



BOARD MEETING AGENDA

6:00 p.m. October November 13, 2017

Meeting Location: 1555 40th Avenue NE, 2nd Floor, Columbia Heights, MN 55421

1. Call to Order
2. Board Membership
3. Approve Agenda
4. Review Draft of Minutes from October 30, 2017 (pages 2-6)
5. Financial Report
 - a. October Financials (pages 7-14)
 - b. FY 18 Budget (Appendix A)
 - c. Community Outreach Coordinator Job Description - revised (page 15)
 - d. Personnel Recommendations (page 16)
6. Policy Review
 - a. 210 Conflict of Interest -revised (pages 17-23)
 - b. 402 Disability Non-Discrimination Policy (pages 24-26)
 - c. 404 Employment Background Checks (pages 27-30)
 - d. 406 Public and Private Personnel Data (pages 31 -37)
7. Director Update
 - a. Enrollment/ADM (175/173.75)
 - b. VOA Site Visit
 - c. Family Night Report
8. VOA authorizer input/update
9. Public Comments
10. Adjournment

Mission

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

BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Helen Fisk, sitting in for the Board Chair, called to order the meeting at 6:06 PM on October 30, 2017

Board Members/Director Present or Absent:

Tanya Heifort (Board Chair/Community Member)	Absent
Midi Hansen (Board Secretary/Community Member)	Present
Dillon Donnelly (Board Treasurer/Community Member)	Present
Patrick Exner (Community Member)	Present
Helen Fisk (Community Member)	Present
Mike McFadden (Community Member)	Present
Ashraf Ashkar (Parent Member)	Child left the school, so he is no longer on the board
Jonas Beugen (Director/Ex-officio)	Present
Mohamed Selim (Assistant Director/Ex-Officio)	Present

Guests and Community Members Present: Fuad Omar and Amir Orandi

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

Subject	Board Membership
Discussion	Ashraf Ashkar no longer has a child at the school and has left the board.

AGENDA and MINUTES

Subject	Approval of Agendas					
Motion	Motion made to approve the amended agenda					
Made by	Mike McFadden	Seconded		Patrick Exner		
Discussion	None					
Vote		Yea	5	Nay	0	Abstain
Decision	Motion passed unanimously.					

Subject	Approve the Minutes					
Motion	Motion to approve the minutes as presented from September 25, 2017.					
Made by	Patrick Exner	Seconded		Mike McFadden		
Discussion	None					
Vote		Yea	4	Nay	0	Abstain 1 Dillon Donnelly
Decision	Motion passed unanimously.					

FINANCIAL REPORT

Subject	YTD Financials					
Motion	Motion to accept the financials as presented.					
Made by	Mike McFadden	Seconded		Dillon Donnelly		
Discussion	There was discussion around some of the line items and the Director provided answers that satisfied the board members. He will seek out additional information where necessary. The budget includes further examination of the following line items: School Support Services 555, 305 Regular instruction 305, Pupil Support services - bus transportation, Site and Building 305. All contracted services and all technology need to be reviewed.					
Vote		Yea	6	Nay	0	Abstain 0
Decision						

Subject	Revised budget for 2017-18					
Motion						
Made by		Seconded				
Discussion	There was a discussion about whether the Board was comfortable approving a budget with a year end deficit. We have carry over from the year before, so we agreed that we would be comfortable with this budget. This budget will be revisited next meeting. It was noted that all employees will have first and last name listed on all documents. The Board is encouraged by the ADM numbers, and is pleased with the work the Director is doing to recruit and complete all the required paperwork. Jonas also wanted to acknowledge Mohamed Selim's work in the success of the school to date.					
Vote		Yea		Nay	0	Abstain 0
Decision						

Subject	Community Outreach Coordinator Job Description					
Motion						

Made by		Seconded	
Discussion	The Director shared with the Board the importance of the role and provided the Board with the Personnel Recommendations to fill this position. The job description needs to be adjusted to reflect educational qualifications and should include in the preferred qualifications the ability to communicate in languages that our families speak. A new job description will be completed for the next Board meeting.		
Vote		Yea	Nay
Decision		Abstain	

Subject	Personnel Recommendation		
Motion	Motion made to approve the personnel recommendations as presented.		
Made by	Patrick Exner	Seconded	Mike McFadden
Discussion			
Vote		Yea 5	Nay 0
Decision		Abstain	
Decision	Motion passed unanimously.		

Subject	Lease Amendment		
Motion	Motion made to approve the lease amendment as presented.		
Made by	Mike McFadden	Seconded	Dillon Donnelly
Discussion			
Vote		Yea 5	Nay 0
Decision		Abstain	0
Decision	Motion passed unanimously.		

POLICY REVIEW

Subject	Policies 102 and 401		
Motion	Motion made to approve Policies 102, Equal Educational Opportunity, and 401, Equal Employment Opportunity.		
Made by	Mike McFadden	Seconded	Patrick Exner
Discussion			
Vote		Yea 5	Nay 0
Decision		Abstain	
Decision	Motion passed unanimously.		

