BOARD MEETING MINUTES- DRAFT

Monday 7:00 PM

Location of Meeting: Tesfa International School

Call to order: Tayna Heifort called to order the meeting at

7:08 PM on June 4, 2018 .

Board Members/Director Present or Absent:

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| Tanya Heifort (Board Chair/Community Member) | Present |
| Midi Hansen (Board Secretary/Community Member) | Present |
| Patrick Exner (Community Member) | Present |
| Helen Fisk (Community Member) | Present |
| Mike McFadden (Community Member) | Absent |
| Jonas Beugen (Director/Ex-officio) | Present |
| Mohamed Selim (Assistant Director/Ex-Officio) | Absent |
| Amir Orandi (Parent Member) | Present – |

Guests and Community Members Present:

**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

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| Subject | **Approval of the Agenda** | | | | | | | | |
| Motion | Motion to approve the agenda | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Amir Orandi | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Approval of the Minutes** | | | | | | | | |
| Motion | Motion to approve the minutes as presented from May 14, 2018. | | | | | | | | |
| Made by | Patrick Exner | | | | Seconded | | Helen Fisk | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 4 | Nay | | 0 | | Abstain | 1 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Certify Election Results** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | Election results were shared and new board members were congratulated. | | | | | | | | |
| Vote |  | Yea | 0 | Nay | | 0 | | Abstain | 0 |
| Decision |  | | | | | | | | |

FINANCIAL REPORT

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| Subject | **Enrollment** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | ADM for FY18 is 168.37.  Jonas presented the board with a table outlining enrollment, retention and recruitment trends over the last 3 years. Helen suggested that a percentage might be a helpful way to present future trend data. Jonas agreed to organize it this way. It was also noted that an analysis of why people left would be valuable information. Patrick requested ADM be presented longitudinally. Students are coming in the door, but there needs to be a focus on retention. | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain |  |
| Decision |  | | | | | | | | |

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| Subject | **May Financial Report** | | | | | | | | |
| Motion | Motion was made to accept the budget as presented. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Patrick Exner | | |
| Discussion | An updated budget was presented to the board with highlighted overages. The reason for contracted services being so far overbudget is potentially due to a discrepancy between the detailed line items and the information Jonas has at the school. There wasn’t a financial committee meeting this month, however it was raised that the contracted services total was questioned last month. There will be more research done to address the concern and the details of contracted services needs to be analyzed. Next year’s budget will need to be revised and needs to be leaner. Jonas is looking forward to next year because he will be starting with a baseline that he understands. The SPED coding process currently is as follows: Jonas sends it to Mike at SPED, to make sure it’s appropriate and then it goes to Kari at Indigo for coding. This coding matches what’s put in EDRS. Then it goes to Patty who puts it in the spreadsheet. Finally, it is sent to the business office. The financial committee will look at streamlining this process. Financials will be reported at the August meeting. It was also recommended that a summary be included for the future board that highlight any unforeseen changes (positive or negative) and how they will potentially impact the bottom line. | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Personnel Recommendation** | | | | | | | | |
| Motion | Motion to approve the personnel recommendation as presented. | | | | | | | | |
| Made by | Patrick Exner | | | | Seconded | | Midi Hansen | | |
| Discussion | Most of the positions are filled, including a .5 PE teacher. There is not a general para-educator position at this time and a full-time SPED teacher will need to be hired. | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Business Contract Recommendation** | | | | | | | | |
| Motion | Motion to approve a new contract with the Dieci School of Finance. | | | | | | | | |
| Made by | Midi Hansen | | | | Seconded | | Amir Orandi | | |
| Discussion | The Dieci School of Finance bid was significantly lower than the competitors. There was some concern about their potential quality, but Patrick also looked into the references for the Dieci School of Finance and they received glowing recommendations. It is recommended by the board that the communication between the Business Office and the Director improve. It was also discussed that there may need to be an overlap between Dieci and the outgoing business office. The month would be July. This will need to be factored into the budget. | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Food Service Contract** | | | | | | | | |
| Motion | Motion to approve the Food contract with Lancer for 2018-19. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Patrick Exner | | |
| Discussion | It was suggested that a bottom line difference be included in the presentation. | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

NEW BUSINESS

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| Subject | **Appoint Data Practices Official** | | | | | | | | |
| Motion | Motion to approve Mohamed Selim as the Data Practices Official as an ongoing position until otherwise designated by the board. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Patrick Exner | | |
| Discussion | VOA stated that Tesfa needed to appoint a Data Practices Official. | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Volunteers of America Contract Renewal** | | | | | | | | |
| Motion | Motion to approve the new charter school contract between Tesfa and the Volunteers of America Contract. It is a renewal | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Patrick Exner | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **2017-18 Academic Growth Progress Report and 2018-19 Academic Improvement Planning Update** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | Academic growth is the main priority for the upcoming year. Jonas shared Fast Reading and Math Data as well as Oral Reading Records (Benchmark Literacy). The ORR tracks both fluency and comprehension. Amir brought up a question around teacher reflections about the data. Jonas shared that they discussed their reflections at the last staff development day. They spent time identifying strengths, additions and areas of improvement. Amir would like the school to be mindful of communication with parents. He suggested monthly newsletters updating parents and letting them know about monthly goals so that they can support their students. It was suggested the “unacceptable means” section be removed. Tanya also brought up concerns around the use of the STEP test. She has seen it holding the ELL students back. It was suggested that Benchmark Literacy be used for assessments. It was recommended that an IB highlight be brought up at each meeting next school year. | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain | 0 |
| Decision |  | | | | | | | | |

AUTHORIZER INPUT

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| Subject | **VOA Authorizer** |
| Discussion | none |

PUBLIC COMMENTS

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| Subject | **None** |
| Discussion | A thank you was given to the outgoing board members; Tanya Heifort, Helen Fisk, Midi Hansen, and Mike McFadden. |

ADJOURNMENT

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| Motion | Motion to adjourn the school board meeting at 8:41 pm. | | | | | | | | |
| Made by | Midi Hansen | | | | Seconded | | Patrick Exner | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |