever SCHOOL has a reasonable basis for believing that SCHOOL or its employees, officers, agents or sub-SCHOOLS, or any combination thereof, or INDIGO EDUCATION, or both, might become the subject of a claim, action, cause of action, criminal arrest, criminal charge or litigation arising out of or related to the Services contained in this Agreement. Failure to provide the notices required by this section is a material violation of the terms and conditions of this Agreement.

9. INSURANCE

A. With respect to Services provided pursuant to this Agreement, SCHOOL agrees at all times during the term of this Agreement, and beyond such term when so required, to have and keep in force the following insurance coverages:

1. Bodily injury by: Accident—Each Accident 500,000; Disease—Policy Limit 500,000; Disease Each Employee 500,000; and
2. An umbrella or excess policy over primary liability insurance coverages is an acceptable method to provide the required insurance limits.

B. The above establishes minimum insurance requirements. It is the sole responsibility of SCHOOL to determine the need for and to procure additional insurance that may be needed in connection with this Agreement. Upon written request, SCHOOL shall promptly submit copies of insurance policies to INDIGO EDUCATION.

C. This Agreement shall not commence until SCHOOL has obtained required insurance and filed a properly executed Certificate of Insurance establishing compliance with INDIGO EDUCATION. The certificate(s) must name INDIGO EDUCATION as the certificate holder and as an additional insured for the liability coverage(s) for all Services covered under the Agreement. If the certificate form contains a certificate holder notification provision, the certificate shall state that the insurer will mail INDIGO EDUCATION thirty (30) day prior written notice in the event of cancellation or termination of any described policies. If SCHOOL



receives notice of cancellation or termination from an insurer, SCHOOL shall email a copy of the notice to the INDIGO EDUCATION within two (2) business days of SCHOOL's receipt of notice.

D. SCHOOL shall furnish to INDIGO EDUCATION updated certificates during the term of this Agreement as insurance policies expire. If SCHOOL fails to furnish proof of insurance coverages, INDIGO EDUCATION may pursue any other right or remedy allowed under the contract, law, equity, or statute, or all. INDIGO EDUCATION does not waive any rights or assume any obligations by not strictly enforcing the requirements set forth in this section nine.

E. SCHOOL waives all rights against INDIGO EDUCATION, its officials, officers, agents, volunteers, and employees for recovery of damages to the extent that damages are covered by insurance coverages of the SCHOOL.

10. DATA PRACTICES

A. INDIGO EDUCATION understands that SCHOOL, its officers, agents, owners, partners, employees and volunteers must abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) adopted as part of the American Recovery and Reinvestment Act of 2009.

INDIGO EDUCATION understands that if it creates, collects, receives, stores, uses, maintains or disseminates data because it performs functions of the SCHOOL pursuant to this Agreement, then INDIGO EDUCATION must comply with the requirements of the MGDPA as if it were a government entity.

B. SCHOOL agrees to promptly notify the INDIGO EDUCATION if it becomes aware of any potential claims, or facts giving rise to such claims under the MGDPA. The terms of this section ten shall survive the expiration, cancellation or termination of this Agreement.

C. SCHOOL acknowledges and agrees that classification of data as trade secret data will be determined pursuant to applicable law and, accordingly, merely labeling data as "trade secret" does not necessarily make it so.

11. MERGER AND MODIFICATION

A. Entire Agreement. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, then the terms of this Agreement shall prevail.

B. Modification. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. The express substantive legal terms contained in this Agreement including but not limited to the License, Payment Terms, Warranties, Indemnification and Insurance, Merger and Modification, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope or work, development specification or other development process or document.



12. CANCELLATION/TERMINATION

Either party may termination this Agreement, with or without cause, with thirty (30) days written notice to the other party.

13. WAIVER

Either party’s failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to: SERVICES TO BE PROVIDED (as to ownership of property); INDEPENDENT SCHOOL; INDEMNIFICATION; INSURANCE; DATA PRACTICES; CANCELLATION/TERMINATION; and MINNESOTA LAW GOVERNS.

15. NOTICES

Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to party at the address stated in the opening paragraph of the Agreement, or such other address as either party may provide to the other by notice given in accordance with this provision. The parties agree that notices permitted or required by this Agreement may be made by email when also made contemporaneously by United States mail as set forth in this paragraph.

16. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance.

17. ATTORNEY FEES.

In the event of any action to enforce or interpret this Agreement, the prevailing party shall be entitle to recover from the losing party reasonable attorney fees incurred in the proceeding, as set by the court, at trial, on appeal or upon review.

18. THIRD PARTY RIGHTS.

The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

#####



IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this School Services Contract in duplicate on the respective dates indicated below.

SCHOOL

Name: Becky Magnuson

Title: Director

Signature: Becky Magnuson
Becky Magnuson (Apr 11, 2016)

Date: Apr 11, 2016

INDIGO EDUCATION

Name: Erin Wanat

Title: Executive Director

Signature: Erin Lavery Wanat
Erin Lavery Wanat (Apr 12, 2016)

Date: Apr 12, 2016



EXHIBIT A
DESCRIPTION OF SERVICES

POSITION TITLE: Director of Special Education

SUPERVISOR: Executive Director of Indigo Education

Position Summary

As a member of the Indigo Education team, the Director of Special Education will provide programmatic and financial oversight of special education programs within contracted schools.