Subject	Policy 210 Conflict of Interest		
Motion	Motion made to table Policy 210.		
Made by	Patrick Exner	Seconded	Mike McFadden
Discussion	Conflict of Interest 210 should be tabled because there have been a lot of changes.		
Vote		Yea 5	Nay 0
Decision		Abstain	0
Decision	Motion passed unanimously.		

NEW BUSINESS

Subject	Annual Report and World's Best Workforce		
Motion	Motion made to approve the Annual Report and the World's Best Workforce as presented.		

Made by	Patrick Exner	Seconded	Dillon Donnelly
Discussion	None		
Vote	Yea	5	Nay 0 Abstain 0
Decision	Motion passed unanimously.		

DIRECTOR UPDATE

Subject	Enrollment
Discussion	The ADM is 178.

Subject	Transportation
Discussion	The transportation is going so much better and it has really stabilized enrollment. Jonas paid Billy Bus for one week, and he is negotiating whether or not we will pay an additional week.

Subject	Parent Teacher Conferences
Discussion	Highlight of the year - 66% attendance (in person). Conferences were held over 2 nights. There was great parent feedback.

Subject	Parent Survey
Discussion	Parent surveys were given out, and they are continuing to try to collect more of them.

Subject	VOA site visit
Discussion	Part 1 of the site visit took place on Thursday, October 26th. It seemed to go well, and the visit will be completed on November 15th.

Subject	Family Night, November 9th
Discussion	The focus will be literacy and reading.

Subject	School Name
Discussion	The Safari Transportation Owner and Manager Fuad Omar came to share his insights on the school name; Tesfa. He has spoken to families who have felt that the name Tesfa doesn't represent them. It has to do with the fact that it is in Amharic, which is the official language of Ethiopia, and there are other East Africans who, because of the geographical conflicts, may not choose to send their children to the school, based solely on its name. Some families find the name to represent oppression of their people. The changing of the name will be discussed in the future. Jonas and Mohamed will return to the Board with a process.

Subject	Uniforms
Discussion	There was discussion about providing school uniforms for students. This concern was voiced by VOA.

AUTHORIZER INPUT

Subject	None	5
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Discussion	
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PUBLIC COMMENTS

Subject	General comments
Discussion	One parent thanked everyone for the meeting. He also spoke to the challenge of filling out the parent surveys, the night of parent conferences. He also suggested that we involve the students in the potential name change.

ADJOURNMENT

Motion	Motion to adjourn the school board meeting at 7:30 pm.						
Made by	Midi Hansen	Seconded					
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

4239-TESFA International School YTD Budget vs. Actual 10/31/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-OCTOBER	
		BENCHMARK		33%	
UFARS	ED REVENUES & EXP. BY PR	FY 2017-2018 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	151,200	-	151,200	0%
000-211	STATE GEN EDUCATION AID	1,345,918	487,616	858,302	36%
740-360	SPECIAL ED - STATE	327,744		327,744	0%
401-400	TITLE I	55,805		55,805	0%
414-400	TITLE II	10,023		10,023	0%
417-400	TITLE III	5,500	-	5,500	0%
419-400	FEDERAL SPEC ED	20,000		20,000	0%
452-400	FEDERAL GRANT- IMPL II	120,000	39,777	80,223	33%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	E-RATE	20,000		20,000	0%
000-099	MISC GRANTS	10,000		10,000	0%
		-			
	TOTAL GEN FUND REVENUE	2,054,190	515,393	1,538,797	25%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	324,394	108,421	215,973	33%
000-305	CONTRACTED SERVICES	141,600	68,660	72,940	48%
000-320	COMMUNICATION SERVICES	8,000	3,894	4,106	49%
000-329	POSTAGE AND PARCEL SERVICES	2,000	492	1,508	25%
000-366	STAFF TRAINING	4,000		4,000	0%
000-401	GENERAL SUPPLIES- NON INSTRUCT	15,000	899	14,101	6%
000-401	GENERAL SUPPLIES- UNIFORMS	7,000	5,764	1,236	82%
000-530	EQUIPMENT	500		500	0%
000-555	TECHNOLOGY EQUIPMENT	500	2,199	(1,699)	440%
000-820	DUES & MEMBERSHIP & FEES	17,500	10,165	7,335	58%
000-899	MISCELLANEOUS	-		-	0%
	TOTAL	520,494	200,495	319,999	39%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	608,382	179,900	332,399	30%
000-305	CONTRACTED SERVICES-	30,050	13,440	16,610	45%
000-430	INSTRUCTIONAL MATERIALS	24,250	16,409	7,841	68%
000-460	TEXTBOOKS & WORKBOOKS	500		500	0%
000-461	TESTING SERVICES	2,500		2,500	0%
000-470	MEDIA BOOKS & RESOURCES	-		-	0%
000-530	EQUIPMENT			-	0%
000-555	TECHNOLOGY EQUIPMENT	1,100	2,302	(1,202)	209%
	TOTAL	666,782	212,052	358,648	32%

4239-TESFA International School YTD Budget vs. Actual 10/31/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-OCTOBER	
		BENCHMARK		33%	
UFARS	TED REVENUES & EXP. BY PR	FY 2017-2018 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT
SPECIAL EDUCATION INSTRUCTION (400-499)					
100-200'S	STAFF SALARIES & BENEFITS	187,370	51,769	135,601	28%
305	CONTRACTED SERVICES	95,000	27,592	67,408	29%
430	SPEC ED SUPPLIES	4,600		4,600	0%
530	EQUIPMENT	1,000		1,000	0%
555	TECH EQUIPMENT	500		500	0%
	TOTAL	288,470	79,360	209,110	28%
INSTRUCTIONAL SUPPORT SERVICES: (600-699)					
100-200's	SALARIES-	-		-	0%
401	TRAINING MATERIALS	5,000		5,000	0%
366	TRAINING, TRAVEL, CONVEN.	10,000	14,237	(4,237)	142%
0	STAFF TUITION REIMBURSEM	-	-	-	0%
	TOTAL	15,000	14,237	763	95%
PUPIL SUPPORT SERVICES (700-799)					
100-200	SALARIES	69,691	22,506	47,185	32%
305	CONTRACTED SERVICES- HE	2,500		2,500	0%
360	PUPIL TRANSPORTATION	180,000	70,200	109,800	39%
360	SPEC ED TRANSPORTATION	75,690		75,690	0%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE				
	TOTAL	327,881	92,706	159,485	28%
SITE, BLDG, & EQUIPMENT (800-899)					
100-200's	PERSONNEL COSTS	-	-	-	0%
305	CONTRACTED SERVICES-	33,800	812	32,988	2%
330	UTILITY SERVICES	15,000	5,717	9,283	38%
350	REPAIRS & MAINTENANCE	2,000	8,683	(6,683)	434%
370	OPERATING LEASES- COPIER	10,500	7,219	3,281	69%
370	CAM PAYMENTS		5,325	(5,325)	0%
370	BLDG LEASE	168,000	60,108	107,892	36%
401	CUSTODIAL SUPPLIES	2,000	3,872	(1,872)	194%
520	LEASEHOLD IMPROVEMENTS	-		-	0%
530	EQUIPMENT	1,000	627	373	63%
555	TECH EQUIPMENT	-		-	0%
	TOTAL	232,300	92,364	139,936	40%
FISCAL & OTHER FIXED COSTS (900-999)					
000-340	INSURANCE	13,500	1,709	11,791	13%
000-740	PRINCIPAL PAYMENT			-	#DIV/0!
000-741	INTEREST	0	1,095	-	109520000%
	TOTAL	13,500	2,804	11,791	21%
TOTAL EXPENDITURES- GEN		2,064,427	694,018	1,370,409	34%
GENERAL FUND PROFIT (LOSS)		(10,237)	(178,625)	168,388	
701-472	FOOD SERVICE REVENUE	99,410	18,176	81,234	18%

4239-TESFA International School YTD Budget vs. Actual 10/31/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD BENCHMARK		JULY-OCTOBER 33%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		111,410	30,176	81,234	
701-490	FOOD SERVICE EXPENDITURE	120,935	30,950	89,985	26%
	FOOD SERVICE FUND BALANCE	(9,525)	(774)	-	
	TOTAL EXPENDITURES- ALL F	2,185,362	724,968	1,460,394	33%
	CURRENT YEAR FUND BALANCE	(19,762)			
	ADD: FUND BALANCE, BEG	192,968			
	FUND BALANCE, ENDING	173,206			
	Fund Balance Percentage	8%			
	MDE Hold-back 10%	205,419			

**4239-TESFA International School
CHECK REGISTER
10/31/2017**

CHK #	CHK DATE	VENDOR	AMOUNT
10919	10/3/2017 00:00:00	SAFAARI TRANSPORTATION LLC	\$ 25,500.00
10933	10/9/2017 00:00:00	SFM	\$ 1,086.00
10934	10/12/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10935	10/12/2017 00:00:00	DONALD'S	\$ 2,894.02
10936	10/12/2017 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 420.00
10937	10/12/2017 00:00:00	Minnesota Bureau of Criminal Apprehension	\$ 175.00
10938	10/12/2017 00:00:00	Office Depot	\$ 717.76
10939	10/13/2017 00:00:00	FIRST LUTHERAN CHURCH	\$ 17,459.00
10940	10/25/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10941	10/25/2017 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 934.51
10942	10/25/2017 00:00:00	DONALD'S	\$ 147.71
10943	10/25/2017 00:00:00	GOPHER	\$ 1,000.55
10944	10/25/2017 00:00:00	Office Depot	\$ 72.72
10945	10/25/2017 00:00:00	PERA	\$ 1,212.30
10946	10/25/2017 00:00:00	PK PROPERTY SERVICES . LLC	\$ 252.88
10947	10/25/2017 00:00:00	REUVERS PSYCH CONSULTING LLC	\$ 37.50
10948	10/25/2017 00:00:00	SAFAARI TRANSPORTATION LLC	\$ 25,500.00
10949	10/25/2017 00:00:00	TEACHERS PAY TEACHERS	\$ 135.93
10950	10/25/2017 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 2,495.88
10951	10/25/2017 00:00:00	Unum Life Insurance Company of America	\$ 983.14
10952	10/25/2017 00:00:00	Minnesota Bureau of Criminal Apprehension	\$ 25.00
10953	10/26/2017 00:00:00	DONALD'S	\$ 1,043.78
10954	10/26/2017 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 21,950.15
10955	10/26/2017 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 966.00
10956	10/26/2017 00:00:00	TEACHERS ON CALL	\$ 221.00

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	
2017								
Jul 1-15	61,250						61,250	
Jul 16-31	47,225						47,225	
Aug 1-15	54,303						54,303	
Aug 16-31	54,303	215,175		(150,000)			119,478	
Sep 1-15	54,303						54,303	
Sep 16-30	56,928	75,965					129,993	
Oct 1-15	54,250						139,252	
Oct 16-31	192,498	75,646				87,002	179,094	
Nov 1-15	60,421						60,421	
Nov 16-30	60,421						60,421	
Dec 1-15	60,421		30,280				90,621	
Dec 16-31	60,421						60,421	
2018								
Jan 1-15	60,421	37,164					63,585	
Jan 16-31	60,421		20,390				80,721	
Feb 1-15	60,421						60,421	
Feb 16-28	60,421						60,421	
Mar 1-15	60,421						60,421	
Mar 16-31	60,421						60,421	
Apr 1-15	60,421						60,421	
Apr 16-30	60,421	7,951					68,372	
May 1-15	60,421	19,506					79,927	
May 16-31	60,421						60,421	
Jun 1-15	60,421						60,421	
Jun 16-30	60,421						60,421	
	1,451,846	375,901	70,006		(150,000)	88,002	1,832,755	

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
2017						
Jul 1-15	35,802	46,602	-	82,404		172,358
Jul 16-31	35,801	28,902	-	64,703	(38,632)	154,880
Aug 1-15	35,201	61,205	-	96,406		112,777
Aug 16-31	36,504	25,603	-	62,107	15,268	170,148
Sep 1-15	36,504	53,203	-	89,707		134,744
Sep 16-30	36,504	28,501	-	65,005	29,584	199,732
Oct 1-15	36,504	45,203	-	81,707		257,277
Oct 16-31	36,504	85,026	-	121,530	115,109	314,841
Nov 1-15	36,504	45,206	-	81,710		293,552
Nov 16-30	36,504	55,203	-	91,707	(52,575)	262,266
Dec 1-15	36,504	35,601	-	72,105		280,782
Dec 16-31	36,504	33,602	-	70,106	8,831	271,097
2018						
Jan 1-15	36,504	35,201	-	71,705		262,977
Jan 16-31	36,504	65,204	-	101,708	(29,107)	241,990
Feb 1-15	36,504	36,902	-	73,406		229,005
Feb 16-28	36,504	38,502	-	75,006	(27,570)	214,420
Mar 1-15	36,504	55,203	-	91,707		183,134
Mar 16-31	36,504	45,209	-	81,713	(52,578)	161,842
Apr 1-15	36,504	85,410	-	121,914		100,349
Apr 16-30	36,504	65,201	-	101,705	(94,826)	67,016
May 1-15	36,504	75,201	-	111,705		35,238
May 16-31	36,504	85,407	-	121,911	(93,268)	(26,252)
Jun 1-15	36,504	95,801	-	132,305		(98,136)
Jun 16-30	36,504	85,406	-	121,910	(133,373)	(159,625)
	873,388	1,312,504	-	2,185,892		

FY 2018 Beginning Cash Balance \$ 193,812

**4239-TESFA International School
Balance Sheet
Oct-17**

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	004	CASH / GENERAL	\$ 231,088.00
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	\$ -
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	\$ (38,120.00)
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	\$ (192,968.00)
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	\$ -
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -

200 University Avenue West
Saint Paul, MN 55103

Period: 09/30/2017 thru 10/31/2017



'SRLNUM' 0.6500 WCL0001
Tesfa International School Inc
1385 Ashland Ave
Saint Paul, MN 55104-6705

<T> 30
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Core Business Checking ACCOUNT Account: XXXXXXXX2761

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
09/29/17	\$170,725.07	\$311,537.50 (6)	\$263,502.07 (57)	10/31/17	\$218,760.50

Minimum Balance \$88,412.05
Avg Available Balance \$139,530.92
Average Balance \$139,548.04

DEPOSITS

Reference	Date	Amount	Reference	Date	Amount	Reference	Date	Amount
	10/12	\$588.80						

OTHER CREDITS

Date	Description	Amount
10/11	ACH MN State-Mmb Trn*1*0004199280*1416007162\	\$60,685.71
10/12	ACH MN State-Mmb Trn*1*0004204477*1416007162\	\$14,612.37
10/13	ACH MN State-Mmb Trn*1*0004208637*1416007162\	\$54,250.30
10/20	Paychex Tps Taxes 73410300043903x	\$2,306.57
10/30	ACH MN State-Mmb Trn*1*0004233664*1416007162\	\$179,093.75

Continued on Next Page

OTHER DEBITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/03	American Funds Investment Irk123816170929	\$109.44
10/03	Alerus Plan Fund 1727333791405	\$458.33
10/04	MN Teachers Ret Mntra Tratra000089060	\$4,611.79
10/12	Paychex Inc. Payroll 73294500038442x	\$28,273.00
10/13	Paychex Eib Invoice X73299300000872	\$318.60
10/13	Paychex Tps Taxes 73289400030174x	\$9,816.41
10/17	American Funds Investment Irk123816171016	\$75.00
10/19	MN Teachers Ret Mntra Tratra000089642	\$4,678.48
10/25	Alerus Plan Fund 17297ac699056	\$445.83
10/26	Alerus Empl Fee Tis849471553568	\$60.00
10/30	Paychex Inc. Payroll 73514900004492x	\$28,137.71
10/31	Paychex Eib Invoice X73517400001469	\$318.85
10/31	Paychex Tps Taxes 73514400018249x	\$9,691.12

CHECKS

<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>
10/13	10882 *	\$572.70	10/31	10916	\$549.17	10/12	10932	\$221.00
10/11	10887	\$3,166.67	10/17	10917	\$124.98	10/13	10933	\$1,086.00
10/17	10888 *	\$1,400.00	10/11	10918	\$3,166.67	10/23	10934	\$3,166.67
10/13	10896 *	\$153.61	10/04	10919 *	\$25,500.00	10/20	10935	\$2,894.02
10/02	10900 *	\$3,343.75	10/11	10921	\$1,035.00	10/24	10936 *	\$420.00
10/11	10905	\$49.76	10/12	10922	\$122.95	10/24	10938	\$717.76
10/10	10906	\$14,000.00	10/10	10923	\$812.28	10/17	10939 *	\$17,459.00
10/02	10907 *	\$1,242.30	10/06	10924	\$4,000.00	10/31	10942 *	\$147.71
10/03	10909	\$7,996.00	10/13	10925	\$3,417.17	10/31	10946 *	\$252.88
10/04	10910	\$19,200.00	10/10	10926	\$89.74	10/31	10948 *	\$25,500.00
10/03	10911	\$50.26	10/12	10927	\$3,610.88	10/30	10951 *	\$983.14
10/03	10912	\$37.93	10/11	10928	\$1,212.30	10/31	10953	\$1,043.78
10/03	10913	\$475.00	10/11	10929	\$390.46	10/30	10954 *	\$21,950.15
10/03	10914	\$386.20	10/11	10930	\$1,597.62	10/31	10956	\$221.00
10/17	10915	\$2,000.00	10/12	10931	\$741.00			

* Indicates a Gap in Check Number Sequence

ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$175.00
Total Returned Item Fees	\$0.00	\$35.00

DAILY BALANCE

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
10/02	\$166,139.02	10/12	\$120,711.62	10/24	\$128,968.09
10/03	\$156,625.86	10/13	\$159,597.43	10/25	\$128,522.26
10/04	\$107,314.07	10/17	\$138,538.45	10/26	\$128,462.26
10/06	\$103,314.07	10/19	\$133,859.97	10/30	\$256,485.01
10/10	\$88,412.05	10/20	\$133,272.52	10/31	\$218,760.50
10/11	\$138,479.28	10/23	\$130,105.85		

Tesfa International School
Community Outreach
Job Description

Purpose

This position will support the mission of Tesfa International School. To promote improvement in student achievement by assisting in all areas of community involvement within Tesfa International School, by assessing school, parent and other community needs and coordinating parent involvement, family support activities and community outreach programs. Assisting in the communicating and evaluation of activities and services for parents and other community members at Tesfa International School and in the community.

Responsibilities – (May include, but are not limited to, the following)

- Understand the mission and vision of Tesfa International School and plan community outreach activities to administer it appropriately.
- Establish and maintain effective relationships with representatives of the school community and various organizations.
- Organize community meetings and events at Director's request.
- Promote school projects and programs to the community.
- Serve as interpreter during parent-teacher conferences, special education meetings, enrollment and other school-based meetings as needed.
- Student Recruitment liaison.
- In-house suspension mentor and student engagement support.
- Develop and lead extra curricular activities that are valued by families.

