



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

BOARD MEETING AGENDA

6:00 p.m. September 25, 2017

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

1. Call to Order
2. Board Membership
3. Approve Agenda
4. Review Draft of Minutes from August 14, 2017
5. Director Update
 - a. Enrollment
 - b. Fastbridge Testing
 - c. Transportation Contract
 - d. Fastbridge Assessment
 - e. Guided Language Acquisition Design (GLAD)
6. Financial Report
 - a. August Financials
 - b. Revised FY 18 Budget
7. Policy Review Calendar 2017-2018
8. Old Business
 - a. Family Handbook
 - b. Finance Committee
9. New Business
 - a. Personnel Recommendation
 - b. Lease Amendment
 - c. Strategic Plan for 2017-2018
 - d. Parent Survey 2017-2018
10. VOA authorizer input/update
11. Public Comments
12. Adjournment

Mission

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

BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:09 PM on August 14, 2017

Board Members/Director Present or Absent:

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

Guests
and

Community Members Present:

Name	Position/Role
Rochel Manders	VOA Authorizer Representative
Ash	Parent

Tesfa International School

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Vision: Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for them and their communities.

AGENDA and MINUTES

Subject	Approval of Agendas						
Motion	Motion to amend the agenda.						
Made by	Patrick Exner	Seconded	Dillon Donnelly				
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Accept the Minutes						
Motion	Motion to accept the minutes as presented from June 19, 2017.						
Made by	Dillon Donnelly		Seconded		Midi Hansen		
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Board Positions						
Motion	Motion to acknowledge the Board Roles for 2017-18 year; Tanya for Chair, Patrick for Treasurer and Midi for Secretary.						
Made by	Dillon Donnelly		Seconded		Midi Hansen		
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

DIRECTOR UPDATE

Subject	Director Update – Jonas Beugen						
Discussion	Jonas discussed the benefits of multi-age classes and provided the board with research to support its effectiveness. He also gave an enrollment and lease cost update.						

FINANCIAL REPORT

Subject	2017-18 Budget Projection						
Motion	Motion to revise the budget to reflect 180 ADM for the September Board Meeting.						
Made by	Patrick Exner		Seconded		Dillon Donnelly		
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

NEW BUSINESS

Subject	Personnel Recommendations						
Motion	Motion made to approve personnel recommendations as presented in the board packet.						
Made by	Dillon Donnelly		Seconded		Patrick Exner		
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Fresh Fruit & Vegetable Program						
Motion	Motion made to approve Fresh Fruit & Vegetable Agreement for the 2017-18 school year.						
Made by	Patrick Exner		Seconded		Dillon Donnelly		
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Transportation Boundaries						
Motion	Motion to approve the transportation boundaries for the 2017-18 school year as presented in packet.						
Made by	Dillon Donnelly			Seconded		Patrick Exner	
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Employee Handbook						
Motion	Motion made to approve the Tesfa Employee Handbook for 2017-18 school year.						
Made by	Patrick Exner			Seconded		Dillon Donnelly	
Discussion							
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Family Handbook						
Motion	Motion made to approve Family Handbook as presented. It will be revisited at the September meeting.						
Made by	Patrick Exner			Seconded		Dillon Donnelly	
Discussion							
Vote		Yea	4	Nay		Abstain	
Decision	Motion passed unanimously.						

Subject	Special Thanks						
Discussion	Tanya, as Board Chair, wanted to acknowledge the work and dedication Lauren Ryan has given to Tesfa as a founding member. She served the Tesfa community in many ways and was one of its guiding visionaries.						

POLICY UPDATES

Subject	Early Entrance and Grade Acceleration Policy 590						
Motion	Motion made to approve the revision of Policy 590 - Early Entrance and Grade Acceleration Policy.						
Made by	Patrick Exner			Seconded		Midi Hansen	
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

AUTHORIZER INPUT

Subject	New VOA Financial Oversight Personnel						
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Discussion	Rochel Manders will be taking over the Financial Oversight for Tefsa. VOA has split the Financial Oversight and Governance into two different positions. She is available to support Tesfa with financial questions. There will be another VOA Representative who will come to observe Tesfa Board Meetings and provide feedback.
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PUBLIC COMMENTS

Subject	
Discussion	

ADJOURNMENT

Motion	Motion to adjourn the school board meeting at 7:47.						
Made by	Midi Hansen	Seconded		Dillon Donnelly			
Discussion							
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

4239- <i>TESFA</i> International School YTD Budget vs. Actual 8/31/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-AUGUST	
		BENCHMARK		17%	
UPARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 08/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK --17%
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	151,200	-	151,200	0%
000-211	STATE GEN EDUCATION AID	1,345,918	217,081	1,128,837	16%
740-360	SPECIAL ED - STATE	327,744		327,744	0%
401-400	TITLE I	55,805		55,805	0%
414-400	TITLE II	10,023		10,023	0%
417-400	TITLE III	5,500	-	5,500	0%
419-400	FEDERAL SPEC ED	20,000		20,000	0%
452-400	FEDERAL GRANT- IMPL II	120,000	39,777	80,223	33%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	E-RATE	20,000		20,000	0%
000-099	MISC GRANTS	10,000		10,000	0%
		-			
	TOTAL GEN FUND REVENUE	2,054,190	244,858	1,809,332	12%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	324,394	52,584	271,810	16%
000-305	CONTRACTED SERVICES	141,600	42,670	98,930	30%
000-320	COMMUNICATION SERVICES	8,000	1,035	6,965	13%
000-329	POSTAGE AND PARCEL SERVICE	2,000	147	1,853	7%
000-366	STAFF TRAINING	4,000		4,000	0%
000-401	GENERAL SUPPLIES- NON INSURANCE	15,000	621	14,379	4%
000-401	GENERAL SUPPLIES- UNIFORMS	7,000		7,000	0%
000-530	EQUIPMENT	500		500	0%
000-555	TECHNOLOGY EQUIPMENT	500		500	0%
000-820	DUES & MEMBERSHIP & FEES	17,500	665	16,835	4%
000-899	MISCELLANEOUS	-		-	0%
	TOTAL	520,494	97,722	422,772	18%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	608,382	92,957	332,399	15%
000-305	CONTRACTED SERVICES-	30,050	8,737	21,314	29%
000-430	INSTRUCTIONAL MATERIALS	24,250	2,097	22,153	9%
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	468	632	43%
	TOTAL	666,782	104,258	379,498	16%

4239- TESFA International School YTD Budget vs. Actual 8/31/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-AUGUST	
		BENCHMARK		17%	
LF-ARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 08/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT
SPECIAL EDUCATION INSTRUCTION (400-499)					
100-200'S	STAFF SALARIES & BENEFITS	187,370	29,329	158,041	16%
305	CONTRACTED SERVICES	95,000	17,160	77,840	18%
430	SPEC ED SUPPLIES	4,600		4,600	0%
530	EQUIPMENT	1,000		1,000	0%
555	TECH EQUIPMENT	500		500	0%
	TOTAL	288,470	46,489	241,981	16%
INSTRUCTIONAL SUPPORT SERVICES: (600-699)					
100-200's	SALARIES-	-		-	0%
401	TRAINING MATERIALS	5,000		5,000	0%
366	TRAINING, TRAVEL, CONVEN.	10,000	237	9,763	2%
0	STAFF TUITION REIMBURSEMENT	-	-	-	0%
	TOTAL	15,000	237	14,763	2%
PUPIL SUPPORT SERVICES (700-799)					
100-200	SALARIES	69,691	9,703	59,988	14%
305	CONTRACTED SERVICES- HEA	2,500		2,500	0%
360	PUPIL TRANSPORTATION	180,000		180,000	0%
360	SPEC ED TRANSPORTATION	75,690		75,690	0%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE				
	TOTAL	327,881	9,703	242,488	3%
SITE, BLDG, & EQUIPMENT (800-899)					
100-200's	PERSONNEL COSTS	-	-	-	0%
305	CONTRACTED SERVICES-	33,800		33,800	0%
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	8,319	2,181	79%
370	CAM PAYMENTS				0%
370	BLDG LEASE	168,000	42,649	125,351	25%
401	CUSTODIAL SUPPLIES	2,000	2,000	0	100%
520	LEASEHOLD IMPROVEMENTS	-		-	0%
530	EQUIPMENT	1,000	627	373	63%
555	TECH EQUIPMENT	-		-	0%
	TOTAL	232,300	65,985	166,315	28%
FISCAL & OTHER FIXED COSTS (900-999)					
000-340	INSURANCE	13,500	333	13,167	2%
000-741	INTEREST	0	1,095	-	10952000%
	TOTAL	13,500	1,428	13,167	11%
	TOTAL EXPENDITURES- GEN F	2,064,427	325,823	1,738,604	16%
	GENERAL FUND PROFIT (LOSS)	(10,237)	(80,965)	70,728	
701-472	FOOD SERVICE REVENUE	99,410		99,410	0%

4239 TESFA International School YTD Budget vs. Actual 8/31/2017					
PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-AUGUST	
		BENCHMARK		17%	
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 08/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		111,410	12,000	99,410	
701-490	FOOD SERVICE EXPENDITURE	120,935		120,935	0%
	FOOD SERVICE FUND BALANCE	(9,525)	12,000	-	
	TOTAL EXPENDITURES- ALL F	2,185,362	325,823	1,859,539	15%
	CURRENT YEAR FUND BALANCE	(19,762)			
	ADD: FUND BALANCE, BEG	192,968			
	FUND BALANCE, ENDING	173,206			
	Fund Balance Percentage	8%			
	MDE Hold-back 10%	205,419			

**4239-TESFA International School
CHECK REGISTER
8/31/2017**

CHK #	CHK DATE	VENDOR	AMOUNT
10829	8/1/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10830	8/1/2017 00:00:00	CINTAS CORPORATION	\$ 71.03
10831	8/1/2017 00:00:00	CORPORATE TECHNOLOGIES LLC	\$ 1,035.00
10832	8/1/2017 00:00:00	ISMAIL SHEIKH	\$ 4,000.00
10833	8/1/2017 00:00:00	LOFFLER	\$ 888.20
10834	8/1/2017 00:00:00	MOHAMED SELIM	\$ 627.26
10835	8/1/2017 00:00:00	TeachersASAP	\$ 2,216.25
10836	8/2/2017 00:00:00	SFM	\$ 1,051.00
10837	8/7/2017 00:00:00	FIRST LUTHERAN CHURCH	\$ 17,460.00
10838	8/15/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10839	8/15/2017 00:00:00	CAPITAL RESEARCH & MANAGEMENT COMPANY	\$ 312.50
10840	8/15/2017 00:00:00	CORPORATE BENEFIT ADMINISTRATORS, INC	\$ 950.00
10841	8/15/2017 00:00:00	EMMA HANSEN	\$ 2,500.00
10842	8/15/2017 00:00:00	FALIS MOHAMMED	\$ 1,105.00
10843	8/15/2017 00:00:00	HANDYMAN HOME SERVICES LLC	\$ 2,903.48
10844	8/15/2017 00:00:00	NONPROFITS ASSISTANCE FUND	\$ 1,095.20
10845	8/15/2017 00:00:00	Office Depot	\$ 1,130.05
10846	8/15/2017 00:00:00	PERA	\$ 1,294.84
10847	8/15/2017 00:00:00	SCHOOL DATEBOOKS, INC	\$ 225.64
10848	8/15/2017 00:00:00	TIERNEY	\$ 712.00
10849	8/15/2017 00:00:00	Unum Life Insurance Company of America	\$ 1,535.75
10851	8/15/2017 00:00:00	Bureau of Criminal Apprehension	\$ 55.50
10852	8/22/2017 00:00:00	ABBY HENDRICKS	\$ 236.75
10853	8/22/2017 00:00:00	BANNERS TO GO	\$ 308.25
10854	8/22/2017 00:00:00	EMMA HANSEN	\$ 233.41

200 University Avenue West
Saint Paul, MN 55103

Period: 08/01/2017 thru 08/31/2017



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

<T> 30
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Core Business Checking ACCOUNT Account: XXXXXXXX2761

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
07/31/17	\$150,344.24	\$331,525.21 (4)	\$150,348.27 (50)	08/31/17	\$331,521.18

Minimum Balance \$81,901.71
Avg Available Balance \$137,589.17
Average Balance \$137,838.68

DEPOSITS

Reference	Date	Amount	Reference	Date	Amount	Reference	Date	Amount
	08/30	\$7,735.00						

OTHER CREDITS

Date	Description	Amount
08/15	ACH MN State-Mmb Trn*1*0004103295*1416007162	\$54,303.04
08/18	Amazon.com Payments.amazon.com Id#oqsx2b31yamhtsz	\$8.85
08/30	ACH MN State-Mmb Trn*1*0004126523*1416007162	\$269,478.32

CONSUMER ACCOUNTS ONLY

IN CASE OF ERRORS OR QUESTION ABOUT YOUR ELECTRONIC TRANSFERS:

If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. Call us at the number listed below or write us at the address on the front of the statement.

When you contact us, please give us the following information:

- **Account Information:** Your name and account number
- **Dollar Amount:** The dollar amount of the suspected error
- **Description of Problem:** Describe the error or transfer you are unsure about. Explain as clearly as you can why you believe it is an error or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this (5 business days if the transfer involved a point-of-sale transaction and 20 business days if the transfer involved a new account), we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

BILLING RIGHTS SUMMARY - CONSUMER LOAN ACCOUNTS ONLY

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate sheet at the address shown below as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but if you do so we are not required to investigate any potential errors, and you may have to pay the amount in question.

IN CASE OF ERRORS OR QUESTION ABOUT YOUR BILL:

Write to us at:

Sunrise Banks Loan Operations
200 University Avenue West
St. Paul, MN 55103

In your letter, give us the following information:

- **Account Information:** Your name and account number
- **Dollar Amount:** The dollar amount of the suspected error
- **Description of Problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

While we investigate whether or not there has been an error, the following are true:

1. You do not have to pay the amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question. While investigating your question, we cannot report you as delinquent or take any action to collect the amount you question.
2. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. If we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
3. While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
4. We can apply any unpaid amount against your credit limit.

READY CASH/CREDIT LINE AND CONSUMER LINE OF CREDIT INTEREST CHARGES ARE COMPUTED BY APPLYING THE PERIODIC RATE TO THE "DAILY BALANCE" OF YOUR ACCOUNT FOR EACH DAY IN THE BILLING CYCLE. TO GET THE "DAILY BALANCE," WE TAKE THE BEGINNING BALANCE OF YOUR ACCOUNT EACH DAY, ADD ANY NEW ADVANCES, AND SUBTRACT ANY UNPAID INTEREST OR OTHER FINANCE CHARGES AND ANY PAYMENTS OR CREDITS. THIS GIVES US THE DAILY BALANCE. *Note: If the statement falls on a Friday or on any business day immediately prior to a non-business day, the number of days in the billing cycle will include the subsequent number of non-business days until the next business day, and the finance charge will continue to accrue. However, the number of days in the next billing cycle will not include any days included in the prior cycle.

IF YOU HAVE A VARIABLE RATE PLAN, THE ANNUAL PERCENTAGE RATE AND DAILY PERIODIC RATE MAY VARY.

HOME EQUITY LINE OF CREDIT CONSUMERS - WE FIGURE THE FINANCE CHARGE ON YOUR ACCOUNT BY APPLYING THE PERIODIC RATE TO THE "DAILY BALANCE" OF YOUR ACCOUNT FOR EACH DAY IN THE BILLING CYCLE. TO GET THE "DAILY BALANCE," WE TAKE THE BEGINNING BALANCE OF YOUR ACCOUNT EACH DAY, ADD ANY NEW ADVANCES OR FEES AND SUBTRACT ANY UNPAID FINANCE CHARGES AND ANY PAYMENTS OR CREDITS. THIS GIVES US THE DAILY BALANCE. *Note: If the statement falls on a Friday or on any business day immediately prior to a non-business day, the number of days in the billing cycle will include the subsequent number of non-business days until the next business day, and the finance charge will continue to accrue. However, the number of days in the next billing cycle will not include any days included in the prior cycle.

IF YOU HAVE A VARIABLE RATE PLAN, THE ANNUAL PERCENTAGE RATE AND DAILY PERIODIC RATE MAY VARY.

LOAN PAYMENTS RECEIVED AFTER NORMAL BUSINESS HOURS WILL BE CREDITED THE FOLLOWING BUSINESS DAY. PAYMENTS RECEIVED ON A SATURDAY WILL BE CREDITED ON THE FOLLOWING BUSINESS DAY. NORMAL BUSINESS HOURS ARE POSTED IN EACH OFFICE OR BRANCH AND WILL BE FURNISHED UPON REQUEST, OR MAY BE OBTAINED BY CALLING THE BANK NUMBER LISTED BELOW.

SUNRISE BANKS, N.A. | www.sunrisebanks.com | 651-265-5600

OTHER DEBITS

Date	Description	Amount
08/01	Alerus Plan Fund 17211476e4ade	\$358.33
08/04	MN Teachers Rel Mntra Tratra000086857	\$3,580.26
08/14	Paychex Tps Taxes 72494800001416x	\$9,074.27
08/14	Paychex Inc. Payroll 72491700002924x	\$24,214.88
08/15	Paychex Eib Invoice X72500800001232	\$305.95
08/17	American Funds Investment Irk123816170727	\$210.38
08/17	American Funds Investment Irk123816170816	\$210.38
08/18	Alerus Plan Fund 17229abead329	\$358.33
08/22	MN Teachers Rel Mntra Tratra000087516	\$3,606.98
08/28	Alerus Empl Fee Tis849471553568	\$52.00
08/31	Nonp Assist Fund Cash Trans 3828	\$826.16
08/31	Paychex Payroll 72737800000584x	\$970.72
08/31	Paychex Tps Taxes 72729600003133x	\$10,572.94
08/31	Paychex Inc. Payroll 72728000000889x	\$27,256.98

CHECKS

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
08/17	6208 *	\$750.00	08/07	10836	\$1,051.00	08/22	10849 *	\$1,535.75
08/08	10806	\$298.77	08/09	10837	\$17,480.00	08/28	10852 *	\$236.75
08/02	10807 *	\$3,166.67	08/25	10838	\$3,166.67	08/24	10854	\$233.41
08/04	10819 *	\$400.00	08/30	10839	\$312.50	08/29	10855	\$1,535.00
08/07	10823 *	\$20.61	08/22	10840	\$950.00	08/29	10856	\$1,400.01
08/21	10829	\$3,166.67	08/16	10841	\$2,500.00	08/24	10857	\$312.75
08/07	10830	\$71.03	08/17	10842	\$1,105.00	08/28	10858	\$10,442.50
08/03	10831	\$1,035.00	08/24	10843 *	\$2,903.48	08/29	10859	\$488.00
08/03	10832	\$4,000.00	08/24	10845	\$1,130.05	08/28	10860	\$42.89
08/08	10833	\$888.20	08/23	10846	\$1,284.84	08/28	10861 *	\$1,105.00
08/02	10834	\$827.26	08/22	10847	\$225.84	08/31	10863	\$1,451.80
08/02	10835	\$2,216.25	08/23	10848	\$712.00	08/31	10864	\$554.21

* 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

Date	Balance	Date	Balance	Date	Balance
08/01	\$149,985.91	08/14	\$81,901.71	08/23	\$119,281.68
08/02	\$143,975.73	08/15	\$135,898.80	08/24	\$114,701.99
08/03	\$138,940.73	08/16	\$133,398.80	08/25	\$111,535.32
08/04	\$134,980.47	08/17	\$131,123.04	08/28	\$99,656.18
08/07	\$133,837.83	08/18	\$130,773.56	08/29	\$96,253.17
08/08	\$132,650.86	08/21	\$127,606.89	08/30	\$373,153.99
08/09	\$115,190.86	08/22	\$121,288.52	08/31	\$331,521.18

4239-TESFA
Cash Flow Analysis
FY 2017-2018

		Estimated Receipts By Category					Total
	FY 2017-2018 State Rev.	FY 16-17 Hold-Back	FY 2017-2018 Federal Fund/Title Programs	Other Social Revenues	Debt & Other Financing	FY 2017-2018 Federal Grant	Total
2017	51,230						51,230
Jul 1-15	47,225						47,225
Jul 16-31	34,303						34,303
Aug 1-15	54,303						54,303
Aug 16-31	54,303						54,303
Sep 1-15	55,203						55,203
Sep 16-30	31,030						31,030
Oct 1-15	37,030						37,030
Oct 16-31	47,030						47,030
Nov 1-15	47,030						47,030
Nov 16-30	47,030						47,030
Dec 1-15	47,030						47,030
Dec 16-31	47,030						47,030
2018	71,030						71,030
Jan 1-15	71,030						71,030
Jan 16-31	71,030						71,030
Feb 1-15	71,030						71,030
Feb 16-28	71,030						71,030
Mar 1-15	71,030						71,030
Mar 16-31	71,030						71,030
Apr 1-15	71,030						71,030
Apr 16-30	71,030						71,030
May 1-15	71,030						71,030
May 16-31	71,030						71,030
Jun 1-15	71,030						71,030
Jun 16-30	71,030						71,030
	301,273					85,097	2,029,460
	4,723,127	70,000			(160,000)		2,029,460

1848774
77032125

School Disbursements				FY 2016 Beginning Cash Balance	
Payroll Outlays	FY 2017-2018 General Outlays	FY 2017-2018 Fed. Grant Outlays	Total Disbursements	Monthly Cash Flow	Estimated Ending Cash Balance
35,802	46,602	-	82,404		172,558
35,801	28,902	-	64,703	(38,632)	134,880
35,201	61,205	-	96,406		112,777
36,504	23,603	-	60,107	15,268	170,248
36,504	53,203	-	89,707		134,744
36,504	28,501	-	65,005	34,938	205,088
36,504	45,203	-	81,707		205,411
36,504	85,026	-	121,530	40,664	245,780
36,504	45,206	-	81,710		241,070
36,504	55,203	-	91,707	(19,357)	226,393
36,504	35,601	-	72,105		261,918
36,504	33,602	-	70,106	42,049	268,442
					2018
36,504	35,201	-	71,705		276,931
36,504	65,204	-	101,708	4,301	272,553
36,504	36,902	-	73,406		276,377
36,504	38,502	-	75,008	5,648	278,201
36,504	55,203	-	91,707		263,524
36,504	45,209	-	81,713	(19,360)	258,841
36,504	85,410	-	121,914		213,957
36,504	65,201	-	101,705	(61,608)	197,233
36,504	75,201	-	111,705		162,064
36,504	85,407	-	121,911	(60,050)	137,189
36,504	95,801	-	132,305		81,908
36,504	85,406	-	121,910	(100,155)	37,020
673,808	1,312,604		2,166,802		

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4239-TESFA International School
Balance Sheet
Aug-17

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	004	CASH / GENERAL	\$ 293,043.00
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	\$ 86,098.00
01	122	000	DUE FROM FED THRU CFL	\$ -
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$ -
01	201	000	SALARIES AND WAGES PAYABLE	
01	202	000	SHORT-TERM INDEBTEDNESS	\$ (150,000.00)
01	205	000	Due To Other Funds	
01	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	
01	210	000	DUE TO OTHER MN SCHOOLS	
01	215	000	PAYROLL DEDUCTS / GENERAL	\$ -
01	230	000	Deferred Revenue	\$ -
01	422	000	UNRESERVED FUND BALANCE	\$ (192,968.00)
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -

TESFA					
FY 2017-2018 REVISED BUDGET					
9/12/2017					
REVENUES & EXP. BY PROGRAM		FY 2017-2018 REVISED BUDGET (A)	FY 2017-2018 ORIGINAL BUDGET (B)	CHANGES \$ (C)	
PROJECTED ENROLLMENT- ADM		190	130	50	
GENERAL FUND REVENUE					
STATE AID:					
300 LEASE AID	212,868	151,200	61,668	Based on lease cost	
211 STATE GEN EDUCATION AID	1,775,777	1,345,918	429,859	Additional 50 ADM	
360 SPECIAL ED -STATE	218,440	327,744	(109,304)	Based on actual spec ed exp	
TOTAL STATE AID	2,207,085	1,824,862	382,223		
FEDERAL AID:					
419-400 FEDERAL SPEC ED	20,000	20,000	-		
401-400 TITLE I	49,150	55,805	(6,655)	based on MDE allocation	
414-400 TITLE II	7,111	10,023	(2,912)	based on MDE allocation	
417-400 TITLE III	12,000	5,500	6,500	based on MDE allocation	
451-400 CSP IMP GRANT I	-	-	-	Fully used up	
451-400 CSP IMP GRANT II	75,000	120,000	(45,000)	Timing	
TOTAL FEDERAL AID	163,261	211,328	(48,067)		
LOCAL SOURCES & GRANTS:					
694 TRANSFER TO FOOD SERV FUND	(12,000)	(12,000)	-		
096 MISC GRANTS	-	10,000	(10,000)	true up	
099 E-RATE	10,000	20,000	(10,000)	True up	
TOTAL LOCAL SOURCES	(2,000)	18,000	(20,000)		
TOTAL REVENUES- GENERAL FUND	2,388,086	2,069,190	318,896		
GENERAL FUND EXPENDITURES:					

TESFA						
FY 2017-2018 REVISED BUDGET						
9/12/2017						
LEANS						
REVENUES & EXP. BY PROGRAM						
	FY 2017-2018 REVISED BUDGET (A)	FY 2017-2018 ORIGINAL BUDGET (B)	CHANGES (C)			
SCHOOL SUPPORT SERVICES (000-199)						
110-200 ADMIN STAFF SALARIES & BENEFITS	359,037	324,394	34,643	Dir-Incentive Cost		
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	10,000	15,000	(5,000)	reductions		
401 GENERAL SUPPLIES- UNIFORMS	8,000	7,000	1,000	per increased ADM		
530 EQUIPMENT	500	500	-			
555 TECHNOLOGY EQUIPMENT	500	500	-			
820 DUES & MEMBERSHIP & FEES	17,500	17,500	-			
899 MISC	-	-	-			
TOTAL	547,137	520,494	26,643			
REGULAR INSTRUCTION (200-299)						
100-200 STAFF SALARIES & BENEFITS	727,548	608,382	119,166	FTE increase per ADM changes		
305 CONTRACTED SERVICES-	30,050	30,050	-			
430 INSTRUCTIONAL MATERIALS	24,250	24,250	-			
460 TEXTBOOKS & WORKBOOKS	500	500	-			
461 TESTING SERVICES	2,500	2,500	-			
470 MEDIA BOOKS & RESOURCES	-	-	-			
530 EQUIPMENT	1,100	1,100	-			
555 TECHNOLOGY EQUIPMENT	785,948	666,782	119,166			
TOTAL	171,611	187,370	(15,759)	reductions		
SPECIAL EDUCATION INSTRUCTION (400-499)						
100-200 STAFF SALARIES & BENEFITS	65,000	95,000	(30,000)	Lower IEPs		
305 CONTRACTED SERVICES	4,600	4,600	-			
433 INSTRUCTIONAL MATERIALS	1,000	1,000	-			
530 EQUIPMENT	500	500	-			
555 SPEC ED EQUIP	242,711	286,470	(45,759)			
TOTAL	242,711	286,470	(45,759)			

