



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

## BOARD MEETING AGENDA

*6:00 p.m. February, 2018*

**Meeting Location: 1555 40<sup>th</sup> Avenue NE, 2<sup>nd</sup> Floor, Columbia Heights, MN 55421**

1. Call to Order
2. Approve Agenda
3. Approve Minutes from December 11
4. Financial Report
  - a. Enrollment/ADM
  - b. Fiscal Year 2017 Audit
  - c. January Financial Reports
  - d. Personnel Recommendations
  - e. Accept Smikis Foundation Donation \$25,000
  - f. Accept Donation of Art from Stephanie Olsen
  - g. FY19 Budget Parameters & Staffing Plan
5. New Business
  - a. Positive School-Wide Engagement Plan & Progress
  - b. Academic Progress Report & Improvement Strategies
  - c. IB Site Visit
  - d. Approve Calendar Changes
    - i. January 3rd Staff Development - No School
    - ii. January 23rd snow day - No School
  - e. Board Composition & By-laws
6. Policy Review
  - a. 418 Drug Free School and Workplace -  
<https://tesfainternationalschool.files.wordpress.com/2014/08/418-drugfree-workplace-school-2014.pdf>
  - b. 501 School Weapons Policy  
<https://tesfainternationalschool.files.wordpress.com/2015/03/501-school-weapons-policy-2014.pdf>
  - c. 502 Search of Student Property  
<https://tesfainternationalschool.files.wordpress.com/2015/03/502-search-of-student-property-2014.pdf>



TESFA INTERNATIONAL SCHOOL  
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7. VOA authorizer input/update
8. Public Comments
9. 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 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Tanya Heifort called to order the meeting at  
6:07 PM on December 11, 2017

Board Members/Director Present or Absent:

Tanya Heifort (Board Chair/Community Member)	Present
Midi Hansen (Board Secretary/Community Member)	Present
Dillon Donnelly (Board Treasurer/Community Member)	Absent
Patrick Exner (Community Member)	Present
Helen Fisk (Community Member)	Present
Mike McFadden (Community Member)	Present
Jonas Beugen (Director/Ex-officio)	Present
Mohamed Selim (Assistant Director/Ex-Officio)	Absent

Guests and Community Members Present: Sarah Laupin and Malaney Peterson

## **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.

## **BOARD MEMBERSHIP**

<b>Subject</b>	<b>Board</b>				
<b>Motion</b>	Motion moved to add Amir Orandi to the board.				
<b>Made by</b>	Helen Fisk	<b>Seconded</b>	Patrick Exner		
<b>Discussion</b>					
<b>Vote</b>	Yea	5	Nay	0	Abstain

## **AGENDA and MINUTES**

<b>Subject</b>	<b>Approval of the Agenda</b>						
<b>Motion</b>	Motion to approve the agenda with the discussed changes.						
<b>Made by</b>	Mike McFadden	Seconded		Midi Hansen			
<b>Discussion</b>	We are moving #6, the Presentation on Guided Language Acquisition Development, up so that the teachers can present first. The mid-year summary report will be added after the Director Update. The Director Evaluation process will also be added to the agenda.						
<b>Vote</b>		Yea	6	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	<b>Approval of the Minutes</b>						
<b>Motion</b>	Motion to approve the minutes as presented from November 20, 2017.						
<b>Made by</b>	Helen Fisk	Seconded		Patrick Exner			
<b>Discussion</b>	Change was made to the leader of the meeting						
<b>Vote</b>		Yea	4	Nay	0	Abstain	2
<b>Decision</b>	Motion passed unanimously.						

**PRESENTATION ON GUIDED LANGUAGE ACQUISITION DEVELOPMENT**

<b>Subject</b>	<b>Guided Language Acquisition Development</b>					
<b>Discussion</b>	2 teachers shared about their professional development. The staff had 2 professional development days, and then the presenters came and modeled a lesson in the room. The strategies work with ELL students and SIOP. The strategies work really well with differentiation. The teachers found it very valuable and something that they could immediately apply. The visuals are interactive and it has heightened the level of student engagement.					

**FINANCIAL REPORT**

<b>Subject</b>	<b>Fiscal Year 2017 Audit</b>					
<b>Discussion</b>	The auditors were not here to present and the board hasn't received the information regarding the audit. It is preferred that the board receive their findings prior to the meeting. It was discussed that Tesfa change auditors. It is good practice to periodically change auditors and the board is not pleased with the lack of communication between the auditor and Tesfa. A board member and the current director have not been interviewed regarding the information necessary for the audit. Patrick met with the Tesfa Business Manager regarding the auditor's presentation. The auditor's are a private company who then give their findings to our Business Manager. A new auditor will be put on the March agenda so we have a plan going forward.					

<b>Subject</b>	<b>November Financials</b>						
<b>Motion</b>	Motion was made to accept the budget as presented.						
<b>Made by</b>	Helen Fisk	Seconded		Jonas Beugen			
<b>Discussion</b>	Patrick, our Treasurer, met with the Business Manager, and he felt that many of the budget questions were centered around communication. The Business Manager needs to be more proactive with the financials, as monies come in and out of the budget, so that the Director is aware of how they relate to the budget.						
<b>Vote</b>		Yea	6	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	<b>Personnel Recommendation</b>						
<b>Motion</b>	Motion to approve the personnel recommendation as presented.						
<b>Made by</b>	Patrick Exner	Seconded		Midi Hansen			
<b>Discussion</b>							
<b>Vote</b>		Yea	6	Nay	0	Abstain	0

<b>Decision</b>	Motion passed unanimously.
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**BOARD MEETING CALENDAR**

<b>Subject</b>	<b>Board Meeting Schedule for 2018</b>				
<b>Motion</b>	Motion to approve the board meeting calendar with the proposed changes for Jan. and April.				
<b>Made by</b>	Helen Fisk	Seconded	Amir Orandi		
<b>Discussion</b>	The proposed June meeting wasn't approved because we can't have a board meeting after the last day of school.				
<b>Vote</b>		<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>	Motion passed unanimously.				

**POLICY REVIEW**

<b>Subject</b>	Review of policies 410, 413.				
<b>Motion</b>	Motion to approve Policies 410, 413, with the discussed changes to 7A and 7B and 417 as presented.				
<b>Made by</b>	Helen Fisk	Seconded	Mike McFadden		
<b>Discussion</b>	Change A on the policy to say that the policy will be available to Tesfa employees. B will be reworded to say that it will be reviewed as needed.				
<b>Vote</b>		<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>					

**DIRECTOR UPDATE**

<b>Subject</b>	<b>Enrollment</b>
<b>Discussion</b>	The ADM is 172/170.4. The ADM is down slightly but still above the number used for budgeting. Tanya questioned the plan for the recruiter regarding ADM. Patrick brought up the concern about the students that tend to get recruited in January and would like the focus to become on how we are best serving the students that are currently enrolled. ADM will now be reflected on the budget section and will be part of that conversation.

<b>Subject</b>	<b>School Name Process</b>
<b>Discussion</b>	There is an assembly on Tuesday, the 18th presenting the idea to the students and letting them know that there will be a contest to come up with the new names.

<b>Subject</b>	<b>FY 19 Budget Timeline and Staffing Process</b>
<b>Discussion</b>	Jonas is planning on having a process and timeline to help retain the quality teachers that they have hired. He wants to have the budget and the salary schedule in place so that there is an orderly way to plan for the fall of 18.

<b>Subject</b>	<b>VOA Reauthorization Timeline</b>
<b>Discussion</b>	Contract is up at the end of the year and Jonas needs to apply for reauthorization. There was board was concerned that VOA hasn't communicated with him yet about the process. In January, the board will receive an update about the site visit.

<b>Subject</b>	<b>Smikis Foundation Grant</b>
<b>Discussion</b>	Tesfa had applied for a challenge grant, with a matching \$25,000 grant. Smikis gave Tesfa the grant again.

