BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Patrick Exner called to order the meeting at

6:27 PM on May 14, 2018 .

Board Members/Director Present or Absent:

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| Tanya Heifort (Board Chair/Community Member) | Absent |
| Midi Hansen (Board Secretary/Community Member) | Present – arrived at 6:27 |
| 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) | Present |
| 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 | 4 | 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 February 12, 2018 and March 12, 2018. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Amir Orandi | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 3 | Nay | | 0 | | Abstain | 1 |
| Decision | Motion passed unanimously. | | | | | | | | |

FINANCIAL REPORT

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| Subject | **Enrollment** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | ADM is 171/168. Enclosed in the board packet was an enrollment update based on families that have signed up and those that have given feedback to Jonas. He feels confident that they will be able to get to 210. The outreach person has been signing up families and working to get more enrollees. There was discussion around the value of the outreach person and whether the projections are reasonable without a larger percentage of completed enrollment forms. It was brought up that there needs to be a formal job evaluation of the recruiter . | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain |  |
| Decision |  | | | | | | | | |

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| Subject | **March/April Financials** | | | | | | | | |
| Motion | Motion was made to accept the budget as presented. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Patrick Exner | | |
| Discussion | It was noted that in many of the contracted services, we are well over budget. The biggest items in the contracted services had to do with cost that incurred during the move. Tech costs were a factor. There was a change from the March budget, 94% of the budget, to the April 30th budget, now at 147%, 47% over the budget. Repairs and Maintenance is over budget as well as Custodial Services. It was suggested that Jonas look into the circled items so that he can report back to the Board with clarification on these items. There was discussion around the $13,776 for school web services. It was paid to Ascension Development Group. It was suggested that this should have been brought to the board for approval prior to hiring this particular vendor. It seemed like an expensive item. They did the website for Beacon Academy. Jonas would like the new board to include some clarity in the protocols as to what action items need to be brought to the board prior for approval.  **Jonas will come back to us next month about the budget areas where they are egregiously over budget and the Treasury Committee will develop protocol around Board notification for expenses over $10,000.** | | | | | | | | |
| Vote |  | Yea | 4 | 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 | Midi Hansen | | | | Seconded | | Amir Orandi | | |
| Discussion | The majority of positions are filled and noted in the Board packet. There is 1 more homeroom teacher to hire, a ½ time Phy. Ed. and 2 SPED positions. Jonas believes that the change to the salary schedule enabled them to retain many of the quality teachers, as well as entice some international, high quality candidates. Non-licensed teachers will be included in next month’s personnel recommendations. | | | | | | | | |
| Vote |  | Yea | 4 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

OLD BUSINESS

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| Subject | **Election Update** |
| Discussion | All the names that were on the slate are uncontested and will be sent home. |

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| Subject | **FY 19 School Calendar** | | | | | | | | | |
| Motion | Motion to approve the calendar as presented. | | | | | | | | | |
| Made by | | Helen Fisk | | | | Seconded | | Amir Orandi | | | |
| Discussion | | The calendar was reworked and is being presented with a longer school day, 30 minutes, on M-Th. There will be an early release every Friday for Staff Development. There were 5 additional contact days added to the calendar. Staff that had experienced early release on Fridays promoted this schedule. It also helped the Specialist schedule with a M-Th format, | | | | | | | | | |
| Vote | |  | Yea | 4 | Nay | | 0 | | Abstain | 0 | |
| Decision | | Motion passed unanimously. | | | | | | | | | |

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| Subject | **School Name** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | Name will remain the same for right now and will be revisited in the future. | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain | 0 |
| Decision |  | | | | | | | | |

NEW BUSINESS

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| Subject | **2017-18 Calendar Change – Snow Day April 16, 2018** | | | | | | | | |
| Motion | Motion to approve snow day on April 16, 2018. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Midi Hansen | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 4 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **Corporate Borrowing Loan Resolution** | | | | | | | | |
| Motion | Motion to approve the Corporate Borrowing Loan | | | | | | | | |
| Made by | Patrick Exner | | | | Seconded | | Helen Fisk | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 4 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | **2018-19 Contract Service Updates** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | It was requested that there be a list of criteria for the hiring of the Business Managers prior to the Board deciding on which company to hire. It was discussed whether they should be in house or off site. The Board is responsible for hiring the Business Managers. The Board requests that there be a presented process and criteria so that Board knows what is taking place in the process. It is imperative that the Board give input on the candidates. It was requested that the Board be given information about the current candidates, and the opportunity to ask questions and give feedback. Taking that into account, the Director will come to the next meeting with a recommendation. Questions and feedback need to be received by Friday, May 25th. | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain | 0 |
| Decision |  | | | | | | | | |

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| Subject | **Employee Insurance Options 2018-19** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | The same insurance plans had a 16% cost increase. 18% was budgeted, so it is still within the approved budget. The overall cost will go from $165,000 to $190,000. The in-network coverage needs to remain the same, and it appears to be that way. Jonas wanted to know what the insurance process should be for the future. It should be a Board decision and the priority is that we preserve the quality of the coverage. | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain | 0 |
| Decision |  | | | | | | | | |

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| Subject | **Academic Report** | | | | | | | | |
| Motion |  | | | | | | | | |
| Made by |  | | | | Seconded | |  | | |
| Discussion | An example draft for academic improvement was presented. The staff will be working on writing the actual Academic Improvement Plan. The focus will be growth in Reading and Math. | | | | | | | | |
| Vote |  | Yea |  | Nay | | 0 | | Abstain | 0 |
| Decision |  | | | | | | | | |

POLICY REVIEW

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| Subject | Review of policy 524,531 and 609. | | | | | | | | |
| Motion | Motion to approve Policy 524 Internet Policy, 531 Pledge of Allegiance and 609 Religious Accommodation. | | | | | | | | |
| Made by | Helen Fisk | | | | Seconded | | Amir Orandi | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 4 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

AUTHORIZER INPUT

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

PUBLIC COMMENTS

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| Subject | **None** |
| Discussion |  |

ADJOURNMENT

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| Motion | Motion to adjourn the school board meeting at 7:38 pm. | | | | | | | | |
| Made by | Midi Hansen | | | | Seconded | | Patrick Exner | | |
| Discussion |  | | | | | | | | |
| Vote |  | Yea | 4 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |