



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

**BOARD MEETING AGENDA**

**6:00 p.m. October 30, 2017**

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

1. Call to Order
2. Board Membership
3. Approve Agenda
4. Review Draft of Minutes from September 25, 2017
5. Director Update
  - a. Enrollment
  - b. Transportation Update
  - c. Parent Teacher Conferences
  - d. Parent Survey
  - e. VOA Site Visit
  - f. Family Night November 9th
6. Financial Report
  - a. September Financials
  - b. Revised FY 18 Budget
  - c. Community Outreach Coordinator Job Description
  - d. Personnel Recommendations
  - e. Lease Amendment
7. Policy Review
  - a. 102 Equal Educational Opportunity
  - b. 210 Conflict of Interest
  - c. 401 Equal Employment Opportunity
8. New Business
  - a. Annual Report
  - b. World's Best Workforce Report
9. VOA authorizer input/update
10. Public Comments
11. 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.*



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  - c. 401 Equal Employment Opportunity
8. New Business
  - a. Annual Report
  - b. World's Best Workforce Report
9. Director Update
  - a. Enrollment
  - b. Transportation Update
  - c. Parent Teacher Conferences - 66% attendance
  - d. Parent Survey - in-process
  - e. VOA Site Visit
  - f. School Name
  - g. Family Night November 9th
  - h. Uniforms & Foundation
10. VOA authorizer input/update
11. Public Comments
12. Adjournment

### **Mission**

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# BOARD MEETING MINUTES

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:06 PM on September 25, 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 6:08
Mike McFadden (Community Member)	Absent
Jonas Beugen (Director/Ex-officio)	Present
Mohamed Selim (Assistant Director/Ex-Officio)	Present

Guests and Community Members Present:

Mohamed Egge  
Liban

## 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 Positions		
Motion	Motion made to approve Ashraf Ashkar as a new board member.		
Made by	Mike McFadden	Seconded	Patrick Exner
Discussion	None		
Vote	Yea	4	Nay
Decision	Motion passed unanimously.		

## AGENDA and MINUTES

Subject	Approval of Agendas		
Motion	Motion made to approve the amended agenda		
Made by	Mike McFadden	Seconded	Midi Hansen

<b>Discussion</b>	None						
<b>Vote</b>		<b>Yea</b>	5	<b>Nay</b>	0	<b>Abstain</b>	1
<b>Decision</b>	Motion passed; 1 abstention due to arrival time.						

<b>Subject</b>	<b>Approve the Minutes</b>						
<b>Motion</b>	Motion to approve the minutes as presented from August 14, 2017.						
<b>Made by</b>	Patrick Exner		Seconded		Midi Hansen		
<b>Discussion</b>	None						
<b>Vote</b>		<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstain</b>	3
<b>Decision</b>	Motion passed unanimously.						

### DIRECTOR UPDATE

<b>Subject</b>	Enrollment					
<b>Discussion</b>	Current ADM is 174. Challenges include the wide geographic area that Tesfa students living in and transportation time.					

<b>Subject</b>	Fastbridge Testing					
<b>Discussion</b>	Discussion about using the Fastbridge test as compared to MAP testing. It is not an adaptive test, so students can score a perfect score on the 30 point assessment. The results are being used to drive instruction resulting in a lot of differentiation during lessons. MAP testing may be given, too, as it is required by our authorizer.					

<b>Subject</b>	Transportation Contract					
<b>Discussion</b>	Bus service with Billy Bus was not working, so Jonas made a change to Safari buses. It will cost the same and Safari Bus is splitting the cost with Tesfa to terminate the contract. Jonas is hoping to negotiate that cost.					

<b>Subject</b>	<b>Guided Language Acquisition Design (GLAD)</b>					
<b>Discussion</b>	Instruction will be provided for all teachers in best practices around second language instruction					

### FINANCIAL REPORT

<b>Subject</b>	August Financials						
<b>Motion</b>	Motion made to accept the August financial year to date.						
<b>Made by</b>	Helen Fisk		Seconded		Mike McFadden		
<b>Discussion</b>	None						
<b>Vote</b>		<b>Yea</b>	6	<b>Nay</b>	0	<b>Abstain</b>	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	Revised budget for 2017-18 based on 180 ADM.					
<b>Motion</b>	Motion made to revise 2017-18 budget, for the October board meeting, to reflect 170 ADM.					
<b>Made by</b>	Patrick Exner		Seconded		Helen Fisk	
<b>Discussion</b>	There was discussion about changing the ADM to reflect the actual number of 174. The pros and cons of revising it, one more time, were discussed.					

Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

### POLICY REVIEW

Subject	Policy review schedule was shared with the board.						
Discussion	None						

### OLD BUSINESS

Subject	Family Handbook						
Motion	Motion made to add the community eligibility provision and new information on state testing to the Family Handbook.						
Made by	Helen Fisk		Seconded		Patrick Exner		
Discussion	New information on state testing needs to be included in the family handbook and the community eligibility provision for school meals.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Finance Committee						
Motion	Motion was made that a finance committee be formed including Business Manager, School Director and Board Treasurer to meet as needed.						
Made by	Helen Fisk		Seconded		Mike McFadden		
Discussion	It was recommended that a finance committee be formed to meet and discuss the details around Tesfa financials. The committee meeting times, will be as needed, and posted on the website.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

### NEW BUSINESS

Subject	Personnel Recommendations						
Motion	Motion made to approve the personnel recommendations as presented.						
Made by	Helen Fisk		Seconded		Patrick Exner		
Discussion	None						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Lease Amendment						
Motion	Motion made to approve an amendment to the lease which would include the playground.						
Made by	Mike McFadden		Seconded		Tanya Heifort		
Discussion	First Lutheran is buying the playground on the premises and Tesfa will lease it from them.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Strategic Plan						
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Motion							
Made by				Seconded			
Discussion	Tabled until next month.						
Vote		Yea		Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	<b>Parent Survey</b>						
Motion	Motion made to empower the Director to create a survey to reflect parent satisfaction.						
Made by	Helen Fisk			Seconded	Midi Hansen		
Discussion	It was recommended to do survey at the beginning of the year to give us a benchmark. It had been decided, during the forming of Tesfa, that a parent survey would be given in the 3rd year of operation. Surveys will be given during conferences.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

#### AUTHORIZER INPUT

Subject	None					
Discussion						

#### PUBLIC COMMENTS

Subject	None					
Discussion						

#### ADJOURNMENT

Motion	Motion to adjourn the school board meeting at 7:39 pm.						
Made by	Midi Hansen			Seconded	Helen Fisk		
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

4239-TESFA International School YTD Budget vs. Actual 9/30/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-SEPTEMBER	
		BENCHMARK		25%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 09/30/2017	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 25%
<b>GENERAL FUND REVENUE SOURCES:</b>					
348-300	LEASE AID	151,200	-	151,200	0%
000-211	STATE GEN EDUCATION AID	1,345,918	322,506	1,023,412	24%
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%
	<b>TOTAL GEN FUND REVENUE</b>	<b>2,054,190</b>	<b>350,283</b>	<b>1,703,907</b>	<b>17%</b>
<b>GEN FUND EXPENDITURES:</b>					
<b>SCHOOL SUPPORT SERVICES (000-199)</b>					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	324,394	75,386	249,008	23%
000-305	CONTRACTED SERVICES	141,600	58,994	82,606	42%
000-320	COMMUNICATION SERVICES	8,000	2,960	5,040	37%
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 INSURANCE	15,000	2,524	12,476	17%
000-401	GENERAL SUPPLIES- UNIFORMS	7,000		7,000	0%
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%
	<b>TOTAL</b>	<b>520,494</b>	<b>152,719</b>	<b>367,775</b>	<b>29%</b>
<b>REGULAR INSTRUCTION (200-299)</b>					
100-200'S	INSTRUCTIONAL SALARIES	608,382	131,528	332,399	22%
000-305	CONTRACTED SERVICES-	30,050	13,219	16,831	44%
000-430	INSTRUCTIONAL MATERIALS	24,250	14,796	9,454	61%
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	2,058	(958)	187%
	<b>TOTAL</b>	<b>666,782</b>	<b>161,600</b>	<b>360,726</b>	<b>24%</b>

4239-TESEA International School YTD Budget vs. Actual 9/30/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD JULY-SEPTEMBER BENCHMARK 25%			
UFARS	TED REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 09/30/2017	YTD BALANCE	% YTD RECEIVED/SPENT
<b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>					
100-200'S	STAFF SALARIES & BENEFITS	187,370	44,144	143,226	24%
305	CONTRACTED SERVICES	95,000	25,356	69,644	27%
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>288,470</b>	<b>69,500</b>	<b>218,970</b>	<b>24%</b>
<b>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</b>					
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 REIMBURSEME	-	-	-	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	69,691	16,219	53,472	23%
305	CONTRACTED SERVICES- HE/	2,500		2,500	0%
360	PUPIL TRANSPORTATION	180,000		180,000	0%
360	SPEC ED TRANSPORTATION	75,690	19,200	56,490	25%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE				
	<b>TOTAL</b>	<b>327,881</b>	<b>35,419</b>	<b>235,972</b>	<b>11%</b>
<b>SITE, BLDG, &amp; EQUIPMENT (800-899)</b>					
100-200's	PERSONNEL COSTS	-	-	-	0%
305	CONTRACTED SERVICES-	33,800	812	32,988	2%
330	UTILITY SERVICES	15,000	3,706	11,294	25%
350	REPAIRS & MAINTENANCE	2,000	8,683	(6,683)	434%
370	OPERATING LEASES- COPIERS	10,500	14,555	(4,055)	139%
370	CAM PAYMENTS			-	0%
370	BLDG LEASE	168,000	42,649	125,351	25%
401	CUSTODIAL SUPPLIES	2,000	3,604	(1,604)	180%
520	LEASEHOLD IMPROVEMENTS	-		-	0%
530	EQUIPMENT	1,000	627	373	63%
555	TECH EQUIPMENT	-		-	0%
	<b>TOTAL</b>	<b>232,300</b>	<b>74,637</b>	<b>157,663</b>	<b>32%</b>
<b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>					
000-340	INSURANCE	13,500	1,709	11,791	13%
000-740	PRINCIPAL PAYMENT			-	0%
000-741	INTEREST	-	1,095	-	0%
	<b>TOTAL</b>	<b>13,500</b>	<b>2,804</b>	<b>11,791</b>	<b>21%</b>
<b>TOTAL EXPENDITURES- GEN F</b>		<b>2,064,427</b>	<b>510,916</b>	<b>1,553,511</b>	<b>25%</b>
<b>GENERAL FUND PROFIT (LOSS)</b>		<b>(10,237)</b>	<b>(160,633)</b>	<b>150,396</b>	
701-472	FOOD SERVICE REVENUE	99,410	3,564	95,846	4%



4239-TESFA International School YTD Budget vs. Actual 9/30/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD BENCHMARK		JULY-SEPTEMBER 25%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 09/30/2017	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		111,410	15,564	95,846	
701-490	FOOD SERVICE EXPENDITURE	120,935	9,000	111,935	7%
	<b>FOOD SERVICE FUND BALANCE</b>	<b>(9,525)</b>	<b>6,564</b>	<b>-</b>	
	<b>TOTAL EXPENDITURES- ALL FUNDS</b>	<b>2,185,362</b>	<b>519,916</b>	<b>1,665,446</b>	<b>24%</b>
	<b>CURRENT YEAR FUND BALANCE</b>	<b>(19,762)</b>			
	<b>ADD: FUND BALANCE, BEG</b>	<b>192,968</b>			
	<b>FUND BALANCE, ENDING</b>	<b>173,206</b>			
	<b>Fund Balance Percentage</b>	<b>8%</b>			
	<b>MDE Hold-back 10%</b>	<b>205,419</b>			

**4239-TESFA International School**  
**CHECK REGISTER**  
**9/30/2017**

CHK #	CHK DATE	VENDOR	AMOUNT
10876	9/7/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10877	9/7/2017 00:00:00	FIRST LUTHERAN CHURCH	\$ 416.16
10878	9/7/2017 00:00:00	HEALTH PARTNERS	\$ 13,829.47
10879	9/12/2017 00:00:00	BUSINESS ESSENTIALS	\$ 63.24
10880	9/12/2017 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 1,924.54
10882	9/12/2017 00:00:00	JONAS BEUGEN	\$ 572.70
10883	9/12/2017 00:00:00	LOFFLER	\$ 2,402.17
10884	9/12/2017 00:00:00	MIDTWEST EDUCATIONAL CONSULTANTS,INC	\$ 814.00
10885	9/12/2017 00:00:00	MOVING MATTERS LLC	\$ 2,543.36
10886	9/12/2017 00:00:00	PK PROPERTY SERVICES . LLC	\$ 570.00
10887	9/19/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10888	9/19/2017 00:00:00	CORY ORMAN	\$ 1,400.00
10889	9/19/2017 00:00:00	PERA	\$ 1,118.09
10890	9/21/2017 00:00:00	BRAINPOP LLC	\$ 3,090.00
10891	9/21/2017 00:00:00	BUSINESS ESSENTIALS	\$ 134.49
10892	9/21/2017 00:00:00	DONALD'S	\$ 1,555.75
10893	9/21/2017 00:00:00	ELENA HANSON	\$ 26.52
10894	9/21/2017 00:00:00	HEALTH PARTNERS	\$ 23,544.54
10895	9/21/2017 00:00:00	INTERNATIONAL BACCALAUREATE ORGANIZATION	\$ 9,500.00
10896	9/21/2017 00:00:00	JONAS BEUGEN	\$ 153.61
10897	9/21/2017 00:00:00	PK PROPERTY SERVICES . LLC	\$ 593.00
10898	9/21/2017 00:00:00	PROMETHEAN INC	\$ 49.00
10899	9/21/2017 00:00:00	PURCHASE POWER	\$ 345.08
10900	9/21/2017 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 3,343.75
10901	9/21/2017 00:00:00	THE HANOVER INSURANCE GROUP	\$ 1,675.98



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

<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	\$ 203,578.00
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	\$ -
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	\$ (10,610.00)
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)
<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	\$ -

200 University Avenue West  
Saint Paul, MN 55103

**Period: 09/01/2017 thru 09/29/2017**



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

<T> 30  
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0



**Core Business Checking ACCOUNT** Account: XXXXXXXX2761

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
08/31/17	\$331,521.18	\$190,345.74 (8)	\$351,141.85 (57)	09/29/17	\$170,725.07

Minimum Balance \$52,895.69  
Avg Available Balance \$233,421.50  
Average Balance \$233,424.29

**DEPOSITS**

Reference	Date	Amount	Reference	Date	Amount	Reference	Date	Amount
	09/28	\$138.80						

**OTHER CREDITS**

Date	Description	Amount
09/06	Paychex Tps Taxes 72798300001607x	\$29.83
09/06	Paychex Inc. Payroll 72789000008753x	\$966.71
09/06	Paychex Inc. Payroll 72791700026996x	\$1,036.54
09/07	Paychex Tps Taxes 72812800002197x	\$365.39
09/14	ACH MN State-Mmb Trn*1*0004152514*1416007162\	\$3,564.04
09/15	ACH MN State-Mmb Trn*1*0004156045*1416007162\	\$56,028.20
09/29	ACH MN State-Mmb Trn*1*0004180183*1416007162\	\$128,216.23

**Continued on Next Page**

**OTHER DEBITS**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
09/01	Paychex Eib Invoice X72742300002228	\$321.15
09/01	Paychex Inc. Payroll 72754500036732x	\$465.69
09/05	Paychex Eib Invoice X72754200001016	\$14.30
09/07	Paychex Eib Invoice X72796200003013	\$14.30
09/08	Paychex Inc. Payroll 72833100032454x	\$966.71
09/11	Paychex Eib Invoice X72839700001118	\$14.30
09/12	American Funds Investment Irk123816170911	\$160.20
09/13	Alerus Plan Fund 17255b2785fe1	\$283.33
09/14	Paychex Tps Taxes 72916400000577x	\$9,897.71
09/14	Paychex Inc. Payroll 72915400004286x	\$28,341.63
09/15	Paychex Eib Invoice X72919300004822	\$318.35
09/19	Nonp Assist Fund Cash Trans 3828	\$149,018.58
09/20	MN Teachers Ret Mntra Tratra000088548	\$4,685.60
09/21	American Funds Investment Irk123816170920	\$160.57
09/21	MN Teachers Ret Mntra Tratra000088622	\$4,755.46
09/22	Alerus Plan Fund 172647fed840b	\$608.38
09/26	Alerus Empl Fee Tis849471553568	\$64.00
09/28	Paychex Inc. Payroll 73107800005595x	\$27,610.75
09/29	Paychex Eib Invoice X73116800000512	\$321.40
09/29	Paychex Tps Taxes 73111700013879x	\$9,720.37

**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>
09/07	10844 *	\$1,095.20	09/11	10875	\$6,284.00	09/27	10892	\$1,555.75
09/01	10853 *	\$308.25	09/21	10876	\$3,166.67	09/26	10893	\$26.52
09/01	10862 *	\$147.00	09/12	10877	\$416.16	09/25	10894	\$23,544.54
09/06	10865	\$33.13	09/11	10878	\$13,829.47	09/28	10895 *	\$9,500.00
09/01	10866	\$462.38	09/15	10879	\$63.24	09/28	10897	\$593.00
09/08	10867	\$5,350.00	09/20	10880 *	\$1,924.54	09/26	10898	\$49.00
09/14	10868	\$9,000.00	09/19	10883	\$2,402.17	09/29	10899 *	\$345.08
09/08	10869	\$17,042.84	09/25	10884	\$814.00	09/28	10901	\$1,675.98
09/05	10870	\$2,000.00	09/20	10885	\$2,543.36	09/27	10902	\$468.00
09/11	10871	\$1,526.30	09/15	10886 *	\$570.00	09/28	10903	\$12.57
09/06	10872	\$68.58	09/25	10889	\$1,118.09	09/26	10904	\$1,300.65
09/15	10873	\$50.00	09/27	10890	\$3,090.00			
09/12	10874	\$888.11	09/27	10891	\$134.49			

\* 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>
09/01	\$329,816.71	09/13	\$282,228.25	09/25	\$98,837.60
09/05	\$327,802.41	09/14	\$238,552.95	09/26	\$97,397.43
09/06	\$329,733.78	09/15	\$293,579.56	09/27	\$92,149.19
09/07	\$328,989.67	09/19	\$142,158.81	09/28	\$52,895.69
09/08	\$305,630.12	09/20	\$133,005.31	09/29	\$170,725.07
09/11	\$283,976.05	09/21	\$124,922.61		
09/12	\$282,511.58	09/22	\$124,314.23		



<b>TESFA</b>						
<b>FY 2017-2018 REVISED BUDGET</b>						
<b>10/24/2017</b>						
<b>UFARS</b>						
<b>REVENUES &amp; EXP. BY PROGRAM</b>		<b>FY 2017-2018 REVISED BUDGET (A)</b>	<b>FY 2017-2018 ORIGINAL BUDGET (B)</b>	<b>CHANGES \$ (C)</b>		
<b>SCHOOL SUPPORT SERVICES (000-199)</b>						
110-200	ADMIN STAFF SALARIES & BENEFITS	355,197	324,394	30,803		
305	CONTRACTED SERVICES-	141,600	141,600	-		
320	COMMUNICATION SERVICES	8,000	8,000	-		
329	POSTAGE AND PARCEL SERVICES	1,000	2,000	(1,000)	reductions	
366	STAFF TRAINING	1,000	4,000	(3,000)	reductions	
401	GENERAL SUPPLIES- NON INSTRUCTIONAL	8,000	15,000	(7,000)	reductions	
401	GENERAL SUPPLIES- UNIFORMS	10,000	7,000	3,000	per increased ADM	
530	EQUIPMENT	-	500	(500)		
555	TECHNOLOGY EQUIPMENT	500	500	-		
820	DUES & MEMBERSHIP & FEES	17,500	17,500	-		
899	MISC	-	-	-		
	<b>TOTAL</b>	<b>542,797</b>	<b>520,494</b>	<b>22,303</b>		
<b>REGULAR INSTRUCTION (200-299)</b>						
100-200	STAFF SALARIES & BENEFITS	765,389	608,382	157,007	FTE increase per ADM changes	
305	CONTRACTED SERVICES-	30,050	30,050	-		
430	INSTRUCTIONAL MATERIALS	20,000	24,250	(4,250)		
460	TEXTBOOKS & WORKBOOKS	-	500	(500)		
461	TESTING SERVICES	500	2,500	(2,000)		
470	MEDIA BOOKS & RESOURCES	-	-	-		
530	EQUIPMENT	-	-	-		
555	TECHNOLOGY EQUIPMENT	1,100	1,100	-		
	<b>TOTAL</b>	<b>817,039</b>	<b>666,782</b>	<b>150,257</b>		
<b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>						
100-200	STAFF SALARIES & BENEFITS	171,611	187,370	(15,759)	reductions	
305	CONTRACTED SERVICES	65,000	95,000	(30,000)	Lower IEPs	
433	INSTRUCTIONAL MATERIALS	4,600	4,600	-		
530	EQUIPMENT	1,000	1,000	-		
555	SPEC ED EQUIP	500	500	-		
	<b>TOTAL</b>	<b>242,711</b>	<b>288,470</b>	<b>(45,759)</b>		



<b>TESFA</b>						
<b>FY 2017-2018 REVISED BUDGET</b>						
<b>10/24/2017</b>						
<b>UFARS</b>						
<b>REVENUES &amp; EXP. BY PROGRAM</b>		<b>FY 2017-2018 REVISED BUDGET (A)</b>	<b>FY 2017-2018 ORIGINAL BUDGET (B)</b>	<b>CHANGES \$ (C)</b>		
	<b>TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>		
	<b>STUDENT SUPPORT SERVICES (700-799)</b>					
143-200	STAFF SALARIES & BENEFITS	127,180	69,691	57,489	Recruiter	
305	CONTRACTED SERVICES	2,500	2,500	-		
360	PUPIL TRANSPORTATION	274,000	180,000	94,000	Add 2 buses	
360	SPEC ED- TRANSPORTATION	-	75,690	(75,690)	No spec ed bus yet	
555	TECH. EQUIPMENT	-	-	-		
	<b>TOTAL</b>	<b>403,680</b>	<b>327,881</b>	<b>75,799</b>		
	<b>SITE, BLDG, &amp; EQUIPMENT (800-999)</b>					
170-200	CUSTODIAL SALARIES	-	-	-		
305	CONTRACTED SERVICES	28,625	33,800	(5,175)		
330	UTILITY SERVICES	19,200	15,000	4,200	per the new lease	
350	REPAIRS & MAINTENANCE	10,000	2,000	8,000	Move related cost	
370	OPERATING LEASES- COPIERS	20,000	10,500	9,500	true up	
370	BLDG LEASE	228,380	168,000	60,380	New lease	
401	CUSTODIAL SUPPLIES	2,000	2,000	-		
520	LEASEHOLD IMPROVEMENTS	-	-	-		
530	EQUIPMENT	1,000	1,000	-		
555	TECH. EQUIPMENT	-	-	-		
	<b>TOTAL</b>	<b>309,205</b>	<b>232,300</b>	<b>76,905</b>		
	<b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>					
340	INSURANCE	13,500	13,500	-		
730	PRINCIPAL REPAYMENT	-	-	-		
740	INTEREST	1,100	-	1,100	interest on the LOC	
	<b>TOTAL FISCAL &amp; OTHER</b>	<b>14,600</b>	<b>13,500</b>	<b>1,100</b>		
	<b>TOTAL EXPENDITURES- GENERAL FUND</b>	<b>2,345,032</b>	<b>2,064,427</b>	<b>280,605</b>		

TESFA						
FY 2017-2018 REVISED BUDGET						
10/24/2017						
UARS REVENUES & EXP. BY PROGRAM		FY 2017-2018 REVISED BUDGET (A)	FY 2017-2018 ORIGINAL BUDGET (B)	CHANGES \$ (C)		
	GENERAL FUND PROFIT (LOSS)	(66,833)	(10,237)	(56,596)		
	FOOD SERVICE OPERATIONS:					
701-400	FOOD SERVICE REVENUE	125,475	111,410	14,065		
490	FOOD SERVICE EXPENDITURES	126,478	120,935	5,543		
	FOOD SERVICE FUND PROFIT (LOSS)	(1,003)	(9,525)	8,522		
	CURRENT YEAR FUND BALANCE-ALL FUNDS	(67,836)	(19,762)			
	ADD: FUND BALANCE-BEGINNING	225,600	192,968	06/30/17		
	CUMULATIVE FUND BALANCE-ENDING	157,764	173,206	06/30/18		
	FUND BALANCE PERCENTAGE	7%				
	STATE HOLD-BACK -10%	228,020				

**TESFA  
FY 2017-2018 REVISED BUDGET  
10/26/2017**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET %	
	<b>PROJECTED ENROLLMENT- ADM</b>	<b>170</b>	
	<b>REVENUES</b>		
	<b>STATE AID:</b>		
01-005-000-000-348-300	LEASE AID	201,042	per lease aid calc.
01-005-000-000-000-211	STATE GEN EDUCATION AID	1,681,089	based on 170 ADM
01-005-000-000-740-360	SPECIAL ED -STATE	218,440	
	<b>TOTAL STATE AID</b>	<b>2,100,571</b>	<b>92%</b>
	<b>FEDERAL AID</b>		
01-005-000-000-419-400	FEDERAL SPEC ED	20,000	
01-005-216-000-401-400	TITLE I- REGULAR	49,150	
01-005-204-000-414-400	TITLE II	7,111	
01-005-204-000-417-400	TITLE III	9,800	
01-005-000-000-859-400	CSP Grant-IMPLEMENTATION 2	93,567	
	<b>TOTAL FEDERAL AID</b>	<b>179,628</b>	<b>8%</b>
	<b>LOCAL SOURCES &amp; GRANTS</b>		
01-005-000-000-000-096	FOOD SERVICE TRANSFER-OUT	(12,000)	cost of subsidizing Food Service Fund
01-005-000-000-000-096	MISC GRANTS /DONATIONS	-	
01-005-000-000-000-097	MISC GRANTS /DONATIONS	-	
01-005-000-000-000-099	E-RATE	10,000	
	<b>TOTAL LOCAL SOURCES</b>	<b>(2,000)</b>	<b>0%</b>
	<b>TOTAL REVENUES- ALL SOURCES</b>	<b>2,278,199</b>	<b>100%</b>
	<b>EXPENDITURES</b>		
	<b>SCHOOL SUPPORT SERVICES (000-199)</b>		
001-005-050-000-000-110	ADMIN STAFF SALARIES & BENEFITS	355,197	
001-005-110-000-000-305	CONTRACTED SERVICES-	141,600	
001-005-110-000-000-320	COMMUNICATION SERVICES	8,000	
001-005-110-000-000-329	POSTAGE AND PARCEL SERVICES	1,000	
001-005-050-000-000-366	STAFF TRAINING	1,000	
001-005-105-000-000-401	GENERAL SUPPLIES- NON INSTRUCTIC	8,000	

**TESFA**  
**FY 2017-2018 REVISED BUDGET**  
**10/26/2017**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET %	
001-005-105-000-000-401	GENERAL SUPPLIES- UNIFORMS	10,000	
001-005-105-000-000-530	EQUIPMENT	-	
001-005-105-000-000-555	TECHNOLOGY EQUIPMENT	500	
001-005-105-000-000-820	DUES & MEMBERSHIP & FEES	17,500	
	<b>TOTAL</b>	<b>542,797</b>	<b>23%</b>
<b>REGULAR INSTRUCTION (200-299)</b>			
001-010-203-000-000-100	STAFF SALARIES & BENEFITS	765,389	
001-010-203-000-000-305	CONTRACTED SERVICES-	30,050	
001-010-203-000-000-430	INSTRUCTIONAL MATERIALS	20,000	
001-010-203-000-000-460	TEXTBOOKS & WORKBOOKS	-	
001-010-203-000-000-461	TESTING SERVICES	500	
001-010-203-000-000-470	MEDIA BOOKS & RESOURCES	-	
001-010-203-000-000-530	EQUIPMENT	-	
001-010-203-000-000-555	TECHNOLOGY EQUIPMENT	1,100	
	<b>TOTAL</b>	<b>817,039</b>	<b>35%</b>
<b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>			
001-010-420-000-000-100	STAFF SALARIES & BENEFITS	171,611	
001-010-420-000-000-305	CONTRACTED SERVICES	65,000	
001-010-420-000-000-433	SPECIAL ED MATERIALS	4,600	
001-010-420-000-000-530	EQUIPMENT	1,000	
001-010-420-000-000-555	TECHNOLOGY EQUIPMENT	500	
	<b>TOTAL</b>	<b>242,711</b>	<b>10%</b>
<b>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</b>			
001-010-605-000-000-140	SALARIES-	-	
001-010-605-000-000-401	TRAINING MATERIALS	-	
001-010-640-000-000-366	TRAINING, TRAVEL, CONVEN., & CONF	15,000	
001-010-640-000-000-389	STAFF TUITION REIMBURSEMENTS	-	
	<b>TOTAL</b>	<b>15,000</b>	<b>1%</b>
<b>PUPIL SUPPORT SERVICES ( 700-799)</b>			
001-005-720-000-000-143	PERSONNEL COSTS	127,180	
001-005-720-000-000-305	CONTRACTED SERVICES-	2,500	
001-005-720-000-760-360	PUPIL TRANSPORTATION	274,000	
001-005-720-000-740-360	SPEC ED- TRANSPORTATION	-	
001-005-720-000-000-555	TECHNOLOGY EQUIPMENT	-	
	<b>TOTAL</b>	<b>403,680</b>	<b>17%</b>

**TESFA  
FY 2017-2018 REVISED BUDGET  
10/26/2017**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET %	
	<b>SITE, BLDG, &amp; EQUIPMENT (800-899)</b>		
001-005-810-000-000-170	CUSTODIAL SALARIES	-	
001-005-810-000-000-305	CONTRACTED SERVICES-CUSTODIAL	28,625	
001-005-810-000-000-330	UTILITY SERVICES	19,200	
001-005-810-000-000-350	REPAIRS & MAINTENANCE	10,000	
001-005-810-000-000-370	OPERATING LEASES- COPIERS	20,000	
001-005-850-000-000-370	CAM PAYMENTS	5,000	deposit
001-005-850-000-348-370	BLDG LEASE	223,380	
001-005-810-000-000-401	CUSTODIAL SUPPLIES	2,000	
001-005-850-000-000-520	LEASEHOLD IMPROVEMENTS	-	
001-005-850-000-000-530	EQUIPMENT	1,000	
001-005-810-000-000-555	TECHNOLOGY EQUIPMENT	-	
	<b>TOTAL</b>	<b>309,205</b>	<b>13%</b>
	<b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>		
001-005-940-000-000-340	INSURANCE	13,500	
001-005-920-000-000-741	INTEREST	1,100	
	<b>TOTAL FISCAL &amp; OTHER</b>	<b>14,600</b>	<b>1%</b>
	<b>TOTAL EXPENDITURES- GENERAL FUI</b>	<b>2,345,032</b>	<b>100%</b>
	<b>GENERAL FUND PROFIT (LOSS)</b>	<b>(66,833)</b>	
02-005-770-000-701-472	FOOD SERVICE REVENUE	113,475	
02-005-000-000-000-649	GEN FUND TRANSFER-IN	12,000	
	<b>TOTAL FS FUND REVENUE</b>	<b>125,475</b>	
02-005-770-000-701-490	FOOD SERVICE EXPENDITURES	126,478	
	<b>FOOD SERVICE FUND PROFIT (LOSS)</b>	<b>(1,003)</b>	
	<b>CURRENT YEAR FUND BALANCE-ALL</b>	<b>(67,836)</b>	
	ADD: FUND BALANCE-BEGINNING	225,600	06/30/17 Estimated
	<b>CUMULATIVE FUND BALANCE-ENDING</b>	<b>157,764</b>	<b>06/30/18</b>
	<b>FUND BALANCE PERCENTAGE</b>	<b>6%</b>	
	<b>STATE HOLD-BACK -10%</b>	<b>228,020</b>	

**TESFA  
FY 2017-2018 REVISED BUDGET  
10/26/2017**

	<b>SALARIES</b>	<b>Benefits-29.5%</b>	<b>Total</b>	<b>Semimonthly Total</b>
General Payroll	1,108,888	310,489	1,419,377	59,141
Total General Fund	1,108,888	310,489	1,419,377	59,141
Verify Total			<b>1,419,377</b>	-
<b>Semimonthly</b>	<b>46,203.68</b>	<b>12,937.03</b>	<b>59,140.70</b>	<b>With Benefits</b>

**TESFA  
FY 2017-2018 REVISED BUDGET  
10/26/2017**

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

<u>UFARS</u>		<u>PAYROLL</u>	<u>BENEFITS</u>	<u>TOTAL PAYROLL /BENEFITS</u>
100-200'S	PERSONNEL COSTS	277,498	77,699	355,197

**CONTRACTED SERVICES**

305 Misc	4,000	
305 Audit/Taxes	12,500	
305 Business Mgt Services	71,400	
305 Tech Coordinator	40,000	e rate eligible?
305 Accounting software	5,800	
305 Payroll Processing	2,400	
305 E Rate	3,500	
305 Shred It	-	
305 Legal	2,000	
	-	
<b>CONTRACTED SERVICE</b>	<b>141,600</b>	

**320 Communication**

Eventis	8,000	First Lutheran
School Cell Phone	-	
Century Link	-	
Comcast	-	
Voice Shot	-	
Gaggle	-	
Wireless Consulting	-	
Maintenance for Switches	-	check
Phone System Maintenance	-	
website	-	check
New phones	-	
Misc	-	
<b>Communications- Total</b>	<b>8,000</b>	

329 POSTAGE	1,000
366 STAFF TRAINING	1,000
401 GEN SUPPLIES	8,000
401 UNIFORMS/BACKPACKS	10,000
530 EQUIPMENT	-
555 TECH EQUIPMENT	2,100
	<hr/>
	22,100

**820 Dues & Membership Fees**

Authorizer	16,000	based on current invoice
MSBA		
LOC-Bank Fee	1,500	
MACS		
Charter Sch partners		
	-	
Misc	-	
Dues & Membership	<hr/>	
	17,500	

<b>GRAND TOTAL- ADMIN</b>	<b>544,397</b>	<b>542796.8</b>	<b>1,600</b>
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**TESFA  
FY 2017-2018 REVISED BUDGET  
#####**

**REGULAR INSTRUCTION- (200-299)**

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	597,961	167,428.94	765,389.44

**REGULAR INSTRUCTION**

**305 Contracted Services**

Field Trip Fees	-
Substitutes	14,300.00
Placement Fee TT	-
Powerschool	6,000.00
Science House	-
Assemblies	-
PYP Night	-
Parent Events	-
Graduation	0.00
Staff Training	-
Staff Training	0.00
IB Fees	9,500.00
MN Association of IB	250.00
IB Evaluation	-
Cambridge Review	-
Misc	-
<b>TOTAL</b>	<b>30,050.00</b>

**430 Instructional Materials**

Classroom budgets	3,000.00	
Software	5,000.00	CSP reimburseable
Math	500.00	
Ipad Apps	250.00	
Planners/Journals	-	
Physical Education	250.00	
Art	-	
Restmats	-	
Reading	500.00	
Lamination	-	
PYP Units of Inquiry	9,000.00	Find out for cost?
Arabic	500.00	
Classroom library	-	
Misc	1,000.00	
<b>TOTAL</b>	<b>20,000.00</b>	

**460 Textbooks/Workbooks**

Math	-
Reading	-
Handwriting	-
ESL	-
Intervention-Math	-
Intervention - Writing	-
Intervention - reading	-
Misc	-
<b>TOTAL</b>	<hr/> -

**466 Testing Services**

NWEA	500.00
WIDA	
FAST/WIDA	-
<b>TOTAL</b>	<b>500.00</b>

**470 Media Services**

Library books	-
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**530 Equipment**

Teacher chairs/desks	-
Student chairs	-
Student tables	-
Bookcases	-
Fire King	-
File Cabinets	-
White Boards	
Bulletin Boards	-
Carpet	-
Book displays/Carts	-
Misc	
<b>TOTAL</b>	<hr/> -

**555 Technology**

Lease adjustment costs	
Carts purchase	-
Ipads/computers	
Ipads	-
Active Boards	
General Maintenance	500.00
Projectors	
Document cameras	-
Headphones	100.00
Access points	
Projector Move	
Walkie Talkies	-
Voice Amplification System	
Handheld mic	-
Bags/cases	-
Misc costs	500.00
	<hr/>

**TOTAL 1,100.00**

**TOTAL- REGULAR INSTRUCTIONS 817,039.44 817,039.44**

**Special Ed Programs**

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	134,071	37,539.94	171,611.14
	<b>SPECIAL EDUCATION</b>			
	<b>Spec Ed Director</b>	20,000.00		
	Contracted Services	45,000.00		
	SPED Forms	600.00		
	Supplies	4,000.00		
	Equipment	1,000.00		
	Technology	500.00		
		<u>71,100.00</u>		
	<b>Total Spec ED Programs</b>	<b>242,711.14</b>	<b>242711.136</b>	<b>-</b>

**INSTRUCTIONAL SUPPORT SERVICES (600-699)**

UFARS	DESCRIPTION	PAYROLL	BENEFITS	PAYROLL /BENEFITS
<b>100-200'S PERSONNEL COST</b>				
	305 STUDENT RECRUITMENT	-	-	-
	366 TRAINING, TRAVEL, CONVENTIONS	15,000		
	366 STAFF TUITION REIMBURSEMENTS	-		
	<b>TOTAL</b>	<b>15,000</b>		<b>15,000</b>

**FIN C\OBJ CODI PUPIL SUPPORT SERVICES (700-799)**

UFARS	DESCRIPTION	PAYROLL	BENEFITS	PAYROLL /BENEFITS
<b>100-200'S PERSONNEL COSTS</b>				
	<b>General PPS</b>			
	305 CONTRACTED SERVICES-	2,500		
720	360 TRANSPORTATION- REGULAR	272,000	8 buses @ @200 per day	
733	361 TRANSPORTATION- FIELD TRIPS	2,000		
723	360 TRANSPORTATION- SPEC ED	-		
720	534 VEHICLE- VAN	-		
	<b>TOTAL -PUPIL SUPPORT SERVICES</b>	<b>276,500</b>	<b>0</b>	<b>403,680</b>

**SITE, BLDG, & EQUIPMENT**

UFARS	DESCRIPTION	PAYROLL	BENEFITS	PAYROLL /BENEFITS
<b>100-200'S PERSONNEL COSTS</b>				
	370 305 CONTRACTED SERVICES-CUSTODIAL	28,625		
	373 330 UTILITIES-	19,200		
	350 REPAIRS & MAINTENANCE	10,000		
	370 OPERATING LEASE COPY MACHINES	20,000		
	370 CAM PAYMENTS	-		
	370 BUILDING LEASE	223,380		
	401 CUSTODIAL SUPPLIES	2,000		
	520 LEASEHOLD IMPROVEMENT	-		
	530 BUILDING EQUIPMENT	1,000		
	<b>TOTAL- SITE, BLDG &amp; EQUIPMENT</b>	<b>304,205</b>		<b>304,205 (5,000)</b>

**FISCAL & OTHER COST**

	INSURANCE	13,500		
	INTEREST	1,100		
	<b>TOTAL</b>	<b>14,600</b>		

<u>LAST FIRST</u>	<u>DESCRIPTION</u>	<u>FTE</u>		
<u>School Support Services</u>			Original	Revised
	Director	1	100,000	100,000
	Director- Incentive		-	30,000
	Assistant Director	1	80,000	80,000
	Office Assistant	1	31,500	31,973
	Office Manager	1	35,000	35,525
	Support/translation		-	-
	<b>TOTAL</b>		<b>246,500</b>	<b>277,498</b>
<u>Regular Instruction</u>				
1	SARAH LAPIN		50,490	44,518
2	MICHELLE ORMAN		46,410	47,106
3	ABBY HENDRICKS		57,500	52,500
4	CHRITINE CLASTINE		43,860	40,894
5	MALANEY PETERSON		40,290	40,894
6	MAREN RODRIGUZ		40,290	40,894
7	SUSIE MEYERS		43,860	44,518
8	IHSAAN SATAARI			6,816
9	Hanen	termed		26,880 prorated
10	JESS EPSTEIN			44,518
11	KYLIE BELL	termed		3,408
12	EMMA HANSEN		38,500	51,247
13	MEKKINA RAHN		43,860	40,894
14	Michaela Maubin			40,894
15	Cory Erman			39,480 prorated
	stipends		17,500	32,500
	<b>TOTAL</b>		<b>422,560</b>	<b>597,961</b>
<u>Instructional</u>				
	Assistant assistant			
<u>Student Support Services</u>				
	Contracted Services- EA			2,125
	SEYNAB	1	26,500	1,400
	ISAAN	1	26,520	26,917
	ISMAIL			42,000 prorated
	<b>TOTAL</b>		<b>53,020</b>	<b>99,359</b>
<u>Custodian</u>				
			-	
<u>SPED TEACHERS</u>				
1	JENN REECK	1	50,000	47,106
	JAMES COSGROVE	EA	28,560	28,988
	MADLINE BOOGAY	EA	28,560	28,988
	FALIS	EA	28,560	28,988
	<b>TOTAL</b>		<b>135,680</b>	<b>134,071</b>
<b>GRAND TOTAL</b>		<b>7</b>	<b>857,760</b>	<b>1,108,888</b>

**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 provide student engagement support.
- Develop and lead extra curricular activities that are valued by families.

**Preferred Qualifications:**

- 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.

**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 October 30, 2017 school board meeting.*

#### **Licensed Staff Hire:**

Hanen Bouchrit .8 FTE Arabic Teacher @ \$32,576.00 effective 10/2/2017

#### **Non-Licensed Staff Hire:**

Cory Orman 1.0 FTE Classroom Teacher @ \$47,106.00 effective 10/9/2017

Ismail Sheikh 1.0 Community Outreach Coordinator @ \$50,000.00 effective 10/23/2017

October 6, 2017

**Memorandum to lease agreement dated April 2017**

For valuable consideration, receipt of which is hereby acknowledged, First Lutheran Church, "Landlord" and Tesfa International School, "Tenant", parties to the Lease Agreement made for the premises located at 1555 40<sup>th</sup> Avenue NE, Columbia Heights, MN agree to modify and amend said lease agreement originally signed and dated April 21<sup>st</sup>, 2017 in the following way(s):

As per article IV titled "rental", paragraph four where final base rent calculation has been finalized this memorandum completes and replaces the Exhibit D in the original lease agreement.

All other terms and covenants of the original Rental Agreement shall remain in full force and effect.

Signed on this 6<sup>th</sup> day of October 2017.

  
\_\_\_\_\_  
Business Administrator  
First Lutheran Church

  
\_\_\_\_\_  
Tenant

  
\_\_\_\_\_  
Congregational President  
First Lutheran Church

\_\_\_\_\_  
Tenant



First Lutheran Church  
 Tesfa International School Lease Agreement Financials  
 October 5, 2017

**Lease - Section IV paragraph four memorandum.**

	Original 2017 -2018	Final 2017 -2018	Comments
Student count	126	170	
Classroom utilization	8	13	Total classrooms available = 14.
Revenue per student	\$1,314	\$1,314	
Annual lease cost	\$165,564	\$223,380	
Utilities offset	\$14,825	\$18,809	
Custodial offset	\$24,125	\$28,625	
<b>Total</b>	<b>\$204,514</b>	<b>\$270,814</b>	
Monthly	\$17,043	\$22,568	
Percent of building occupied	21.8%	27.7%	
Playground lease per month		\$333	To begin after the playground is installed.
Security deposit per month	\$417	\$417	To terminate upon reaching a balance of \$5,000, July 1, 2018.
<b>Adjusted monthly cost</b>	<b>\$17,460</b>	<b>\$22,901</b>	

***All lease costs will be applied retroactive to July 1, 2017 effective November 1, 2017.***

## *TESFA INTERNATIONAL SCHOOL*

### **EQUAL EDUCATIONAL OPPORTUNITY (102)**

#### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Tesfa International School.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the Tesfa International School's policy to provide equal educational opportunity for all students. Tesfa International School does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Tesfa International School also makes reasonable accommodations for disabled students.
- B. Tesfa International School prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to Tesfa International School's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every Tesfa International School employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate Tesfa International School official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the director.

*Adopted: 8/11/2014*

*Revised: 10/7/2014*

## **TESFA INTERNATIONAL SCHOOL Conflict of Interest (210)**

### **I. Purpose**

The purpose of the conflict of interest policy is to protect Tesfa International School'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.

This policy addresses compliance requirements with MN Stat. 124D.10 Subd 4a; 34 CFR Part 80.26(b) and 36(b)(3); and 34 CFR Part 75.525(a) & (b).

### **III. Minnesota Statute**

Tesfa International School will conform with MN Statute 124D.10, Subd 4a as shown below:

Subd. 4a. Conflict 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. 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.
- (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 (a) exists.
- (e) 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.

#### **IV: Federal Statute**

##### **Tesfa International School will comply with federal statutes regarding conflict of interest and federal grant administration.**

A. 34 Code of Federal Regulations (CFR) Part 80.36(b): 3.

Tesfa International School will conform with 34 Code of Federal Regulations (CFR) Part 80.36(b): (3) which reads as follows:

Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,

(ii) Any member of his immediate family,

(iii) His or her partner, or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

#### **B. 34 CFR Part 75.525 (a) & (b) Participation in a Project**

(a) A grantee may not permit a person to participate in an administrative decision regarding a project if:

(1) The decision is likely to benefit that person or a member of his or her immediate family; and

(2) The person:

- (i) Is a public official; or
- (ii) Has a family or business relationship with the grantee.

(b) A grantee may not permit any person participating in the project to use his or her position for a purpose that is – or gives the appearance of being – motivated by a desire for a private financial gain for that person or for others.

#### **V. Code of Standards for Employees**

##### **A. Standards**

1. Any Tesfa International School employee responsible for federal grant funds will disclose any and all conflicts of interest as described in the above federal regulation.
2. Tesfa International School employees responsible for federal grant administration will comply with all federal procurement regulations.
3. Tesfa International School employees responsible for federal grant administration will comply with all federal regulations regarding expenses.

4. Tesfa International School employees responsible for federal grant administration will provide required documentation regarding grant expenditures.
5. Tesfa International School employees responsible for federal grant administration will have all expenditures approved by the Tesfa International School Board before expending any grant funds.
6. All Tesfa International School employees are required to report any suspected misconduct regarding federal grant expenditures to the Director and/or School Board

#### B. Enforcement of Standards

Tesfa International School employees responsible for federal grant administration who violate the above code of standards will be subject to disciplinary action up to and including dismissal from employment.

Tesfa International School will prosecute to the full extent of the law any employees who violate state or federal laws regarding federal grant administration.

#### **VI: Determination as to whether a conflict of interest exists**

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.

#### **VII: Annual Statements**

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.

Approved: 9/3/14

Revised: 10/7/2014

## **Tesfa International School Conflict of Interest Statement**

**Board member full name:**

\_\_\_\_\_

I have read and understand the Tesfa International School board policy concerning conflicts of interest (Policy 210), and I have initialed the line opposite the appropriate paragraph below.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken action which would contravene the policy of the Tesfa International School Academy board of directors.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this board, except such interest or action fully disclosed in the box below.

**Board member signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**TESFA INTERNATIONAL SCHOOL  
EQUAL EMPLOYMENT OPPORTUNITY (401)**

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for Tesfa International School employment and Tesfa International School employees.

**II. GENERAL STATEMENT OF POLICY**

- A. It is Tesfa International School's policy to provide equal employment opportunity for all applicants and employees. Tesfa International School does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. Tesfa International School also makes reasonable accommodations for disabled employees.
- B. Tesfa International School prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and Tesfa International School's internal procedures for addressing complaints of harassment, please refer to Tesfa International School's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every Tesfa International School employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with the school director.

*Adopted: 8/11/2014  
Revised: 10/7/2014*







# **Annual Report on Curriculum, Instruction & School Achievement**

**Tesfa International School  
Independent School District #4239**

*2016-2017 School Year*

**Submitted to the District Board of Directors  
October 26, 2017**

## VERIFICATION of STATUTORY COMPLIANCE

<b>Statutory or Contract Required Annual Report Element</b>	<b>Page(s)</b>
School Statutory Purposes and Outcomes	4-5
School Enrollment	11
Student Attrition Rates	11
Board Governance: Elections, Roster, Training	6-8
Employment: Administration and Staffing	9-11
Academic Performance: state exams and local assessments	16-19
School Annual Plan for Assessments	16-19
Charter Contract Defined Academic Performance Standards / Goals and Performance Outcomes	16-19
School Finances	20
Service Learning Plan and Outcomes	20-21
Innovative Practices and Implementation	21-22
Future Plans	22

## INTRODUCTION

The 2016-2017 school year marks the completion of Tesfa International School's (Tesfa) second year of operation. Tesfa is a free, public charter school serving students in kindergarten through grade 6 residing in Twin Cities metropolitan area. Tesfa distinguishes itself from other educational providers by modeling itself after the highly successful program at Global Academy, a high performing International Baccalaureate charter school serving a high percentage (over 90%) of low-income students.

The Global approach is unique in that it is foundationally rooted in the inquiry based education approach of the International Baccalaureate Program. Furthermore, an emphasis on the use of technology to provide instructional differentiation, and holistic approaches to behavior management create a positive and academically focussed school culture. Tesfa is proud to have been approved as a candidate school for the Primary Years Programmes (PYP) pursuing authorization as an IB World School.

## HISTORY

Tesfa began operation in the fall of 2015. A critical partnership with Global Academy emerged as Tesfa worked to successfully replicate the Global Academy model. A deep commitment to improving the educational options for the historically underserved children in the Twin Cities, drove the development of Tesfa. Founding board members who shared a common vision and passion for an IB school aligned to the best predictors of college success, modeled after the state's most successful high-poverty school were recruited. Consequently board members that exhibit enthusiasm for the unique mission and vision for Tesfa International School joined the team. A demonstrated commitment to educational equity, a high degree of expertise are represented on the board.

## STUDENT DEMOGRAPHICS

89.5.% Black,  
0.81% Hispanic,  
8.1%White/Other  
63.7% English Learners (LEP)  
91.1% Free & Reduced Lunch Qualification  
7.3% Special Services Students

## MISSION STATEMENT

*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 STATEMENT

*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 themselves and their communities.*

## STATUTORY PURPOSE

The content of this annual report fulfills the required data elements and information requested by the Minnesota Department of Education and by Volunteers of America (VOA). State statute requires that school districts create and publish an Annual Report on Curriculum, Instruction, and Student Achievement. Reports are released in October of each school year.

Tesfa's mission and vision are fully aligned with a number of statutory purposes contained in *Minn. Stat. § 124D.10, Sec. 1B. 1*. Its educational focus lies squarely on *improving learning and increasing opportunities for area students*, particularly those from low-income families in St. Paul. Tesfa places a high value on academic rigor, data-driven instruction, and accountability with a focus on preparing each student toward eventual graduation from high school and college. Tesfa's use of the International Baccalaureate program in kindergarten through sixth grade offers its students a comprehensive, world-recognized, and proven learning model at every grade level. As it will seek to hold itself accountable for its results, Tesfa has carefully designed an educational program that has the capacity to deliver upon its promises:

· Tesfa will “improve pupil learning” and “increase learning opportunities for pupils” by providing a rigorous, college graduation-aligned comprehensive program.

· Tesfa will “measure learning outcomes and create different and innovative forms of measuring outcomes” by using multiple on-line adaptive learning programs to measure student progress toward state and college readiness standards.

## AUTHORIZER

Tesfa International School is proud to have Volunteers of America (VOA) as our authorizer. The school is starting its third year of operation and will be continuing its first contract with our authorizer. VOA expects its charter schools to provide a quality education and operate a quality school program.

VOA's expectations regarding accountability and performance are clearly stipulated in its contract and through their oversight of school submissions, site visits, attendance at board meetings and other district sponsored events. Copies of each month's board packets, which include agendas, minutes, financial information, and board policies are submitted to the authorizer for review and feedback.

VOA completed a site visit during the school year, which provided the school with critical and constructive feedback about the school's operations and progress. The authorizer liaison attended board meetings, visited the school, and maintained ongoing communication with school management in order to provide up to date information.