**MIDYEAR SURVEY SUMMARY**

<b>Subject</b>	<b>Results of midyear survey summary.</b>
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Discussion	<p>Positives noted were how well the staff worked together and collaborated (8 comments). 4 comments about Director support. 2 comments about ENVOY and how that has been implemented.</p> <p>Challenges noted were around behavior management. Teachers felt that there needed to be more support and that consequences needed to be clear and consistent. There was also a comment regarding ELL support and SPED paperwork not being completed in a timely manner and that students weren't receiving the services that they needed. There was a lot of discussion around the best way to address the concerns mentioned in the survey. Helen mentioned that if an additional PD day or time is needed to work on these issues, the board would support this idea.</p>
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Subject	<b>2018 Director Evaluation</b>
Discussion	Tanya gave out the Director Evaluation. It gives the board tips on where to find information to support scoring on a 4 point scale. Tanya is open to feedback on the form. The form will be given to board members so that they can work on it at their own rate. It will need to be completed

#### AUTHORIZER INPUT

Subject	<b>None</b>
Discussion	

#### PUBLIC COMMENTS

Subject	<b>None</b>
Discussion	

#### ADJOURNMENT

Motion	Motion to adjourn the school board meeting at 8:01 pm.						
Made by	Midi Hansen	Seconded	Patrick Exner				
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

## **Personnel Recommendations:**

*The following personnel items are recommended for the approval at the February 12, 2018 school board meeting.*

### **Licensed Staff:**

Jennifer Goplen 1.0 FTE Elementary Teacher @ a salary of \$51,000.00 effective 02/05/2018.

### **Non Licensed Staff:**

Jared Stulen 1.0 FTE Special Education Paraprofessional @ a salary of \$28,988.40 effective 01/03/2018.

Hussen Kelifa 1.0 FTE Special Education Paraprofessional @ a salary of \$28,988.40 effective 01/029/2018.

### **Licensed Staff Resignation:**

Mekinna Rahn 1.0 FTE Physical Education Teacher @ a salary of \$40,894.00 effective 12/20/2017.

### **Change of Assignment**

James Cosgrove 1.0 FTE Special Education Paraprofessional @ a salary of \$28,988.40 to 1.0 FTE Regular Education Paraprofessional @ a salary of \$28,988.40 effective 01/03, 2018.

### **Request to Create Additional Positions**

1.0 FTE Regular Education Paraprofessional effective 01/03/2018

4239-TESFA International School YTD Budget vs. Actual 1/31/2018					
PROJECTED ENROLLMENT: 170 ADM		TRACKING PERIOD BENCHMARK		JULY-JANUARY 58%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 01/31/2018	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 58%
<b>GENERAL FUND REVENUE SOURCES:</b>					
348-300	LEASE AID	201,042	87,159	113,883	43%
000-211	STATE GEN EDUCATION AID	1,681,089	939,403	741,686	56%
740-360	SPECIAL ED - STATE	218,440	98,916	119,524	45%
401-400	TITLE I	49,150	24,574	24,576	50%
414-400	TITLE II	7,111	3,555	3,556	50%
417-400	TITLE III	9,800	-	9,800	0%
419-400	FEDERAL SPEC ED	20,000	11,925	8,075	60%
452-400	FEDERAL GRANT- IMPL II	93,567	93,383	184	100%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	E-RATE	10,000		10,000	0%
000-099	MISC GRANTS	8,500	35,917	(27,417)	423%
	<b>TOTAL GEN FUND REVENUE</b>	<b>2,286,699</b>	<b>1,282,832</b>	<b>1,003,867</b>	<b>56%</b>
<b>GEN FUND EXPENDITURES:</b>					
<b>SCHOOL SUPPORT SERVICES (000-199)</b>					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	354,592	207,275	147,317	58%
000-305	CONTRACTED SERVICES	141,600	114,724	26,876	81%
000-320	COMMUNICATION SERVICES	8,000	6,085	1,915	76%
000-329	POSTAGE AND PARCEL SERVICES	1,000	757	243	76%
000-366	STAFF TRAINING	1,000		1,000	0%
000-401	GENERAL SUPPLIES- NON INSURANCE	8,000	2,309	5,691	29%
000-401	GENERAL SUPPLIES- UNIFORMS	10,000	9,513	487	95%
000-530	EQUIPMENT	-	-	-	0%
000-555	TECHNOLOGY EQUIPMENT	4,600	3,857	743	84%
000-820	DUES & MEMBERSHIP & FEES	27,000	10,694	16,306	40%
000-899	MISCELLANEOUS	-		-	0%
	<b>TOTAL</b>	<b>555,792</b>	<b>355,214</b>	<b>200,578</b>	<b>64%</b>
<b>REGULAR INSTRUCTION (200-299)</b>					
100-200'S	INSTRUCTIONAL SALARIES	758,989	417,343	332,399	55%
000-305	CONTRACTED SERVICES-	30,050	22,023	8,027	73%
000-430	INSTRUCTIONAL MATERIALS	20,000	21,550	(1,550)	108%
000-460	TEXTBOOKS & WORKBOOKS			-	0%
000-461	TESTING SERVICES	500	77	423	15%
000-470	MEDIA BOOKS & RESOURCES	-		-	0%
000-530	EQUIPMENT		1,084	(1,084)	#DIV/0!
000-555	TECHNOLOGY EQUIPMENT	3,600	3,911	(311)	109%
	<b>TOTAL</b>	<b>813,139</b>	<b>465,988</b>	<b>337,905</b>	<b>57%</b>



4239-TESEA International School YTD Budget vs. Actual 1/31/2018					
PROJECTED ENROLLMENT: 170 ADM		TRACKING PERIOD		JULY-JANUARY	
		BENCHMARK		58%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 01/31/2018	YTD BALANCE	% YTD RECEIVED/SPENT
<b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>					
100-200'S	STAFF SALARIES & BENEFITS	171,611	93,164	78,447	54%
305	CONTRACTED SERVICES	65,000	64,041	959	99%
430	SPEC ED SUPPLIES	4,600		4,600	0%
530	EQUIPMENT	1,000		1,000	0%
555	TECH EQUIPMENT	500		500	0%
	<b>TOTAL</b>	<b>242,711</b>	<b>157,205</b>	<b>85,506</b>	<b>65%</b>
<b>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</b>					
100-200's	SALARIES-	-		-	0%
401	TRAINING MATERIALS			-	
366	TRAINING, TRAVEL, CONVEN.	15,000	14,237	763	95%
0	STAFF TUITION REIMBURSEMENT	-		-	0%
	<b>TOTAL</b>	<b>15,000</b>	<b>14,237</b>	<b>763</b>	<b>95%</b>
<b>PUPIL SUPPORT SERVICES ( 700-799)</b>					
100-200	SALARIES	112,428	64,779	47,649	58%
305	CONTRACTED SERVICES- HE	6,025	2,168	3,857	36%
360	PUPIL TRANSPORTATION	274,000	150,200	123,800	55%
360	SPEC ED TRANSPORTATION			-	
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE				
	<b>TOTAL</b>	<b>392,453</b>	<b>217,147</b>	<b>175,306</b>	<b>55%</b>
<b>SITE, BLDG, &amp; EQUIPMENT (800-899)</b>					
100-200's	PERSONNEL COSTS	-	-	-	0%
305	CONTRACTED SERVICES-	28,625	6,284	22,341	22%
330	UTILITY SERVICES	19,200	8,852	10,348	46%
350	REPAIRS & MAINTENANCE	10,000	11,274	(1,274)	113%
370	OPERATING LEASES- COPIERS	20,000	8,853	11,147	44%
370	CAM PAYMENTS-DEPOSIT	5,000	2,919	2,081	58%
370	BLDG LEASE	228,380	128,111	100,269	56%
401	CUSTODIAL SUPPLIES	2,000	7,056	(5,056)	353%
520	LEASEHOLD IMPROVEMENTS	-		-	0%
530	EQUIPMENT	1,000	627	373	63%
555	TECH EQUIPMENT	-		-	0%
	<b>TOTAL</b>	<b>314,205</b>	<b>173,976</b>	<b>140,229</b>	<b>55%</b>
<b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>					
000-340	INSURANCE	13,500	3,621	9,879	27%
000-740	PRINCIPAL PAYMENT			-	
000-741	INTEREST	1,100	3,017	(1,917)	274%
	<b>TOTAL</b>	<b>14,600</b>	<b>6,637</b>	<b>7,963</b>	<b>45%</b>
<b>TOTAL EXPENDITURES- GEN</b>					
		<b>2,347,900</b>	<b>1,390,403</b>	<b>957,497</b>	<b>59%</b>
<b>GENERAL FUND PROFIT (LOSS)</b>					
		<b>(61,201)</b>	<b>(107,571)</b>	<b>46,370</b>	
701-472	FOOD SERVICE REVENUE	113,475	63,477	49,998	56%
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%

4239- TESFA International School YTD Budget vs. Actual 1/31/2018					
PROJECTED ENROLLMENT: 170 ADM		TRACKING PERIOD BENCHMARK		JULY-JANUARY 58%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 01/31/2018	YTD BALANCE	% YTD RECEIVED/SPENT
		125,475	75,477	49,998	
701-490	FOOD SERVICE EXPENDITURE	126,478	78,250	48,228	62%
	<b>FOOD SERVICE FUND BALANCE</b>	<b>(1,003)</b>	<b>(2,774)</b>	-	
	<b>TOTAL EXPENDITURES- ALL FUNDS</b>	<b>2,474,378</b>	<b>1,468,653</b>	<b>1,005,725</b>	<b>59%</b>
	CURRENT YEAR FUND BALANCE	(62,204)			
	<b>ADD: FUND BALANCE, BEG</b>	<b>356,903</b>	<b>6/30/2017</b>		
	<b>FUND BALANCE, ENDING</b>	<b>294,699</b>	<b>6/30/2018</b>		
	<b>Fund Balance Percentage</b>	<b>12%</b>			
	<b>MDE Hold-back 10%</b>	<b>228,670</b>			

## A INTERNATIONAL SCHOOL CHECK REGISTER 1/31/2018

CHK #	CHK DATE	VENDOR	AMOUNT
6212	1/31/2018 00:00:00	JARED STULEN	\$ 915.29
11036	1/5/2018 00:00:00	SAFAARI TRANSPORTATION LLC	\$ 26,500.00
11037	1/16/2018 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
11038	1/16/2018 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
11039	1/16/2018 00:00:00	CORPORATE BENEFIT ADMINISTRATOR:	\$ 475.00
11040	1/16/2018 00:00:00	CORPORATE TECHNOLOGIES LLC	\$ 86.25
11041	1/16/2018 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 11,695.92
11042	1/16/2018 00:00:00	FIRST LUTHERAN CHURCH	\$ 23,317.84
11043	1/16/2018 00:00:00	HANDYMAN HOME SERVICES LLC	\$ 625.00
11044	1/16/2018 00:00:00	HENNEPIN COUNTY MEDICAL CENTER	\$ 820.50
11045	1/16/2018 00:00:00	HILLER COMMERCIAL FLOORS	\$ 2,166.00
11046	1/16/2018 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 903.00
11047	1/16/2018 00:00:00	KATHRYN LYNN OLSON	\$ 105.00
11048	1/16/2018 00:00:00	MN HISTORICAL SOCIETY	\$ 116.00
11049	1/16/2018 00:00:00	Office Depot	\$ 8.70
11050	1/16/2018 00:00:00	PERA	\$ 1,513.97
11051	1/16/2018 00:00:00	TEACHERS ON CALL	\$ 187.00
11052	1/16/2018 00:00:00	TeachersASAP	\$ 1,117.02
11053	1/16/2018 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 2,225.00
11054	1/16/2018 00:00:00	WordPlay Speech & Language Services	\$ 3,662.70
11055	1/17/2018 00:00:00	AMIR ORANDI	\$ 20.00
11056	1/17/2018 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 880.64
11057	1/17/2018 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 336.00
11058	1/17/2018 00:00:00	JOY FEHRING	\$ 520.00
11059	1/17/2018 00:00:00	LOFFLER COMPANIES INC	\$ 744.33
11060	1/17/2018 00:00:00	MOHAMED SELIM	\$ 164.95
11061	1/17/2018 00:00:00	MOVING MATTERS LLC	\$ 7,011.36
11062	1/17/2018 00:00:00	Office Depot	\$ 678.08
11063	1/17/2018 00:00:00	PK PROPERTY SERVICES . LLC	\$ 671.03
11064	1/17/2018 00:00:00	REUVERS PSYCH CONSULTING LLC	\$ 354.57
11065	1/17/2018 00:00:00	TeachersASAP	\$ 228.50
11066	1/17/2018 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 66.76
11067	1/17/2018 00:00:00	THE HANOVER INSURANCE GROUP	\$ 1,911.52
11068	1/17/2018 00:00:00	Unum Life Insurance Company of America	\$ 886.20
11069	1/17/2018 00:00:00	WordPlay Speech & Language Services	\$ 2,452.53
11070	1/25/2018 00:00:00	ANOKA COUNTY GOVERNMENT CENTER	\$ 529.00
11071	1/25/2018 00:00:00	BUSINESS ESSENTIALS	\$ 83.74
11073	1/25/2018 00:00:00	HEALTH PARTNERS	\$ 12,430.56
11074	1/25/2018 00:00:00	HENNEPIN COUNTY MEDICAL CENTER	\$ 302.50
11075	1/25/2018 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 987.00
11076	1/25/2018 00:00:00	JONAS BEUGEN	\$ 199.15
11077	1/25/2018 00:00:00	Office Depot	\$ 284.00
11078	1/25/2018 00:00:00	PERA	\$ 1,513.97

**A INTERNATIONAL SCHOOL  
CHECK REGISTER  
1/31/2018**

CHK #	CHK DATE	VENDOR	AMOUNT
11079	1/25/2018 00:00:00	PROFESSIONAL WIRELESS COMMUNICA	\$ 1,412.00
11080	1/25/2018 00:00:00	SAFAARI TRANSPORTATION LLC	\$ 25,500.00
11081	1/25/2018 00:00:00	TEACHERS ON CALL	\$ 221.00
11082	1/31/2018 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
11083	1/31/2018 00:00:00	HUSSEN KELIFA	\$ 23.75
11084	1/31/2018 00:00:00	Office Depot	\$ 154.56
11085	1/31/2018 00:00:00	THORESEN DIABY HELLE CONDON & DO	\$ 13,590.00
11086	1/31/2018 00:00:00	PERA	\$ 1,852.17
		<b>TOTAL</b>	<b>\$ 161,950.07</b>

4239-TESFA  
Cash Flow Analysis  
FY 2017-2018

Estimated Receipts By Category						
FY 2017-2018 State Rev.	FY 16-17 Hold-Back	FY 2017-2018 Federal Sped/Title Programs	Other Local Receipts	Debt & Other Financing	FY 2017-2018 Federal Grant	Total Revenues
61,250						61,250
47,225						47,225
54,303						54,303
54,303	205,175			(150,000)		119,478
54,303						54,303
56,028	73,965					129,993
54,250	75,646				85,002	139,252
103,448						179,094
60,421						60,421
157,613					0,303	165,996
126,501	30,200					156,701
77,669						77,669
77,669						77,669
77,669	31,819					129,487
77,483	20,300					97,783
77,483						77,483
77,483						77,483
77,483	20,800					98,283
77,483						77,483
77,483	8,116					85,599
77,483	19,506					96,989
77,483						77,483
77,483	55,602					133,085
77,483						77,483
1,837,482	424,720	146,408		(150,000)	93,355	2,351,956

1848771  
77032.125

School Disbursements					
Payroll Outlays	FY 2017-2018 General Outlays	FY 2017-2018 Fed. Grant Outlays	Total Disbursements	Monthly Cash Flow	Estimated Ending Cash Balance
35,802	46,602	-	82,404	(38,632)	172,358
35,801	28,902	-	64,703	(38,632)	154,860
35,701	61,205	-	96,406	15,268	112,777
36,504	25,603	-	62,107	15,268	170,148
36,504	53,203	-	89,707	29,584	134,744
36,504	28,501	-	65,005	29,584	199,732
36,504	45,203	-	81,707	115,109	257,277
36,504	85,026	-	121,530	115,109	314,841
36,504	45,206	-	81,710	53,000	293,552
36,504	55,203	-	91,707	53,000	367,841
36,504	135,601	-	172,105	(57,759)	352,437
36,504	83,520	-	120,024	(57,759)	310,082
-	-	-	-	-	2018
36,504	85,201	-	121,705	(46,257)	266,046
36,504	95,204	-	131,708	(46,257)	263,825
36,504	36,902	-	73,406	(31,714)	288,202
36,504	97,070	-	133,574	(31,714)	232,111
36,504	55,203	-	91,707	2,346	217,887
36,504	45,209	-	81,713	2,346	234,457
36,504	85,410	-	121,914	(60,537)	190,026
36,504	65,201	-	101,705	(60,537)	173,920
36,504	75,201	-	111,705	(59,144)	159,204
36,504	85,407	-	121,911	(59,144)	114,776
36,504	95,801	-	132,305	(43,647)	115,556
36,504	85,406	-	121,910	(43,647)	71,129
873,388	1,600,990	-	2,474,378		\$ 193,512

FY 2018 Beginning Cash Balance

2017

Jul 1-15	172,358
Jul 16-31	154,860
Aug 1-15	112,777
Aug 16-31	170,148
Sep 1-15	134,744
Sep 16-30	199,732
Oct 1-15	257,277
Oct 16-31	314,841
Nov 1-15	293,552
Nov 16-30	367,841
Dec 1-15	352,437
Dec 16-31	310,082
Jan 1-15	266,046
Jan 16-31	263,825
Feb 1-15	288,202
Feb 16-28	232,111
Mar 1-15	217,887
Mar 16-31	234,457
Apr 1-15	190,026
Apr 16-30	173,920
May 1-15	159,204
May 16-31	114,776
Jun 1-15	115,556
Jun 16-30	71,129

**4239-TESFA International School  
Balance Sheet  
Jan-18**

<b>Fund</b>	<b>Acct</b>	<b>Sub Acct</b>	<b>Description</b>	<b>Amount</b>
<b>GENERAL FUND</b>				
01	101	004	CASH / GENERAL	\$ 268,497.00
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	\$ 88,406.00
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	\$ -
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	\$ (356,903.00)
<b>FOOD SERVICE FUND</b>				
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	\$ -

**TESFA INTERNATIONAL SCHOOL  
PRELIMINARY BUDGET PARAMETERS  
2018-2019**

FY 19 Enrollment Assumption 210  
Per Pupil State Aid Increase \$124  
Compensatory Revenue Increase \$139,759 (actual)  
Per ADM Added Revenue Receivable FY19 \$7500

22.5 F.T.E. Regular education proposed staff members (see Staffing Plan)

**Salaries -**

Licensed Staff (see proposed salary scale )  
Non-licensed staff 3% increase  
Assistant Director Increase \$5000 to \$85,000 (market adjustment)

**Benefits**

Health insurance increase 17% over last year (increase of \$30,000)  
Health Partners estimate to maintain same plan  
Dental Insurance 2%-4% increase estimate

**Lease**

\$248,346 ( $\$1314 \times 210 \times .90$ )  
\$20,696 per month  
\$1700 Utilities  
\$ 333 Playground

**Potential Leasehold improvements**

Not to exceed \$12,000 (carpet/paint)

**Buses @ \$34,600 per bus**

**Regular buses**

8 Busses @ \$200 per day = \$276,800  
Field Trips & Family Nights = \$3200  
Total bus = \$380,000 (increase of \$3200)

Minimum projected fund cumulative fund balance: At least 12%

2/8/2018

## **FY 19 Starting Assumption Document**

**No change in ADM + no change in staff plan or Salary Schedule = Break Even Budget**

<b>Projected FY 18 Deficit</b>	<b>-60,000</b>
<b>Loss of CSP Revenue</b>	<b>-93,000</b>
<b>Inflationary Increases</b>	<b>-35,000</b>
<b>Increase Compensatory</b>	<b>139759</b>
<b>Increase state aid</b>	<b>21080</b>
<b>Decrease 1 time expenses</b>	<b>27,161</b>
<b>NET FY 18 vs FY19</b>	<b>0</b>



<b>FY19 Staffing Plan</b>		<b>17% increase</b>	<b>*.075</b>	<b>*.063</b>	<b>*.0145</b>	
<b>Admin Salaries &amp; Benefits \$380,000</b>						
<b>Salary Budget FY 19 \$288,000 vs FY18 \$277,498</b>						
	<b>Salary</b>	<b>Health</b>	<b>TRA</b>	<b>FICA</b>	<b>Medicare</b>	<b>Total</b>
Director	133,900	22,029	10042.5	8301.8	1941.55	176,215
Assistant Director	85,000	19,165	6375	5270	1232.5	117,042
Office Manager	36,050	0	2703.75	2235.1	522.725	41,512
Office Assistant	32,931	6853.626	2469.825	2041.722	456.75	44,752.92
<b>Total</b>	<b>287,881</b>	<b>48047.688</b>	<b>21591.075</b>	<b>17848.62</b>	<b>4153.525</b>	<b>379,522</b>
<b>Regular Instruction Salaries &amp; Benefits \$927,000</b>						
<b>Salary Budget FY19 723,800 vs FY 18 \$608,302 (+2FTE)</b>						
	<b>Salary</b>	<b>Health</b>	<b>TRA</b>	<b>FICA</b>	<b>Medicare</b>	<b>Total</b>
Teacher	52,000	4887.8973	3900	3224	754	64,766
Teacher	51000	10291.6242	3825	3162	739.5	69018
Teacher	60,000	18645.7986	4500	3720	870	87,736
Teacher	48000	4837.5756	3600	2976	696	60110
Teacher	46,000	0	3450	2852	667	52,969
Teacher	47000	4696.1343	3525	2914	681.5	58817
Teacher	51,000	0	3825	3162	739.5	58,727
Teacher	36,800	5850	2760	2281.6	533.6	48,225
Teacher	51,000	4792.0158	3825	3162	739.5	63,519
Teacher	55,000	8190	4125	3410	797.5	71,523
Teacher	45000	8190	3375	2790	652.5	60008
Teacher	45,000	8190	3375	2790	652.5	60,008
Teacher	45000	4838	3375	2790	652.5	56656
Teacher	45,000	4838	3375	2790	652.5	56,656
Teacher	46000	4838	3450	2852	667	57807
<b>Total</b>	<b>723,800</b>	<b>93085.0458</b>	<b>54285</b>	<b>44875.6</b>	<b>10495.1</b>	<b>926,541</b>
<b>Pupil Support Salaries &amp; Benefits \$172,188</b>						
<b>Salary Budget FY 19 135,309 vs Fy 18 \$128,834 (+.5 FTE)</b>						
	<b>Salary</b>	<b>Health</b>	<b>TRA</b>	<b>FICA</b>	<b>Medicare</b>	<b>Total</b>
Para	29859	8190	2239	1851	433	42573
Food Service Worker +	27,725	0	2079	1719	402	31,925
Food Service +	27,725	0	2079	1719	402	31,925
Community Outreach	50,000	8190	3750	3100	725	65,765
<b>Total</b>	<b>135,309</b>	<b>8,190</b>	<b>7908.75</b>	<b>6537.9</b>	<b>804.025</b>	<b>172,188</b>
<b>Total Staffing</b>	<b>1,146,990</b>		<b>86024.25</b>	<b>71113.38</b>	<b>16631.36</b>	<b>1,478,251</b>

**Total Non-SPED staffing = FY 19 \$1,478,251 vs FY18 \$1,250,990**

<b>2.0 FTE teachers (FY 18 scale and benefits)</b>	<b>125,000.00</b>
<b>0.5 FTE Paraprofessional (FY 18 Scale &amp; Benefits)</b>	<b>20,000.00</b>
<b>Salary Increases from Scale Increase FY18 to FY19</b>	<b>46,876.00</b>
<b>17% Health Insurance Increase</b>	<b>35,385.00</b>
<b>Total FY 19 Non-SPED Staffing \$\$ Increase</b>	<b>227,261.00</b>

**Starting Assumption FY 18 Budget = Break Even Budget In FY 19 with no changes in enrollment or staffing (see Starting Assumpti  
 FY19 Budget 210 ADM**

	FY 18	FY 19
Non-Sped Staffing Plan	170 ADM	210
	FY 18	FY 19
Executive Director	1	1
Assistant Director	1	1
Regular Education Licensed	13	15
Regular Ed Paraprofessional	0.5	1
Office Manager	0.5	0.5
Secretary	1	1
Food Service	2	2
Community Outreach	1	1
Discretionary Salary Increase	20	22.5

Revenue Increase above Starting Assumption	40 ADM	300,000
Increased Staffing Expenses		-227261
Increased Educational Technology		-20,000
Increased Fund Balance		52,739

<b>Projected FY 18 Ending Fund Balance</b>	<b>292,000</b>
<b>Projected FY 19 Surplus</b>	<b>52,739</b>
<b>Projected FY19 Ending Fund Balance</b>	<b>344,739</b>

Years	Propossed BA 18-19	BA 17 - 18	BA 16-17	Increase	% increase
1	45000	38736	38200 NA		
2	46000	43394	42790	2606	6.00%
3	47000	43394	42790	3606	8.30%
4	48000	43394	42790	4606	10.60%
5	50000	49606	48910	394	0.79%
6	51000	49606	48910	1394	2.80%
7	52000	49606	48910	2394	4.80%
8	54000	49606	48910	4394	8.90%
9	56000	Negotiated	Negotiated		
10	Negotiated				

Years	Propossed MA 18-19	MA 17 - 18	MA 16-17	Increase	%Increase
1	46000	38736	38200 NA		
2	48000	43394	42790	4606	11%
3	49000	43394	42790	5606	12.90%
4	52000	43394	42790	8606	19.80%
5	55000	49606	48910	5394	10.90%
6	56000	49606	48910	6394	11.30%
7	57000	49606	48910	7394	14.90%
8	58500	49606	48910	8894	17.90%
9	60000	Negotiated	Negotiated		
10	Negotiated				

\*The \$2500 lunch stipend teachers received in previous years is embedded in the salary schedule for all years.

\*Special Education teacher remains subject to negotiation

\* All stipends removed, including lunch supervision, EnVoy Coach, Responsive Classroom Coach, National Board Certification

\*All Benefits remain unchanged

Tesfa		Columbia Heights BA		Minneapolis BA		Robbinsdale BA		Global BA		College Prep BA	
Years	Proposed	16/17+2%	16/17+2%	16/17+2%	16/17+2%	16/17+2%	16/17+2%	17/18 +2%	17/18 +2%	16/17	+3%
1	45000	39088	44035	38846	42840	37153					
2	46000	40182	45155	40330	45900	41523					
3	47000	41562	46276	41875	45900	41523					
4	48000	42934	46215	43476	45900	41523					
5	50000	44693	48517	45141	49541	45895					
6	51000	46418	49628	46868	49541	45895					
7	52000	49485	51880	48662	49541	45895					
8	54000	51620	57482	50526	49541	50265					
9	56000	55803	60844	52458	55942	50265					
10 Negotiated		56617	63085	53765	55942	50265					
16 Negotiated		63052	65326	54798	68600	Negotiated					
21 Negotiated		65591	67566	55834	73557	Negotiated					
Tesfa		Columbia Heights MA		Robbinsdale MA		Global MA		NECP MA			
Years	Proposed	16/17+2%	16/17+2%	16/17+2%	16/17+2%	16/17+3%					
1	46000	46644	50757	43712	47532	40978					
2	48000	48136	51880	46143	51000	45348					
3	49000	50180	53030	48641	51000	45348					
4	50000	52240	54120	51274	51000	45348					
5	52000	54309	55240	54050	54519	49719					
6	54000	56695	56361	56976	54519	49719					
7	56000	59386	58603	60065	54519	49719					
8	58000	62819	64207	63319	54519	54090					
9	60000	66782	67566	66751	63082	54090					
10 Negotiated		67711	69809	72127	63082	54090					
16 Negotiated		74032	72051	75002	73700	Negotiated					
21 Negotiated		77095	74291	78161	78657	Negotiated					

## **Tesfa Standardized Test Results Summary**

*For these projections students scoring in the 50% or higher on the NWEA/FAST assessment are projected to achieve proficiency on the MCA exam.*

### **Math Proficiency:**

<b>FAST Projection 2018:</b>	<b>17%</b>
<b>MCA 2017:</b>	<b>10%</b>
<b>NWEA Projection 2017:</b>	<b>10%</b>
<b>MCA 2016:</b>	<b>11%</b>
<b>NWEA Projection 2016:</b>	<b>16%</b>

### **Reading Proficiency:**

<b>Fast Projection 2018:</b>	<b>35%</b>
<b>MCA 2017:</b>	<b>19%</b>
<b>NWEA Projection 2017:</b>	<b>22%</b>
<b>MCA 2016:</b>	<b>21%</b>
<b>NWEA Projection 2016:</b>	<b>22%</b>

**Fastbridge Math & Reading September 20<sup>th</sup>, 2017 – January 17, 2018 Growth**  
*September and January 2018 Fastbridge reading assessments were analyzed to provide a Grade Level Equivalent growth score for each student. The data below shows average growth in years for each grade level.*

**Reading**

**2nd Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.67 Years  
 Median Growth 0.7 Years

**3rd Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.78 Years  
 Median Growth 0.75 Years

**4th Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.41 years  
 Median Growth 0.3 years

**5th Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.16 years  
 Median Growth 0.3 years

**Math**

**2nd Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.5 years  
 Median Growth 0.3 years

**3rd Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.5 years  
 Median Growth 0.4 years

**4th Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.22 years  
 Median Growth 0.1 years

**5th Grade Growth** 9/2017 – 1/2018  
 Average Growth 0.2 years  
 Median Growth 0.1 years

### **MCA Reading Projections**

*January 2018 Fastbridge reading assessments were the primary data point used to formulate the projections. For a few students that were absent and have not yet taken the winter assessment data from the fall assessment is substituted in projections.*

#### **Likelihood of scoring proficient on MCA Reading Test**

##### **3rd Reading**

**Likely 8 38%**

**Possibly 3 14%**

**Unlikely 10 48%**

##### **4th Reading**

**Likely 9 36%**

**Possibly 4 16%**

**Unlikely 12 48%**

##### **5th Reading**

**Likely 6 33%**

**Possibly 2 11%**

**Unlikely 10 56%**

##### **6th Reading**

**Likely 3 27%**

**Possibly 0 0%**

**Unlikely 8 73%**

##### **Total**

##### **Reading**

**Likely 26 35%**

**Possibly 9 12%**

**Unlikely 40 53%**

MCA MATH READING PROFICIENCY PREDICTOR

January 2018

Reading

Student ID#	Fast Score	Fast Grade Equivalent	
300	441	3.1	
301	513	5.2	Green = likely MCA proficient
302	462	1.7	Orange = Possibly MCA Proficient
303	378	0.1	Red= unlikely MCA proficient
304	463	1.7	
306	481	2.5	<b>3rd Reading</b>
307	475	2.2	Green 8 38%
308	457	1.6	Orange 3 14%
309	474	2.2	Red 10 48%
310	X		
311	519	5.6	
312	504	4.3	<b>4th Reading</b>
312			Green 9 36%
315			Orange 4 16%
316	389	0.1	Red 12 48%
317	490	3.1	
318			<b>5th Reading</b>
319	514	5.3	Green 6 33%
321	468	1.8	Orange 2 11%
323	505	4.3	Red 10 56%
328	497	3.4	
329	495	3.4	<b>6th Reading</b>
400	502	4.2	Green 3 27%
401			Orange 0 0%
402			Red 8 73%
404	506	4.4	
405	434	0.9	<b>Total Reading</b>
406	485	2.7	Green 26 35%
408	503	4.3	Orange 9 12%
409	503	4.3	Red 40 53%
410	510	5	
411	412	0.4	
412	501	4.1	
413	501	4.1	
414	501	4.1	

Math

Student ID #	Fast Score	Fast Grade Equivalent	
300	194	1.4	
301	213	4.5	Green = likely MCA proficient
302	193	1.5	Orange = Possibly MCA Proficient
303	193	1.5	Red= unlikely MCA proficient
304	189	0.6	
306	214	4.6	<b>3rd Math</b>
307	194	1.6	Green 5 24%
308	197	2	Orange 7 33%
309	199	2.2	Red 9 43%
310			
311	217	5.2	
312	209	3.5	<b>4th Math</b>
315	208	3.4	Green 4 19%
316	189	1.4	Orange 5 24%
317	199	2.1	Red 16 76%
318			
319	211	3.9	<b>5th Math</b>
321	192	1.1	Green 2 11%
323	206	3.3	Orange 3 17%
328	206	3.4	Red 13 72%
329	203	2.8	
400	206	2.6	<b>6th Math</b>
401	192	1.4	Green 2 18%
402	213	4.6	Orange 0 0%
404	213	4.6	Red 9 82%
405	185	0.5	
406	215	4.4	<b>Total Math</b>
408	198	2.1	Green 13 17%
409	215	4.7	Orange 9 12%
410	210	4.1	Red 54 71%
411	188	0.5	
412	217	5	
413	211	3.8	
414	207	3.4	
415	190	1.1	



**Grades 2-5 Reading Growth**

<b>200</b>	0.9
<b>201</b>	0.7
<b>202</b>	0.6
<b>203</b>	2
<b>207</b>	
<b>208</b>	
<b>209</b>	0.2
<b>210</b>	0.8
<b>211</b>	0.8
<b>212</b>	0.6
<b>213</b>	
<b>214</b>	0.1
<b>215</b>	0.9
<b>216</b>	0.1
<b>217</b>	
<b>218</b>	0.8
<b>220</b>	0.2
<b>221</b>	0.3
<b>222</b>	
<b>223</b>	0.1
<b>224</b>	0.8
<b>225</b>	0.7
<b>226</b>	
<b>227</b>	2.1
<b>228</b>	0.2
<b>231</b>	0.6
<b>232</b>	
<b>232</b>	1.2
<b>233</b>	0
<b>241</b>	
<b>242</b>	
<b>243</b>	
<b>244</b>	
<b>245</b>	
<b>246</b>	
<b>249</b>	

**2nd Grade Growth**

Average Growth	
Median Growth	
<b>300</b>	0.6
<b>301</b>	1.4
<b>302</b>	0.1

**September - January**

0.67 Years

0.7 Years

**Grades 2-5 Math Growth**

<b>200</b>	0.3
<b>201</b>	0.2
<b>202</b>	2.5
<b>203</b>	0.7
<b>207</b>	
<b>208</b>	0.4
<b>209</b>	0
<b>210</b>	0.4
<b>211</b>	
<b>212</b>	0.2
<b>213</b>	0.8
<b>214</b>	0.6
<b>215</b>	-0.1
<b>216</b>	0.7
<b>217</b>	0.2
<b>218</b>	0.3
<b>220</b>	
<b>221</b>	0.5
<b>222</b>	
<b>223</b>	0.8
<b>224</b>	0.8
<b>225</b>	1.9
<b>226</b>	0.2
<b>227</b>	0.4
<b>228</b>	0.3
<b>231</b>	0.1
<b>232</b>	
<b>232</b>	0
<b>233</b>	-0.1
<b>241</b>	
<b>242</b>	
<b>243</b>	
<b>244</b>	
<b>245</b>	
<b>246</b>	
<b>249</b>	

**2nd Grade Growth**

Average Growth	
Median Growth	
<b>300</b>	-0.2
<b>301</b>	1
<b>302</b>	0

**September - January**

0.5 years

0.3 years

**422**    -0.1  
**424**    1.2  
**425**    -0.1  
**426**  
**427**    X  
**428**    X

**422**    -0.1  
**424**    0.2  
**425**  
**426**  
**427**  
**428**

**4th Grade Growth**  
 Average Growth  
 Median Growth

**September - January**  
**0.41 years**  
**0.3 years**

**4th Grade Growth**  
 Average Growth  
 Median Growth

**0.22 years**  
**0.1 years**

**501**    -0.2  
**502**    1.1  
**504**  
**505**    0.2  
**507**  
**508**    0.9  
**509**    -0.8  
**510**    0.6  
**511**    0.9  
**513**    -0.4  
**514**    0.4  
**515**    -1.2  
**516**    1.1  
**517**    -0.7  
**526**  
**527**  
**528**  
**529**

**501**    0.9  
**502**    0.7  
**504**  
**505**    -0.3  
**507**    0  
**508**    0.6  
**509**  
**510**    -0.2  
**511**    0  
**513**    -0.2  
**514**    0.1  
**515**    0.1  
**516**    0  
**517**    0.7  
**526**  
**527**  
**528**  
**529**

**5th Grade Growth**  
 Average Growth  
 Median Growth

**September - January**  
**0.16 years**  
**0.3 years**

**5th Grade Growth**  
 Average Growth  
 Median Growth

**September - January**  
**0.2 years**  
**0.1 years**

Tesfa Academic Improvement Plan Elements  
February 2018

- Recruit, hire, train, develop, support and retain high quality teachers.
  - Build upon and refine strategies and structures
  - High quality professional development
  - High Expectations/Accountability
  
- Student Retention
  - Our teachers will know our students
  - Data driven day 1
  
- Data-Driven Instruction
  - Multiple data points
  - Easily accessible
  - Collaboratively Analyzed
  - Data Cycles
  
- Reading Plus
  
- Fastbridge Testing
  
- Digital Learning Ramp-Up-iPads
  - Differentiation
  - Engagement
  - Student Choice/Voice
  
- Investigations Training
  
- GLAD Training & Implementation
  
- PYP Training
  - Action Cycle
  - Interdisciplinary Learning
  
- Service Learning
  
- Social Emotional Learning
  - Second Step
  - School-wide focus

## **GLOBAL ACADEMY ELECTIONS CHECKLIST**

February board meeting – begin planning for annual elections

- Verify election date(s) - **Ballots returned by June 4, on site voting on June 4th**
- Determine vacancies to fill – 3 community members, 2 parents, 2 teachers
- Determine specific dates for activities below

Publish date of annual meeting 90 days prior to the meeting on the school's website – Tuesday, June 4, 2018.

Target Date: **Put On Website Now**

Publish information about election in **MARCH**. **(Determine method to distribute)**

- Describe election dates, procedures, vacancies
- Provide nomination letter to school community about running for board office
- Include nomination form
- Put documents on website

Solicit nominations for positions to be filled at the annual meeting 30 days prior to the meeting.

Target date: **April 20, 2018 deadline**

Board notification of nominees 15 days before annual meeting and give school board election packet to school community

- Prepare cover letter for election packet
- Prepare candidate nomination forms
- Mail or send home to community

Target date: mailed by **Friday, May 11, 2018**

Reminder notification of annual meeting and election dates in **MAY** to school community. **(Send home or mail)**

Election tasks

- Notify/train office staff in handing out ballots on Monday election day
- Have office manager create election roster of eligible parents and staff who can vote
- Make/find secure ballot box
- Make ballots – divide ballot into teacher/parent/community sections; alphabetize names on ballot
- Designate at least two board members to count ballots
- Results will be shared at the annual meeting the day of the election
- Prepare official election results document

## **TESFA INTERNATIONAL SCHOOL – PROPOSED BYLAWS REVISION**

**February 2018**

**Section 2. Membership, Number, Tenure and Qualifications. Consistent with Minnesota Statutes, Chapter 124E.07 BOARD OF DIRECTORS,**

*“(a) The charter school board of directors shall be composed of at least five nonrelated members and include: (1) at least one licensed teacher employed as a teacher at the school or providing instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school. The board may include a majority of teachers described in this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.”*

**2.1 A school teacher who is a Director and no longer employed at the school is ineligible to be a Director and is removed from the Board as of the date of employment resignation or termination.**

**2.2 A teacher employed at the school who is also a parent of a child enrolled at the school is eligible for a teacher Director position and is ineligible for a parent Director position. No charter school employees shall serve on the board other than teachers.**

**2.3 A community member Director who, during his or her Board term, becomes employed at the school or becomes a parent of a child enrolled at the school is removed from the Board as of the date of such employment or enrollment.**

**2.4 A parent Director whose child is un-enrolled from the school during such Director’s term is removed from the Board as of the date of such un-enrollment.**

*“(b) An individual is prohibited from serving as a member of the charter school board of directors if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An*

*individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation.*

*(c) Any employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the board of directors of a school chartered by that authorizer.*

*(d) An individual may serve as a member of the board of directors if no conflict of interest under paragraph (b) exists.”*

Section Three A. Conflict of Interest. ‘Conflict’ is defined through Minnesota Statutes, Chapter 124E.14 Conflict of Interest. ⑤

*“(a) No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. . No Board member may vote on any matter that could result in personal financial gain or loss. A conflict exists when:*

*(1) the board member, employee, officer, or agent;*

*(2) the immediate family of the board member, employee, officer, or agent;*

*(3) the partner of the board member, employee, officer, or agent; or*

*(4) an organization that employs, or is about to employ any individual in clauses (1) to (3),*

*has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void.*

*(b)The conflict of interest provisions under this section do not apply to compensation paid to a teacher employed **as a teacher** by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.*

*(c) A charter school board member, employee, or officer is a local official for purposes of section 471.895 with regard to receipt of gifts as defined under*

*section 10A.071, subdivision 1, paragraph (b). A board member, employee, or officer must not receive compensation from a group health insurance provider.*

⑥ The specific governing board at the time of this bylaws adoption is composed of three (3) community members, two (2) parents, and two(2) teachers, all of whom meet the qualifications in Section 2.

Terms of Board members shall be three years or until a successor has been duly elected and qualified, or until the director dies, resigns, is removed or the term otherwise expires as provided by law or by the Bylaws of this Corporation. Terms of board member are staggered and governed by policy. All board terms shall begin and end at the first meeting in July. Each seat will be up for election in May or June prior to its expiration. New members to the Board shall be seated at the first meeting in July, whereupon the member(s) whose term is expiring shall step down. The election of the Board of Directors shall be in compliance with the Charter School Law.

BYLAWS  
OF  
TESFA INTERNATIONAL SCHOOL  
[“The Corporation”]

ARTICLE I  
PURPOSE

The purposes of the Corporation are as stated in the Articles of Incorporation.

ARTICLE II  
OFFICES

The registered office of the Corporation in the State of Minnesota is as stated in the Articles of Incorporation. The Corporation may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of the Corporation may require. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

ARTICLE III  
MEMBERSHIP

Section 1. Membership.

The members of the Corporation shall be the persons so designated from time to time by the Board of Directors. Initially, there shall be two classes of members designated as “Enrollee Members, “ and “Employee Members.” Enrollment of a child in the Corporation shall qualify the parent(s) or legal guardian(s) of such child for membership during the child’s enrollment. Paid employment by the Corporation shall qualify the employee for membership during the term of their employment. Members shall not be required to pay a membership fee or annual dues. The initial class of members [Enrollee members and Employee Members] shall have voting rights. The Board of Directors may from time to time create additional classes of membership. The terms and conditions of such additional membership classes, if any, shall be determined be the Board of Directors from time to time.

Section 2. Membership Criteria.

Membership criteria shall be adopted by the Board of Directors, and all membership approval, classification, and reclassification shall be the responsibility of the Board of Directors. Members may be reclassified by an action of the Board of Directors or upon the request of a member, followed by approval of the Board of Directors. Members may resign at any time without approval of the Board of Directors.

Section 3. Annual Meeting.

The annual meeting of the members shall take place in May or June of each year while school is in session. Notice of the annual meeting of the members of the Corporation



shall be by newsletter or other postal service mailed first class at least fourteen [14] days prior to the meeting date, or published on the School's official website calendar ninety [90] days prior to the meeting date. Such notice shall contain the date, time, and place of the meeting. For any annual or special meeting, a majority of the total number of voting members shall constitute a quorum.

Section 6. Voting.

The parent[s] or guardian[s] of each enrolled child shall receive two votes per enrolled child, intended as one vote per natural parent or substitute. Employee members shall receive one vote. At each meeting of the membership, every voting member shall be entitled to vote. Members may vote in person or by proxy. The affirmative vote of a majority of a quorum of voting members shall constitute a duly authorized action of the membership.

ARTICLE IV  
BOARD OF DIRECTORS

Section 1. General Powers.

The affairs of the Corporation shall be managed by its Board of Directors. Except as limited by the Articles of Incorporation, these By-laws, Minnesota Statute 124 D.10, and by law, the Board of Directors shall have the power and authority to do all acts and perform all functions that the Corporation may do or perform.

Section 2. Number, Tenure, and Qualification.

The initial Board of Directors shall be as stated in the Articles of Incorporation and each director on the initial Board of Directors shall serve until the first annual meeting. At all times, the board shall consist of not less than five [5] nor more than eleven [11] members. A majority of the Board of Directors shall, at all times thereafter, consist of the teachers providing instruction under contract with the Corporation. Directors shall designate a board chair by a majority vote at the first board meeting following the annual meeting.

At the Members' first annual meeting, Members shall elect four [4] directors to a two [2] year term [to be identified as Directors A, B, C, and D] and three [3] directors to a one [1] year term [to be identified as Directors F, G, and H]. The length of a term [1 or 2 years] shall be determined by lottery after the top seven [7] vote getters have been selected. After the initial board has been served its terms, each director shall hold office for a two [2] year term or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires. The election of the Board of Directors shall be in compliance with Section 124D.10 Subd. 4(c) of the MN Statutes.

At least thirty [30] days prior to the Corporation's annual meeting, the Board of Directors will solicit nominations from all members for all of the Directorate positions that will be filled at the next annual meeting. The Board of Directors will compile the list of nominees and notify the Corporation's Members of the nominees for each position fifteen [15] days prior to the annual meeting.

Section 3. Regular Meetings.

Regular meeting of the Board of Directors shall be held at the call of the Board Chair, at the request of a majority of Board of Directors by written notice received by mail, in person, or by facsimile at least five [5] days prior to the meeting, and at least four [4] times during the school year. The notice shall designate the time, place, and date of such meeting.

Section 4. Special Meetings.

Special meetings of the Board of Directors may be called at any time, for any purpose, by the Board Chair. The Board Chair shall call a special meeting of the Board of Directors upon the written or verbal request of one-third [1/3] of the members of the Board. Notice of every special meeting of the Board of Directors shall be mailed to each director at least five [5] days before the day on which the meeting is to be held, or be delivered in person or by telephone, not later than twenty-four [24] hours before the meeting is to be held.

Section 5. Quorum and Adjourned Meeting.

A meeting at which at least a majority of the members of the Board of Directors are present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If, however, such quorum shall not be present at any such meeting, the director or directors present thereat shall have the power to adjourn the meeting from time to time without notice other than the announcement at the meeting, until a quorum is present. Minnesota Statutes, Section 317 A.235.

Section 6. Voting.

Each member of the Board of Directors shall have the power to exercise one [1] vote on all matters to be decided by resolution of the Board of Directors. The affirmative vote of a majority of a quorum of Board members shall constitute a duly authorized action of the board.

Section 7. Resignation and Removal.

Directors may resign at any time, effective immediately or a specified later date, by giving written notice to the Board Chair or the Secretary of the Corporation. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A director may be removed at any time, with cause, by a two-thirds [2/3] vote of a majority of all remaining directors of the Corporation. Failure to attend three [3] meetings annually shall constitute cause.

Section 8. Filling Vacancies.

Unless otherwise provided by Minnesota Statutes, Section 317A.227, vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal, or other such cause shall be filled by appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A director filling a vacancy shall hold office until the next annual meeting of the members, or until his successor has been duly elected and qualified, subject to his earlier death, disqualification, resignation, or removal.

Section 9. Compensation.

Directors shall not receive compensation for their services as a Director. The Directors of the Corporation may be reimbursed for reasonable out-of-pocket expenses incurred by them in rendering services to the Corporation, as the Board of Directors from time to time determines such services to be directly in furtherance of the purposes and in the best interest of the Corporation.

Section 10. Meetings Without Notice

Any Director may, in writing or orally, either before, at, or after any meeting of the Board of Directors, waive notice thereof and, without notice, any director by attendance at such meeting and participation therein, shall be deemed to have waived notice of the action or actions taken at any meeting of the Board of Directors.

Section 11. Presence at Meetings

Members of the Board of Directors or of any committee, as applicable, may participate in a meeting of the Board of Directors or any committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can simultaneously hear and see each other, and such participation at a meeting shall constitute presence in person at the meeting.

Section 12. Committees of the Board.

The Board of Directors may, by resolution passed by a majority of the Board of Directors, designate, define authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons but need not be members of the Board of Directors. The Board of Directors may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

12.1 Authority of Committees.

Any committee, to the extent provided in these By-laws or in the resolutions creating such committee, shall have, and may exercise, all of the powers and authority granted by the Board of Directors in the management and business affairs of the Corporation; provided, however, that no committee shall be granted the powers or authority exceeding that granted to the Board of Directors. Unless otherwise stated in the resolutions creating it, or in these By-laws, committee action shall be taken only upon the affirmative vote of a majority of the members of the committee. Failure of a committee to reach an agreement upon any issue before it shall require referral of such issue to the entire Board of Directors.

12.2 Procedures for Conducting Meetings.

The activities of all committees of the Corporation shall be conducted in such manner as will advance the best interest of the Corporation. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the Articles of Incorporation, these By-laws, and the policies of the Corporation. The Board Chair shall be an ex-officio member of all committees unless he serves as a member of such committee. The meetings of all committees shall be open to attendance by all Directors,

which Directors may participate in any such meeting but may not vote unless such Director is a member of the committee.

12.3 Limitation on Authority of Committees.

Each committee shall be under the direction and control of the Board of Directors and shall keep regular minutes of the proceedings, and all actions of each committee shall be reported to the Board of Directors and shall be subject to revision and alteration by the Board of Directors.

Section 13. Conflict of Interest.

Each Director must complete a conflict-of-interest statement for review by the Authorizer within thirty [30] days of their election. The corporation shall not enter into contracts or transactions between the Corporation or a related corporation and a director of the corporation or between the Corporation and an organization in which a director of the corporation is a director, officer, or legal representative or has a material financial interest, except in accord with the provisions of Minnesota Statutes, Section 317A.255 and Section 124D.10, as now enacted or hereafter amended.

ARTICLE V  
OFFICERS AND EMPLOYEES

Section 1. Number and Election.

The officers of the Corporation shall be elected for one [1] year terms by the Board of Directors, and shall consist of a President [Chief Executive Officer/Board Chair], Treasurer [Chief Financial Officer], Secretary and such other officers as the Board of Directors shall determine from time to time.

Section 2. Vacancies.

A vacancy in any office of this Corporation occurring by reason of death, disqualification, resignation, or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board of Directors.

Section 3. President.

The President shall:

- 3.1 Exercise the functions of the office of the president of the Corporation;
- 3.2 Preside at all meetings of the Board of Directors;
- 3.3 Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation as directed by the Board of Directors;
- 3.4 Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board of Directors;
- 3.5 Have the general powers and duties usually vested in the office of the president; and

- 3.6 Have such other powers and perform such duties as are prescribed by MN Statutes Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.

Section 4. Treasurer.

The Treasurer shall:

- 4.1 Keep accurate accounts of all monies of the Corporation, received or disbursed;
- 4.2 Deposit all monies, drafts and checks in the name of, and to the credit of, the Corporation in such banks and depositories as the Board of Directors shall from time to time designate;
- 4.3 Have the care and custody of the corporate funds and securities;
- 4.4 Have the power to endorse for deposit all notes, checks, and drafts received by the corporation as ordered by the Board;
- 4.5 Render to the President and the Board of Directors, whenever requested, an account of all of his transactions as Treasurer and of the financial condition of the Corporation;
- 4.6 Perform such other duties as may be prescribed by the Board of Directors or the President from time to time

Section 5. Secretary.

The Secretary shall:

Unless otherwise determined by the Board, be secretary of and attend all meetings of the Board of Directors, and record the proceedings of such meetings in the minute book of the corporation and, whenever necessary, certify such proceedings. The Secretary shall give proper notice of meetings to directors and shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

Section 6. Management and Administrative Employees.

The Corporation may have such management and administrative employees as the Board of Directors deems necessary. Such employees shall: 1) be appointed in a manner, 2) have their duties and responsibilities, and 3) hold their positions for the time prescribed by the Board of Directors.

Section 7. Compensation.

The officers and employees of the Corporation may be paid such reasonable compensation, if any, for their services rendered to the Corporation in such capacity, and may be reimbursed for reasonable out-of-pocket expenses, as the Board of Directors from time to time determines to be directly in the furtherance of the purposes and in the best interests of the Corporation.

Section 8. Removal of an Officer.

Any officer may be removed at any time, with or without cause, by the vote of a majority of a quorum of the Board of Directors at any regular meeting or at a special meeting called for that purpose.

Section 9. Resignation.

Any officer may resign at any time. Such resignation shall be made in writing to the President or Secretary of the Corporation and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

ARTICLE VI  
DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets

By a two-thirds [2/3] vote of all Directors, the Board of Directors may resolve that the Corporation cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to effect dissolution. Written notice as required by the By-Laws shall be given to all voting members stating that the purpose of the meeting shall be to vote upon the dissolution of the Corporation. A resolution to dissolve the Corporation shall be approved only upon the affirmative vote of a two-thirds [2/3] of a quorum of the voting members of the Corporation taken at a meeting during which the resolution is brought before the voting members. If such cessation and distribution is called for, the Board of Directors shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution.

When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the corporation's assets to other entities in accordance with Minnesota Statutes, Section 317A.735 and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, Section 317A. 723.

ARTICLE VII  
INDEMNIFICATION

Section 1. Indemnification.

The corporation shall indemnify such persons, for such expenses and liabilities, in such manner, under such circumstances, and to such extent, as permitted by Minnesota Statutes, Section 317A.521, as now enacted or hereafter amended.

Section 2. Insurance.

The Corporation may purchase insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, Section 317A.521, the Articles of Incorporation, or these By-laws.

## ARTICLE VIII AMENDMENTS

Subject to the right of the voting members to adopt, amend, and repeal these By-laws as set forth in Minnesota Statutes, Section 317A.181, Subd. 2 (b), the power to adopt, amend, or repeal the By-laws is vested in the Board of Directors.

## ARTICLE IX FINANCIAL MATTERS

### Section 1. Contracts.

The Board of Directors may authorize any officer or officers, agent, or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these By-laws, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or to render it financially liable for any purpose or to any amount.

### Section 2. Loans and Pledges.

No loans shall be contracted nor pledges or guarantees given on behalf of the Corporation unless specifically authorized by the Board of Directors.

### Section 3. Authorized signatures.

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board of Directors or these By-laws.

### Section 4. Deposits.

All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.

### Section 5. Documents Kept at Registered Office.

The Board of Directors shall cause to be kept at the registered office of this Corporation originals or copies of:

- 5.1 Approved minutes and records of all proceedings of the Board of Directors and all committees;
- 5.2 Records of all votes and actions of the members;
- 5.3 All financial statements of this Corporation;
- 5.4 Articles of Incorporation and By-laws of this Corporation and all amendments and restatements thereof.

ARTICLE X  
MISCELLANEOUS

Section 1. Gender References.

All references in these By-laws to a party in the masculine shall include the feminine and the neuter.

Section 2. Plurals.

All references in the plural shall, where appropriate, include the singular and all references in the singular shall, where appropriate, be deemed to include the plural.



**TESFA INTERNATIONAL SCHOOL  
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL (418)**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

**II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other Tesfa International School personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. Tesfa International School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

**III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport

students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Tesfa International School; or during any period of time such employee is supervising students on behalf of Tesfa International School or otherwise engaged in Tesfa International School business.

#### **IV. EXCEPTIONS**

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with Tesfa International School's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to Tesfa International School's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the director.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

### A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Tesfa International School's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a Tesfa International School federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by Tesfa International School. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Tesfa International School policies.

### C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

*Adopted: 10/7/14*

*Revised:*



**TESFA INTERNATIONAL SCHOOL  
SCHOOL WEAPONS POLICY (501)**

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The Tesfa International School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**III. DEFINITIONS**

**A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

**B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of Tesfa International School.

**C. "Possession"** means having a weapon on one's person or in an area subject to one's

control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Director's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Director's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student falls within one of the following categories:
1. licensed peace officers, military personnel, or students or non-students participating in military training, who are on duty performing official duties;
  2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  4. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  6. a gun or knife show held on school property;

7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the Director or other person having general control and supervision of the school or the director of a child care center; or

8. persons who are on unimproved property owned or leased by a child care center or Tesfa International School unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While Tesfa International School takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

Tesfa International School may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. Tesfa International School takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Director of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While Tesfa International School takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

**A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Tesfa International School policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

**B. Other Non-students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

*Adopted: 12/02/14*

*Reviewed:*



**TESFA INTERNATIONAL SCHOOL  
SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND  
STUDENT'S PERSON (502)**

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Tesfa International School's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of Tesfa International School. At no time does Tesfa International School relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of Tesfa International School. At no time does Tesfa International School relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by Tesfa International School policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to Tesfa International School, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of Tesfa International School policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. Tesfa International School shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of Tesfa International School, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with Tesfa International School's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

*Adopted: 12/02/14*

*Reviewed:*