Essential Duties and Responsibilities

The essential functions of a Director of Special Education include, but are not limited to the following:

- Diligently execute the Statement of Assurances and uphold the Code of Ethics for School Administrators (MN Rule 3512.5200).
- Assist contracted schools in complying with federal and state rules/regulations pertaining to students with disabilities.
- Collaborate with school staff members to monitor programs regarding compliance with all laws, policies, regulations and guidelines pertaining to special education as mandated by the state of Minnesota and federal government.
- Provide training and mentoring to teachers, administrators, and paraprofessionals regarding broad and specific concepts in the field of special education.
- Maintain knowledge of legal and ethical requirements related to the special education programs.
- Ensure that adequate educational structure is in place to meet the emotional, physical and cognitive needs of learners with IEPs.
- Oversee special education expenditures and revenue and third party reimbursement as requested by contracted schools.
- Facilitate meetings pertaining to student specific and district level meetings.
- Participate in local, state, and regional special education meetings as necessary.
- Interpret and complete, in a timely manner, special education applications and other essential forms as required by the state and federal government.
- Other job related duties as assigned by Indigo Education's Executive Director.

Minimum Qualifications

Indigo Education employs Directors of Special Education with the following characteristics and abilities:

- Demonstrate the ability to prioritize and respond to needs across multiple settings.
- Exhibit the ability to work both independently and within a group structure.
- Resolve conflict with keen problem solving skills.
- Maintain a professional demeanor in difficult and/or emotional situations.
- Appreciate diversity and strive for cultural competency.
- Intersect the mission and vision of a school with the non-negotiable rules and regulations that drive special education.



Directors of Special Education at Indigo Education have the following knowledge and experience:

- Current Minnesota license as a Director of Special Education.
- Minimum of five years working within the field of special education as a special education teacher.
- Minimum of one year working in a school leadership position.
- Excellent verbal and nonverbal communication skills.
- Knowledge and understanding of Minnesota K-12 Academic Standards, learning theory and practice, curriculum, interventions and programming.
- Demonstrate the ability to organize and synthesize verbal and written data.
- Respond quickly to a variety of stakeholder requests.
- Work cooperatively and effectively in a multi-disciplinary environment with various staff and related service providers.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an Indigo Education employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Directors of Special Education are expected to manage the following in terms of physical demands and work environment:

- Travel to multiple schools per day and/or week.
- Create a schedule based on the needs of the contracted school.
- Adjust to a wide variety of reasonable workspace accommodations at contracted schools.
- Tolerate fluctuating noise and temperature levels according to the environment.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.



Director Update May 9, 2016

1. Enrollment: 130 students ADM: 131.22

2. Enrollment projections for 2016-2017
 - a. Returning families
 - b. New families
 - c. Outreach

3. Staffing for 2016-2017 school year
 - a. Assistant Director search
 - b. Posting for positions

4. MCA Testing
 - a. Successfully administered!

5. Spring VOA visit May 3

6. PYP Candidacy Application Update

7. Upcoming Events
 - a. NWEA testing- May 9-13

2016-2017 Tesfa International School Calendar DRAFT

Key

Green = Assessment Window

Red = No School

Yellow = No Students/Staff PD

Purple = School Celebration

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

- 2 No School- Holiday
- 16 No School- Holiday
- 17-25 NWEA Winner Testing
- 26 School Enrollment Lottery
- 27 No School- Reporting/Data Day
- 31 Assembly- Independence and Curiosity Report cards sent home

August 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

- 10-23 Staff Professional Development
- 18 Open House
- 25 First Day of School for Students
- ENVoy- 15 and 18, Science House 22,23,24

February 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

- 9 Winter Family Night
- 17 No School- Planner Day 5
- 20 Holiday
- 28 Assembly- Commitment and Empathy

September 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

- 5 No School-Holiday
- 9, 12 No School-Holiday
- 19-23 NWEA testing
- 28 All School Celebration
- 30 No School- Planner Day 2

March 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

- 1 PM Conferences
- 2 Early Release- Conferences
- 3 No School
- 24 No School- Planner Day 6
- 31 Assembly- Enthusiasm

October 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

- 20-21 No School- MEA Break
- 28 Assembly- Integrity and Respect
- 18 PM Conferences
- 19 Early Release- Conferences

April 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

- 3-7 No School- Spring Break
- 14 No School- Holiday
- 17-27 MCA State Testing
- 28 Assembly- Confidence

November 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

- 4 No School- Planner Day 3
- 10 Fall Family Night
- 23 Early Release
- 24-25 No School- Holiday
- 30 Early Release/Assembly-Cooperation and Appreciation

May 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May

- 4 Spring Family Night
- 8-17 NWEA Testing
- 26 No School- Data/Day/Professional Development
- 29 No School- Holiday
- 31 Assembly- Creativity

December 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

- 20 Assembly- Tolerance
- 16 No School- Planner Day 4
- 22-31 No School- Holiday

June 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

- 8 Last Day of School for Students/ Early Release-Report C
- 9, 12 Staff Development