Required Qualifications:

- Minimum of two years (60 credits) college education.
- Ability to work with a diverse student population.
- Excellent verbal and communication skills.

Preferred Qualifications:

- Minimum of four years (120 credits) college education.
- Two years of progressively responsible experience in parent involvement and/or community education program development, or closely related field.
- Two years of progressive recruitment experience within the educational field.
- Bilingual in; Somali, Amharic and Oromo.
- Ability to work with a diverse student population.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

Personnel Recommendations:

The following personnel items are recommended for the approval at the November 13, 2017 school board meeting.

Licensed Staff Resignation:

Emma Hanson 1.0 FTE Classroom Teacher @ \$51,247.00 effective 11/5/2017

TESFA INTERNATIONAL SCHOOL Conflict of Interest (210)

I. Purpose

The purpose of the conflict of interest policy is to protect 's interest when it is contemplating entering into a transaction or arrangement that might result in an excess benefit transaction. This policy is intended to supplement but not replace, applicable state and federal laws governing conflict of interest applicable to nonprofits, charitable organizations, and chartered public schools.

II. General Statement of Policy

It is the policy of the charter school board to conform to statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

A. Tesfa International School has established this guidance In accordance with the Uniform Governance Guidance 2 CFR 200, Subpart B, Section §200.112-113.

B. Employees must avoid activities or relationship that conflict with Tesfa International School's interests or adversely affect the school's reputation. No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the school's director if you have any questions about conflicts of interest.

C. Definitions

A conflict of interest can generally be described as a situation in which your loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of Tesfa International School. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or othertangible or intangible benefits in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;

- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any business dealings involving Tesfa International School;
- Giving preferential treatment to any person or company in which you, a relative, spouse, partner, child, or a friend has a significant ownership interest or relationship.

III. Board of Directors – Conflicts of Interest

A. 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.

B. 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.

C. The conflict of interest provisions under this subdivision 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.

D. The determination as to whether a conflict of interest exists is to be made by the school board in concert with a proper reading of the statute and this policy. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

IV: Annual Statements

A. Employees

Employees will participate annually in training regarding conflicts of interest and complete a Conflict of Interest Disclosure form. Employees must disclose actual or potential conflicts or any relationship that may create the appearance of a conflict of interest to your supervisor, in writing, as soon as you become aware of them so that safeguards can be established to protect all parties. The director will investigate any conflicts of interest and

determine if disciplinary action, including suspension or termination, is warranted.

Failure to make required disclosures or resolve conflicts of interest satisfactorily may result in discipline up to and including termination of employment, as determined by the Executive Director and School Board.

B. Employees

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy.
2. Has read and understands the policy
3. Has agreed to comply with the policy
4. Understands that Tesfa International School is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

C. Employees

The director will disclose in writing any potential conflicts of interest to the Minnesota Department of Education (MDE). The disclosure form will be sent to the Chief Financial Officer at MDE.

The director and School Board Chair will disclose all violations of federal criminal law involving fraud, bribery, or gratuity violations to appropriate authorities and the Minnesota Department of Education (MDE)

Approved: 9/3/14
Revised: 10/7/2014

TESFA INTERNATIONAL SCHOOL

Conflicts of Interest Disclosure Form for Employees Part 1

Directions: Please complete this form, sign, date and return it to Jonas Beugen, Director.

I, the undersigned, acknowledge I have received a copy of the Tesfa International School's Conflicts of Interest Policy. I received training on this topic on _____ (Date).

I, the undersigned, acknowledge this Conflicts of Interest Disclosure Form indicates whether I have any actual or apparent Conflict of Interest with any individual or entity whose interests may reasonably appear to be affected by selecting, awarding, or administering a contract with the entity.

I understand a Conflict of Interest exists when the following individuals or entities have a financial or other interest in an entity with which Tesfa International School is contracting:

1. Board Member, Employee, Officer, or agent;
2. Immediate family of the Board Member, Employee, Officer, or agent;
3. Business Partner of the Board Member, Employee, Officer, or agent;
4. An organization that employs, or is about to employ any individual mentioned in the aforementioned lines.

I agree not to participate in the selecting, awarding, or administering any contract if a conflict of interest exists.

I understand that I have a continuing duty to report any potential Conflicts of Interest and agree to report to the Board any possible conflicts that may develop in addition to any possible conflicts stated below.

I understand a Conflict of Interest may arise in a situation not stated above and this disclosure does not limit Tesfa International School's rights concerning any other conflicts of interest which may arise.

I understand that Tesfa International School will conduct an investigation of any conflict of interest and may result in discipline up to and including termination of employment.

TESFA INTERNATIONAL SCHOOL

Conflict of Interest Policy Disclosure Form for Employees Part 2

I have read, understand, and agree to the provisions of the Conflicts of Interest Policy.

I declare that:

Check one:

I have no conflicts to declare.

I am declaring the following conflict or potential conflict:

I understand that if a conflict is declared, NAME OF SCHOOL, Executive Director, employee, officer, or agent will notify the Board Chair.

Print Name _____

Signature _____

Date _____

Office use:

C of I Trainer: _____

Date of training: _____

TESFA INTERNATIONAL SCHOOL

Conflict of Interest Disclosure Form Administration and Members of the School Board

This document pertains to any individual, who due to their role within the school has the authority to purchase goods or sign contracts on behalf of the school.

Reference: Tesfa International School's Conflict of Interest Policy

Review the following and check the applicable statements related to conflict of interest regarding charter school for the year ended 6/30/_____.

_____ I am, or my immediate family member* or partner is an owner, employee, or agent of, or a contractor with a for-profit or nonprofit entity with whom the charter school contracts, directly or indirectly, for professional services, goods or facilities.

_____ If so, I refrain from participating in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when (1) the board member, employee, officer or agent, (2) the immediate family of a 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.

_____ I am an 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.

_____ I am aware of the following transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to the organization listed above.

Required information:

- a. Description of transaction: _____
- b. Individual/entity engaging in transaction: _____
- c. Amount of transaction: _____
- d. Identify other party to the transaction: _____
- e. Relationship of individual/entity (self, spouse, etc.): _____

_____ I am aware of no transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to the organization listed above.

_____ I sold or purchased property or materials owned by the charter school. If so, please place a check next to all that apply:

_____ The property was not needed by the charter school.

_____ The purchase was made through a sealed bid or public auction.

_____ I was not directly involved with the sealed bid or auction process.

_____ Public notice of the sale was given for at least one week.

_____ I did not sell or purchase property or materials owned by the charter school.

To the best of my knowledge and belief, the above information is true and accurate.

Signature: _____

Print Name: _____

Title: _____

Employer: _____

Date: _____

*Immediate family member: An individual's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, and sons-in-law. Adopted, half, and step members are also included in immediate family.

Office use:

C of I Trainer: _____

Date of training: _____

**TESFA INTERNATIONAL SCHOOL
DISABILITY NONDISCRIMINATION POLICY (402)**

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. Tesfa International School shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. Tesfa International School shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. Tesfa International School shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. Tesfa International School shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of Tesfa International School.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school Director. This individual is Tesfa International School's appointed ADA/Section 504 coordinator.

Adopted: 8/11/14

Revised: 10/7/2014

TESFA INTERNATIONAL SCHOOL
SECTION 504/ADA GRIEVANCE PROCEDURES

Tesfa International School does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its program or activities. Any qualified individual who wishes to complain about alleged discriminatory treatment falling under Section 504 or Title II of the Americans Disabilities Act (“TITLE II”) shall be addressed by the following Grievance Procedure.

This Grievance Procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (“ADA Tesfa International School strongly prohibits retaliation on the basis of any grievance filed under this Policy.

Step 1: Informal Resolution

If a person believes that he or she has a valid basis for making a grievance under Section 504 or Title II, he or she shall informally discuss the grievance with the school Director/ Tesfa International School’s 504/Title II Compliance Coordinator.

A grievant must notify the compliance coordinator of his or her informal section 504/Title II Grievance within sixty (60) days of the occurrence. Unless the grievance can be resolved informally, the compliance coordinator will investigate and document the grievance (including dates of meetings, disposition, and dates of disposition). These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representations, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Compliance Coordinator and a copy forwarded to the complainant no later than ten (10) working days after its filing.

Step 2: Formal Resolution

If the grievance is not satisfactorily resolved by Step I, the grievant may file a formal, written grievance with the Compliance Coordinator within five (5) working days of receiving the Compliance Coordinator’s disposition from Step I. The grievant shall include his or her name, address, a brief description of the alleged discriminatory action, the date of the occurrence, and the name(s) (if applicable) of the persons responsible.

Within five (5) working days of receiving the written grievance, Tesfa International School’s 504/Title II Coordinator will appoint a hearing officer. The Hearing Officer will conduct an impartial hearing regarding the grievance within fifteen (15) working days of being appointed. The hearing shall give the grievant full and fair opportunity to present evidence relevant to the issues raised by the grievance. The grievant may, at his or her own expense, be assisted or represented by an individual of his or her choice,

including legal counsel. The Hearing Officer will issue a written decision to Tesfa International School's 504/Title II Compliance Coordinator within ten (10) working days of the hearing.

Step 3: Appeal to the School Board

If the grievance is not satisfactorily resolved during Step 3, the grievant may file a written appeal with the School Board. Written appeals should be sent to the School Board Chair within thirty (30) days of the disposition at Step 2 and at least one week prior to the next scheduled School Board meeting.