### **Volunteers of America of Minnesota**

Main Contact: Stephanie Olsen, Manager  
VOA Charter School Authorizing Program  
VOA-MN Education Center  
924 – 19<sup>th</sup> Avenue South  
Minneapolis, MN 55404  
Phone: 612-270-1998  
E-Mail: [solsen@voamn.org](mailto:solsen@voamn.org)

# DISTRICT GOVERNANCE

The School Board is the policy making body for Tesfa. The Board is responsible for school programs & operations by law; it delegates some portion of that authority to the Director. The School Board monthly meeting schedule is posted on the website as are copies of the Board meeting summary minutes. Elections for the School Board are held, usually in May for available positions. Terms of service are two years or until a successor has been identified. Parents, school faculty, community members, and the public are welcome to attend regularly scheduled Board meetings.

## 2016-2017 School Year Charter Public School Board.

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected	Date Seated	Term Expiration	E-Mail Address
Tanya Heifort	Board Chair	Community Member	12/2014	12/2014	06/2018	tanya.heifort@tesfainternationalsschool.org
Helen Fisk	Board Member	Community Member	12/2014	12/2014	06/2018	helen.fisk@tesfainternationalsschool.org
Julian Stanke	Secretary	Community Member	12/2014 8/2015	12/2014 8/2015	6/2015 6/2017	julian.stanke@tesfainternationalsschool.org
Diane Hansen	Board Member	Community Member	12/2014	12/2014	06/2018	midi.hansen@tesfainternationalsschool.org
Emily Schmidt	Board Member	Community Member	12/2014	12/2014	3/2017	emily.schmidt@tesfainternationalsschool.org
Christina Ticer	Board Member	Community Member	3/2015	3/2015	6/2018	<a href="mailto:christina.ticer@tesfainternationalsschool.org">christina.ticer@tesfainternationalsschool.org</a>
Dillon Donnelly	Board Member	Treasurer	12/2014	12/2014	6/2018	dillon.donnelly@tesfainternationalsschool.org

						rnationalsch ool.org
Mike McFadden	Board Member	Community Member	3/2015	3/2015	6/2018	mike.mcfadd en@tesfainte rnationalsch ool.org
Becky Magnuson	School Director Ex-Officio	Ex-Officio Parent Staff	12/2014	12/2014	1/2017	becky.magn uson@tesfai nternationals chool.org
Lauren Ryan	Assistant Director/C o-Director/ Teacher	Ex-Officio Staff Teacher (461367)	12/2014	12/2014	6/2017	lauren.ryan @tesfaintern ationalschoo l.org
Nicole Nelson	Assistant Director/C o-Director	Ex-Officio Staff	09/2016	09/2016	6/2017	<a href="mailto:nicole.nelson@tesfainternationalschool.org">nicole.nelson @tesfaintern ationalschoo l.org</a>
<b>Annual Training Completed by Board Members in 2016-2017</b>						
<b>Member Name</b> note "full board" where applicable			<b>Type of Activity</b>		<b>Date</b>	<b>Location</b>
Full Board			PYP Training		2/13/17	Tesfa

**REQUIRED STATUTORY TRAINING  
COMPLETED BY SEATED BOARD MEMBERS**

<b>Board Member Name</b>	<b>Governance Basic Training Completed</b>	<b>Finance Basic Training Completed</b>	<b>Employment Basic Training Completed</b>	<b>Dates, locations and trainers</b>
Tanya Helfort	X	X	X	Global Academy- Charles Speiker-4 hours September 10, 2014
Helen Fisk	X	X	X	Board Governance Employment Law and Financial matters September 26, 2015- Ellen McVeigh & Lori Happel-Jarrett- 7 hours
Diane Hansen	X	X	X	Global Academy- Charles Speiker-4 hours September 10, 2014



Dillon Donnelly	X	X	X	Minnesota Association of Charter Schools, February 17th, 2016- 3 hours
Mike McFadden	X	X	X	Minnesota Association of Charter Schools, Online Course, completed September 19, 2016
Julian Stanke	X	X	X	Global Academy- Charles Speiker-4 hours September 10, 2014
Becky Magnuson	X	X	X	Global Academy- Charles Speiker-4 hours September 10, 2014
Lauren Ryan	X	X	X	Global Academy- Charles Speiker-4 hours September 10, 2014

## 2016-17 School Management / Administrative Team Information

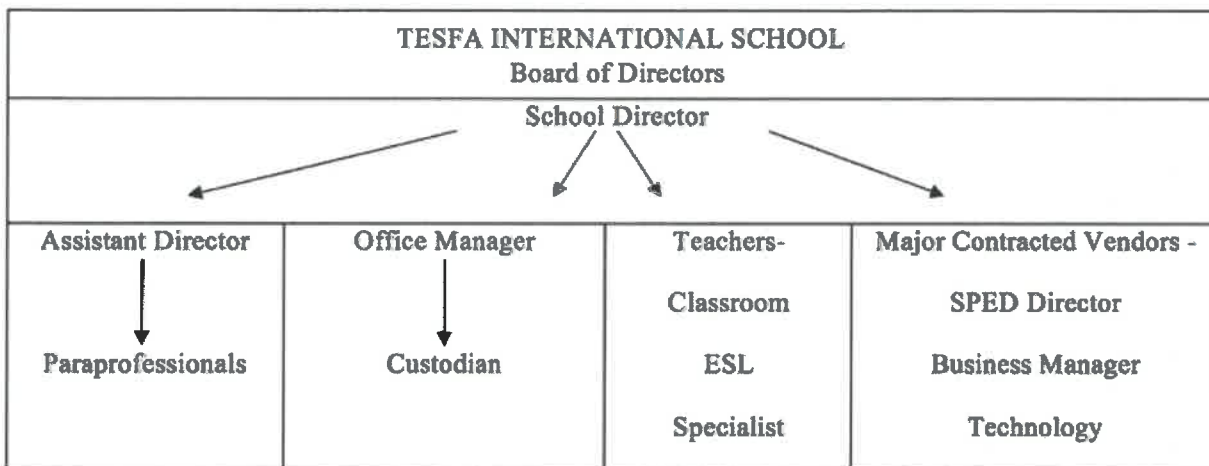
Name	Admin License Yes/No	File Folder Number	Position	Years Employed by the School	Left During 15/16	Not Returning 16/17
Rebecca Magnuson	Y	389882	Director	2		Resigned 1/2017
Nicole Nelson	N	417201	Assistant Director/Director	1		
Lauren Ryan	N	461367	Director	2		

### MANAGEMENT & ADMINISTRATION

Tesfa International School consisted of 23 positions during the 2016-2017 school year. The school's management team consists of a director who is responsible for the overall operations of the school, budget, employee evaluation, human resources, and state reporting. An assistant director reports to the director and is primarily responsible for teaching and learning, curriculum, and assessment. The school contracts with a business manager who provides accounting and

payroll services for the school. Other contracted services include a director of special education, school psychologist, developmental adapted physical education consultant, speech language pathologist, occupational therapist, MVNA school nurse, and technology consultant.

Organizational Chart for Tesfa International School.



### DESCRIPTION OF ROLES AND RESPONSIBILITIES

The Director provides educational leadership; maintains positive behavior management policies; communicates to the board, staff, families, students, and the community; manages the building operations; oversees financing, budgeting, and grant writing; oversees human resources; oversees operations; and reports to the state.

Supervision:

The Director is supervised by the School Board of Directors.

Evaluation:

The Director's job performance will be monitored systematically against the job expectations. Reasonable progress must be made toward accomplishment of the Board's policies, annual objectives and goals, and the school's organizational operation.

- A. The Board of Directors will monitor the Director's job performance by one or more of two methods:
  - I. By board evaluation, in which the Board of Directors evaluates each of the Director's objectives and annual goals.
  - II. By self-evaluations in which the Director evaluates himself/herself according to each of the objectives and annual goals.
- B. The Board will present an annual written evaluation to the Director during a closed Board meeting prior to renewing their annual contract.

# School Faculty Information

## 2016-17 Faculty Information

Name	File Folder Number	Assignment/ Subject	Left During 16/17	Not Returning 17/18
Natalie Barnard	471903	Physical Education Teacher		N
Katherine Dudley	468301	Kindergarten Teacher	Y	N
Ayan Isse	NA	Kitchen Staff		
Amanda Jagdeo	486536	Kindergarten Teacher		N
Nimco Omar	NA	SPED Para		N
Omar Ali	996400	Community Expert-Arabic		N
Seynab Warsame	NA	Kitchen Staff	.	.
Jennifer Reeck	474576	5th Grade Teacher	.	.
Mariam Abdallah	NA	Office Assistant	Y.	N.
Mohamed Arab	NA	SPED Para	Y.	N.
Shea Goetting	483689	2nd Grade Teacher	Y.	N.
Fatima Eleie	NA	SPED Para	.	N.
Jessica Epstein	475739	ESL Teacher	.	.
Anna Martinucci	403648	2nd Grade Teacher	.	N.
Kylie Rosenthal	480973	1st Grade Teacher	.	N.
Megan Splittstoesser	394658	4th Grade Teacher		N
David Stright	271251	Special Ed. Teacher	Y	N
Sara Windhorst	473369	3rd Grade Teacher		N
James Cosgrove	NA	SPED Para		
Elena Hanson	NA	Office Assistant		
Patti Kronk	NA	Office Manager		
Susie Meyer	448838	6th Grade Teacher	.	.
Amy Block	NA	MVNA-School Nurse-Contracted		Staying with company.
Mike Deschneau	422193	Sped Director-Contracted	.	Staying with company.
Dawn Paulson	NA	Speech-Contracted	.	Staying with company.
Heather Schmidt	102943	OT-Contracted	.	Staying with company.
Michelle Gregerson	234504	DAPE-Contracted	.	Staying with company.
Megan Burger	NA	OT-Contracted	.	Staying with company.
Gayle Ruevers	432441	Psychologist-Contracted	.	Staying with company.

## Professional Development

Tesfa has developed an extensive professional development program for staff members that is focussed upon helping teachers expand their capacity to meet the high expectations established by the school. All teachers and most support staff members participated in the following professional development sessions.

### **Benchmark Literacy**

On August 17th, 2016 all classroom teachers participated in a full day training session designed to prepare them to effectively implement Benchmark Literacy the reading curriculum and instruction program utilized at Tesfa.

### **Envoy**

On August 15th & 16th, 2016 all staff members participated in a two day training designed to prepare the team to implement Envoy strategies as a school wide approach to creating a calm and positive learning environment.

### **Science House**

On August 22-24, 2016 staff members participated in a three day training at the Minnesota Science Museum that prepared teachers to effectively implement rigorous and engaging science lessons into their PYP units of Inquiry.

### **PYP**

On August 17th, 2016 and March 24th, 2017 staff members participated in full day trainings designed to provide the information and capacity to implement units of inquiry and the IB Learner profile.

### **Weekly Staff Meetings**

The Tesfa staff met weekly for one hour throughout the school year. These meetings consistently had at least one segment that was designed to have a professional development focus. Each of the extensive trainings noted above was revisited in these meetings as were several other topics focussed on the professional growth of staff members

## Student Enrollment and Attrition

School Year	K	1	2	3	4	5	6	Total	Attrition / Retention Rates
2015-16	32.55	17.91	19.07	19.70	10.94	16.40	14.60	131.17	6.7%
2016-17	38.58	13.71	15.21	22.78	12.92	17.24	13.99	134.43	
2017-18 est.	31	28	34	23	27	19	12	174	

# ACADEMIC PROGRAMMING

## CURRICULUM

Tesfa International School aims to become an authorized International Baccalaureate School offering the full Primary Years Program by 2019. The International Baccalaureate (IB) is a student focused non-profit educational foundation. The IB's mission statement strives to develop internationally minded students who recognize their importance as global citizens who are motivated to use their knowledge and skills to take action to make changes to and in the world. The mission of IB states:

"The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right." (IBO.org)

The IB Primary Years Programme (PYP) is a curricular framework that allows for engaging, relevant, challenging and significant learning experiences designed for students in kindergarten through sixth grade. It focuses on the development of the whole child as an inquirer, both in the classroom and in the global community. This framework addresses students' academic, social and emotional well-being, and encourages students to take responsibility for their own learning in an effort to gain an understanding of the world around them.

The International Baccalaureate Primary Years Programme challenges students to engage in the study of global concepts. The PYP is developed around six organizing transdisciplinary themes that provide the structure for the Program of Inquiry. These themes identify areas of shared experience that have meaning for individuals of different cultures. They promote an awareness of the human condition and an understanding that there is a commonality of human experience. As students explore these themes collaboratively, they increase their awareness of and sensitivity to others. This is crucial to the development of an international perspective. ([www.ibo.org](http://www.ibo.org)) Specific curriculum maps for each grade level, known as the Program of Inquiry (POI) for Tesfa International School are developed by teachers. It is through these rich learning experiences that students will meet all of the required Minnesota State Standards.

The subject areas of math, language arts, science, social studies, information technology, the arts and physical education are taught through transdisciplinary themes in order to help students make connections between the subjects, thereby facilitating more effective learning. Students are asked to make connections between life in school, life at home and life in the world. These connections contribute to the development of the PYP attitudes. The PYP fosters the development of thinking, communication, socializing, research and self-management skills. Students are encouraged to take action by putting what they have learned into practice through service to the school community, the local community and the global community.

### **Mathematics**

As a future International Baccalaureate Primary Years Programme school, Tesfa chose curricula that makes specific allowances for inquiry-based and conceptual learning. According to PYP, mathematics is viewed as a vehicle to support inquiry, providing a global language through which we make sense of the world around us. It is intended that students become competent users of the language of mathematics, and can begin to use it as a way of thinking, as opposed to seeing it as a series of facts and equations to be memorized. (Mathematics Scope and Sequence-IBO.org) Tesfa believes that Investigations in Number, Data, and Space provides students with the research-based, rigorous learning students deserve. Investigations was created to support students in the deep understanding of mathematical concepts necessary for future mathematical success. A truly progressive math curriculum, Investigations sets itself apart from other more traditional math curricula and pairs well with IB philosophy because of its commitment to student dialogue, reasoning, and desire to lead students through real thinking in inquiry-based, real-life experiences.

### **Literacy**

Tesfa International School addresses the Common Core Standards by building upon the Benchmark Literacy program as a curricular resource for developing a balanced literacy and guided reading program. Tesfa uses the Benchmark Literacy Program because it is aligned to many aspects of the IB curriculum and when used flexibly, provides a transdisciplinary approach to instruction throughout the school day. Benchmark Literacy supports student mastery of the five essential elements of reading (phonemic awareness, phonics, fluency, vocabulary and comprehension) and research has shown that this program helps to increase student achievement for all learners. Benchmark Literacy is aligned with Common Core State Standards, and provides many resources such as motivating texts (with a balance of fiction and nonfiction); whole group, small group and one-on-one instructional resources; and uses specific components and materials to target phonics, phonemic awareness, comprehension vocabulary development and fluency skills. Benchmark Literacy offers differentiation for special education students and English Language Learners through visuals and activities, which engage students at a variety of achievement levels.

### **Social Studies, Science, and the Arts**

As a future IB school, Tesfa International School's curriculum is organized around the six-transdisciplinary themes of the IB Primary Years Programme. The IB PYP framework drives our approach to science and social studies, which is taught daily during the Unit of inquiry. Teachers work to plan, implement and reflect upon six rich, inquiry-based IB units over the course of the school year, which address the Minnesota science and social studies standards. It is recognized that teaching and learning science and social studies as subjects is necessary, but not sufficient. Of equal importance is the need to learn these subjects in context, exploring content that is relevant to students, and transcends the boundaries of the traditional subject areas. The transdisciplinary themes provide the framework for a highly defined, focused, in-depth program of inquiry, which will provide an excellent vehicle for teaching science and social studies. Each Unit of Inquiry is developed collaboratively by teachers, incorporating the grade level science and social studies state standards that they weave into (and assess at the end of) each unit.

### **Physical Education**

Tesfa International School designed a physical education program to align with the National Standards for growth and development. The focus is in the areas of physical, social, emotional, intellectual, and nutritional well being, along with motor skill acquisition. Tesfa offers adaptations and accommodations to support our mission, vision and International Baccalaureate curricular focus. The physical education program is a balanced program promoting the skills and knowledge of our students, with the goal of students understanding their bodies, ways to maintain a healthy lifestyle, and the connections that can be made to the rest of the world. Every student at Tesfa has access to a 35 minute physical education class every day.

### **World Language**

Tesfa International School believes that acquiring a second world language is a critical part of any IB school programming. As such, Tesfa offers a 35 minute Arabic World Language to all students. Tesfa chose its language with consideration of input from our parent and student community. Students expanded their language vocabulary using computer software called Rosetta Stone. Rosetta Stone allows students to learn basic listening, reading, writing, and speaking in Arabic. The topics learned include:

- Salutations and courtesies
- Alphabet
- Family
- Vocabulary and grammar

- Parts of the body
- Clothing
- Food
- Weather
- Days of the week and Months
- Five senses
- Geography
- Solar System

## ASSESSMENT INFORMATION

### **Minnesota Comprehensive Assessments**

The MN Comprehensive Assessments (MCA-III, MTAS), are tests that measure how well a student has mastered the state's academic standards in 3<sup>rd</sup> through 6<sup>th</sup> grade in reading and math. Students do not pass or fail the MCAs but are considered "proficient" if they meet or exceed the standards set by the State. The state uses the MCA/MTAS results to identify schools (districts) who are not making Adequate Yearly Progress (AYP) and the Multiple Measures Rating (MMR) as defined by the NCLB legislation.



**Minnesota Comprehensive Assessment Results**

<b>TESFA INTERNATIONAL SCHOOL. District – SPRING 2017</b>							
<b>MCA III READING Achievement Levels: GRADE 3, 4, 5, 6 – Reading Performance of All Students</b>							
	<b>Grade Level</b>	<b>Total Number Tested</b>	<b>Does Not Meet Standards</b>	<b>Partially Meets Standard</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>	<b>Proficiency</b>
<b>SPRING 2017</b>	3 <sup>rd</sup> Grade	22	61.9%	33.3%	4.8%	0%	9.1%
<b>SPRING 2017</b>	4 <sup>th</sup> Grade	12	66.7%	16.7%	16.7%	0%	16.7%
<b>SPRING 2017</b>	5 <sup>th</sup> Grade	16	56.3%	12.5%	25.0%	6.3%	31.3%
<b>SPRING 2017</b>	6 <sup>th</sup> Grade	14	53.8%	23.1%	23.1%	0%	23.1%

Overall Proficiency: 17.7%

<b>TESFA INTERNATIONAL SCHOOL. District – SPRING 2016</b>							
<b>MCA III Math Achievement Levels: GRADE 3, 4, 5, 6 – Math Performance of All Students</b>							
	<b>Gra de Lev el</b>	<b>Total Num ber Teste d</b>	<b>Does Not Meet Standar ds</b>	<b>Partial ly Meets Stand ard</b>	<b>Meets Standar ds</b>	<b>Exceed s Standar ds</b>	<b>Proficien cy</b>
<b>SPRING 2017</b>	3 <sup>rd</sup> Gra de	23	78.3%	21.7%	0%	0%	0%
<b>SPRING 2017</b>	4 <sup>th</sup> Gra de	13	61.5%	30.8%	7.7%	0%	7.7%
<b>SPRING 2017</b>	5 <sup>th</sup> Gra de	19	89.5%	10.5%	0%	0%	0%
<b>SPRING 2017</b>	6 <sup>th</sup> Gra de	16	68.8%	18.8%	12.5%	0%	12.5%

Overall Proficiency: 4.2%

<b>TESFA INTERNATIONAL SCHOOL. District – SPRING 2017</b>							
<b>MCA III Science Achievement Levels: GRADE 5 – Science Performance of All Students</b>							
	<b>Gra de Lev el</b>	<b>Total Num ber Teste d</b>	<b>Does Not Meet Standar ds</b>	<b>Partial ly Meets Stand ard</b>	<b>Meets Standar ds</b>	<b>Exceed s Standar ds</b>	<b>Proficien cy</b>
<b>SPRING 2017</b>	5 <sup>th</sup> Gra de	20	75%	15%	10%	0%	10%

Please note: Only Students who are enrolled by October 1<sup>st</sup> are counted for AYP calculations on participation and proficiency.

## ACCESS

ACCESS is the State of MN designated English Language Proficiency Exam. It is given at all grades K-6 and measures English Language Proficiency in the areas of Listening, Speaking, Reading and Writing. It also uses a formula to calculate scores in the areas of Comprehension and Oral Language. Below is the overall composite score for the ACCESS test for students in Grades K-6.

**ACCESS COMPOSITE SCORE RESULTS (SCHOOLWIDE)**

	1	2	3	4	5	6
<b>Total Number Assessed-2017</b>	<b>Entering</b>	<b>Beginning</b>	<b>Developing</b>	<b>Expanding</b>	<b>Bridging</b>	<b>Reaching</b>
81	24.7%	33.3%	28.4%	13.6%	0%	0%

## NWEA-MAP

Map tests are computerized assessments done in the fall, winter, & spring of each year. These assessments show student growth over time as well as providing nationally-normed grade equivalent benchmarks and predictors of performance on the State MCA assessments. Students set goals for growth at each assessment window and teachers are able to pinpoint individual learning targets (standards) for their students.

## NWEA Growth Goal Report Fall-Spring 2016-2017 Data

Grade	Enrollment		(Total) Number of Students EL Identified	Reading			Mathematics		
	Oct. 1 Start	Current		Met Growth Goal	Proficiency	Proficient Students who were enrolled Oct. 1	Met Growth Goal	Proficiency	Proficient Students who were enr olled Oct. 1
K	17	20	14	65%	29%	5 of 5	53%	41%	7 of 7
1	21	28	17	42%	19%	4 of 4	58%	33%	7 of 7
2	13	15	10	17%	8%	1 of 1	42%	8%	1 of 1
3	17	24	11	41%	24%	4 of 5	41%	-	-
4	7	14	7	71%	43%	3 of 3	29%	29%	2 of 3
5	8	20	12	75%	38%	2 of 4	50%	13%	1 of 2
6	10	16	11	80%	40%	4 of 4	80%	30%	3 of 5

Definition RIT: Tests developed by NWEA use a scale called RIT to measure student achievement and growth. RIT stands for Rasch UnIT, which is a measurement scale developed to simplify the interpretation of test scores. The RIT score relates directly to the curriculum scale in each subject area. It is an equal-interval scale, like feet and inches, so scores can be added together to calculate accurate class or school averages. RIT scores range from about 100 to 300. Students typically start at the 180 to 200 level in the third grade and progress to the 220 to 260 level by high school. RIT scores make it possible to follow a student's educational growth from year to year

## FINANCES

The School's business management is contracted out to an accounting company whose primary role is to advise the Finance Committee and School Board on budget and fiduciary matters. Business Management Office, Inc., (5701 Shingle Creek Pkwy #650 Brooklyn Center, MN 55430, Phone 763-432-6354), is the recognized and independent professional accounting firm that Tesfa contracts with for business management services and accounting.

Tesfa contracts with a separate company to issue payroll and an independent auditing company, Thoreson Diaby Helle Condon & Dodge, Inc. was used for the annual audit.

Tesfa's audit for the 2016-2017 school year is not yet complete at the creation and distribution of this report. However, preliminary results indicate the Tesfa International School was financially successful during the school year.

### **Financial Highlights:**

Key financial highlights for the 2016-2017 fiscal periods include the following information:

- Unaudited estimated General Fund revenues were \$2.187,000 compared to \$2.354,000 in expenditures.
- Fund Reserve-all funds as of June 30, 2017 are estimated at \$154,000.

### **Fiscal Year 2017 Timeline of Audit:**

- Thoreson Diaby Helle Condon & Dodge, Inc. is the audit firm of the school.
- Audit fieldwork was completed during September 2017.
- Final audited financial statements are expected to be completed by October 31, 2017.
- The school is expecting an unqualified opinion on the financial statements.
- No material weakness or audit findings are expected from the Fiscal Year 2017 audit.

## SERVICE LEARNING

A key element of the International Baccalaureate Primary Year Programme is that students engage in authentic action projects which encourage students to use the

knowledge they acquire throughout their learning to take action to make the world a better place. Tesfa students participated in a variety of service learning through this year. All grade levels participated in at least one project. For example, the 6th grade examined homelessness locally and collected warm clothes: mittens, scarves, hats, jackets and donated them to a homeless shelter. The 1st grade class investigated hunger locally and then collected food and donated to the local food shelf.

Tesfa students created messages of support, encouragement, and inclusion to show that they believe Tesfa International School is a place where everyone feels safe and accepted. Students united to take a stand against bullying!

Tesfa students took a nature walk at a nearby park and cleaned up the park area to support the earth. They recycled items they found and advocated for a school recycle program.

Earth Day, which is an annual event celebrated worldwide on April 22 to demonstrate support for environmental protection and to celebrate the natural world. Have you been learning about Earth Day in your classroom? Perhaps you have made connections to how you can help support the Earth by recycling, not wasting water or reusing materials in new ways. I hope you take some time in the next few weeks to think about what action you can take to make the environment a better place.

## Innovative Practices

### *Innovative Practice #1-The Social Curriculum*

At Tesfa International School we believe the social curriculum is as important as the academic curriculum. In addition to a teacher's impact on academic performance, teachers must also have a deep impact on their students' social-emotional development and well being. In order to maximize our teachers' ability to positively impact their students' social-emotional development, Tesfa International School has built specific structures to promote and support the teacher-student relationship, including self-contained classrooms through 6<sup>th</sup> grade, students eating breakfast and lunch with their homeroom teacher, daily morning meetings to build classroom community, and end-of-the-day closing meetings for shared reflection.

### *Innovative Practice #2 Classroom Management Approach*

In order to provide students with a high quality social curriculum allowing each and every student access to the rigorous conceptually based curriculum, we use ENVoY, Teach Like a Champion techniques, and the Responsive Classroom approach. All three programs emphasize clear procedures and routines, which have been shown to benefit low-income learners. They also emphasize proactive management techniques with a heavy reliance on non-verbal cues to manage challenging behaviors. Combined, these systems offer a strong social curriculum designed to maximize instructional time, rather than losing it to disruptions, allowing students full access to the IB program.

### *Innovative Practice #3 -Rock n Read*

Tesfa partnered with the Rock n Read program a state grant funded program. Students utilized the *Tune In to Reading* software program 4 days per week for thirty minutes to develop reading fluency.

## Future Plans

- **Tesa will be moving to a new location in Columbia Heights for the 2017-2018 years.** This move is expected to enhance our partnership with Global Academy and provide us room for anticipated growth in enrollment.
- **Achieve Status as an Authorized International Baccalaureate IB World School Offering the Primary Years Program.** In order to implement the International Baccalaureate (IB) Primary Years Programme (PYP), schools must successfully complete the IB's authorization process. This process is rigorous, intensive, and requires a deep philosophical and financial dedication of all stakeholders. This will continue to be a major driving focus and goal of school leadership.
- **Increase growth on MCA test scores and accelerate student achievement**
- **Expand Community Outreach and Parent Involvement Programs** Continue to build relationship with families and the local community to involve stakeholders in the continuous improvement of our educational program and investment in our scholar's future.
- **Implement an Extended Day Academic Program** We plan to provide an after-school program to support struggling learners growth in literacy, language acquisition and math.



## 2016-17 World's Best Workforce Report Summary

Tesfa International School

K-6

Jonas Beugen, Executive Director

In accordance with Minnesota Statutes, section 120B.11, a school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce. The school board must publish an annual report on the previous year's plan and hold an annual public meeting to review goals, outcomes and strategies. An electronic *summary* of the annual report must be sent to the Commissioner of Education each year.

This document serves as the required template for submission of the 2016-17 report summary. Districts must submit this completed template by **December 15, 2017**, to [MDE.WorldsBestWorkForce@state.mn.us](mailto:MDE.WorldsBestWorkForce@state.mn.us).

If you have questions while completing this summary, please feel free to email [MDE.WorldsBestWorkforce@state.mn.us](mailto:MDE.WorldsBestWorkforce@state.mn.us) or contact [Susan Burris](mailto:susan.burris@state.mn.us) (susan.burris@state.mn.us), Program Manager for District Support.

### 1. Stakeholder Engagement

#### 1a. Annual Report

[Note: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.]

<https://tesfainternationalschool.org/school-board/archived-board-documents/>

#### 1b. Annual Public Meeting

[Note: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting. The author's intent was to have a separate meeting just for this reason.]

➤ November 9, 2017 6:00PM



<b>Goal</b>	<b>Result</b>	<b>Goal Status</b>
		<input type="checkbox"/> <i>District/charter does not enroll students in Kindergarten</i>

**2d. All Students Career- and College-Ready by Graduation**

Goal	Result	Goal Status
<p>The percentage of Tesfa International School students demonstrating proficiency in reading and math in Grade 6 will be 35% as measured by the state’s MCA III reading and math assessment. The percentage of Tesfa International School students demonstrating proficiency in science in Grade 5 will be 20% as measured by the state’s MCA III reading and math assessment.</p>	<p>In Tesfa International School’s second year of operation 23.1% of students in grades 6 met or exceeded standards in reading and did not meet or exceed standards in math. In Tesfa International School’s year of operation 10.0% of students in grade 5 met or exceeded standards in science.</p>	<p><i>Check one of the following:</i></p> <p><input type="checkbox"/> Goal Met  <input type="checkbox"/> Goal Not Met  <input checked="" type="checkbox"/> Goal in Progress  <i>(only for multi-year goals)</i></p>

**2e. All Students Graduate**

Goal	Result	Goal Status
<p>Tesfa International School does not have a high school program.</p>	<p><i>Not Applicable</i></p>	<p><i>Check one of the following:</i></p> <p><input type="checkbox"/> Goal Met  <input type="checkbox"/> Goal Not Met  <input type="checkbox"/> Goal in Progress  <i>(only for multi-year goals)</i>  <input checked="" type="checkbox"/> District/charter does not enroll students in grade 12</p>

#### **4b. Teachers and Principals**

Supports offered to teachers and administration during the 2016-17 school year included 11 days of professional development at the beginning of the school year. Training included ENVoY, In-House Responsive Classroom, SIOP, PYP and Benchmark Literacy. Teachers and principals also participated in PYP training and coaching throughout the year. Some staff were also asked or chose to attend PYP training during the school year. Information is then shared with staff at staff meetings.

#### **4c. District**

Tesfa is a single school charter school.

#### **5. Equitable Access to Excellent Teachers**

On June 1, 2015, MDE submitted a plan to the U.S. Department of Education that required all states to address long term needs for improving equitable access of all students to excellent educators. The Every Student Succeeds Act (ESSA), signed on December 10, 2015, now requires states to evaluate and publicly report whether low-income and minority students are disproportionately served by ineffective, out-of-field, or inexperienced teachers.

To reach the goals of the WBWF, it is important to ensure that all students, particularly students from low income families, students of color and American Indian students have equitable access to teachers and principals who can help them reach their potential. WBWF now requires:

1. Districts to have a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers.
2. District advisory committees to recommend to the school board the means to improve students' equitable access to effective and more diverse teachers.

In this 2016-2017 summary report submission, please provide the information below.

Tesfa International School is both a district and a school. The school serves students on one site. In order to support the diverse needs of students school administration utilizes formal and rigorous procedures in the recruiting, hiring, and training of its teaching staff. All staff members held appropriate licensure and were highly qualified for their assignments.