Provided that the appeal is filed with the School Board Chair within one week's of the School Board's regularly scheduled meeting, the School Board will consider the appeal at its next meeting.

Within ten (10) working days of addressing the grievance, the School Board will issue a written decision to the grievant.

Step 4: Appeal to the Department of Education

If the grievance is not satisfactorily resolved during Step 3, the grievant may file an appeal with the United States Office of Civil Rights, Department of Education, Washington, D.C. 20201.

TESFA INTERNATIONAL SCHOOL EMPLOYMENT BACKGROUND CHECKS (404)

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in Tesfa International School in order to promote the physical, social, and psychological well-being of its students. To that end, Tesfa International School will seek a criminal history background check for applicants who receive an offer of employment with Tesfa International School and on all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Tesfa International School, regardless of whether any compensation is paid, or such other background checks as provided by this policy. Tesfa International School may also elect to do background checks of other volunteers, independent contractors, and student employees in Tesfa International School.

II. GENERAL STATEMENT OF POLICY

- A. Tesfa International School shall require that applicants for Tesfa International School positions who receive an offer of employment and all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Tesfa International School, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by Tesfa International School that an individual's criminal history does not preclude the individual from employment with, or provision of services to, Tesfa International School.
- B. Tesfa International School specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by Tesfa International School shall in no way limit Tesfa International School's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until Tesfa International School receives the results of the criminal history background check. Tesfa International School may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on

the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (hereinafter “the BCA”). Tesfa International School reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to Tesfa International School t, the individual must sign a criminal history consent form, which provides permission for Tesfa International School to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to Tesfa International School, at the election of Tesfa International School, in an amount equal to the actual cost to the BCA and Tesfa International School of conducting the criminal history background check. If the individual fails to provide Tesfa International School with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. Tesfa International School, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. Tesfa International School may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving Tesfa International School access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Tesfa International School, Tesfa International School shall request a criminal history background check on such individuals

from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by Tesfa International School that an individual's criminal history does not preclude the individual from employment with, or provision of services to, Tesfa International School. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in Tesfa International School's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, Tesfa International School, the individual will be so advised.
- J. Tesfa International School may apply these procedures to other volunteers, independent contractors, or student employees as though they were applicants for employment or providing athletic coaching services or other extracurricular academic coaching services.
- K. At the beginning of each school year or when a student enrolls, Tesfa International School will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of Tesfa International School's discretion in requiring a background check. Tesfa International School may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.
- L. Pursuant to MN Statute 123B.03, Subd.1a, the director will contact the Board of Teaching to determine whether the board has taken disciplinary action against the teacher based on a board determination that sexual misconduct or attempted sexual misconduct occurred between the teacher and a student. The school will require applicants to provide information regarding all current and

previous disciplinary actions in Minnesota and other states taken against the individual's teaching license as a result of sexual misconduct or attempted sexual misconduct with a student. The school will inform applicants that intentionally submitting false information is grounds for dismissal.

Adopted: 9/3/14
Revised: 10/7/14

**TESFA INTERNATIONAL SCHOOL
PUBLIC AND PRIVATE PERSONNEL DATA (406)**

I. PURPOSE

The purpose of this policy is to provide guidance to Tesfa International School employees as to the data Tesfa International School collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by Tesfa International School, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by Tesfa International School.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to Tesfa International School staff who need it to conduct the business of Tesfa International School.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of Tesfa International School, applicants for employment, volunteers for Tesfa International School, or members of or applicants for an advisory board or commission. Personnel data include data submitted to Tesfa International School t by an employee as part of an organized self-evaluation effort by Tesfa International School to request suggestions from all employees on ways to cut costs, make Tesfa International School more efficient, or to improve Tesfa International School operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a Tesfa International School acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a Tesfa International School in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of Tesfa International School;
18. the terms of any agreement settling any dispute arising out of the employment relationship, including school director buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment or to an advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;

4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with Tesfa International School staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by Tesfa International School to administer employee assistance programs are private.

- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent Tesfa International School determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. Tesfa International School may display a photograph of a current or former employee to prospective witnesses as part of Tesfa International School's investigation of any complaint or charge against the employee.
- G. Tesfa International School may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency, or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant Tesfa International School in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if Tesfa International School determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. Tesfa International School shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from Tesfa International School's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. Tesfa International School shall release to a requesting Tesfa International School or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of Tesfa International School or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by Tesfa International School to cut costs, make Tesfa International School more efficient, or to improve Tesfa International School operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that Tesfa International School transmits protected health information, Tesfa International School will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by Tesfa International School and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for Tesfa International School or government entity.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

Tesfa International School shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

Tesfa International School has designated the School Director as the authority responsible for personnel data. If you have any questions, contact *her/him*.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Adopted: 8/11/2014

Revised: 10/7/2014