TESFA						
FY 2017-2018 REVISED BUDGET						
9/12/2017						
UPRS						
REVENUES & EXP. BY PROGRAM						
	FY 2017-2018 REVISED BUDGET (A)	FY 2017-2018 ORIGINAL BUDGET (B)	CHANGES \$ (C)			
INSTRUCTIONAL SUPPORT SERVICES: (600-699)						
140-200 SALARIES-	-					
366 TRAINING, TRAVEL, CONVEN. & CONF.	1,000	5,000	(4,000)		reductions	
389 STAFF TUITION REIMBURSEMENTS	1,000	10,000	(9,000)		reductions	
401 GEN SUPPLIES	-					

TESFA						
FY 2017-2018 REVISED BUDGET						
9/12/2017						
YEARS	REVENUES & CHG. BY PROGRAM	FY 2017-2018	FY 2017-2018	FY 2017-2018	CHANGES	
		REVISED BUDGET (A)	ORIGINAL BUDGET (B)	ORIGINAL BUDGET (B)	\$	(C)
	TOTAL	2,000	15,000		(13,000)	
	STUDENT SUPPORT SERVICES (700-799)					
	143-200 STAFF SALARIES & BENEFITS	111,820	69,691		42,129	Recruiter
	305 CONTRACTED SERVICES	2,500	2,500		-	
	360 PUPIL TRANSPORTATION	253,800	180,000		73,800	Add 2 buses
	360 SPEC ED- TRANSPORTATION	-	75,690		(75,690)	No spec ed bus yet
	555 TECH. EQUIPMENT	-	-		-	
	TOTAL	368,120	327,881		40,239	
	SITE, BLDG, & EQUIPMENT (800-899)					
	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	13,000	10,500		2,500	true up
	370 BLDG LEASE	241,520	168,000		73,520	New lease
	401 CUSTODIAL SUPPLIES	2,000	2,000		-	
	520 LEASEHOLD IMPROVEMENTS	-	-		-	
	530 EQUIPMENT	1,000	1,000		-	
	555 TECH. EQUIPMENT	-	-		-	
	TOTAL	315,345	232,300		83,045	
	FISCAL & OTHER FIXED COSTS (900-999)					
	340 INSURANCE	13,500	13,500		-	
	730 PRINCIPAL REPAYMENT	-	-		-	
	740 INTEREST	1,500	-		1,500	Interest on the LOC
	TOTAL FISCAL & OTHER	15,000	13,500		1,500	
	TOTAL EXPENDITURES- GENERAL FUND	2,276,200	2,004,427		271,773	

TESFA			
FY 2017-2018 REVISED BUDGET			
9/12/2017			
REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET (A)	FY 2017-2018 ORIGINAL BUDGET (B)	CHANGES \$ (C)
GENERAL FUND PROFIT (LOSS)	92,086	(19,237)	102,323
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	91,083	(19,762)	
ADD: FUND BALANCE-BEGINNING	225,600	192,968	06/30/17
CUMULATIVE FUND BALANCE-ENDING	316,683	173,206	06/30/18
FUND BALANCE PERCENTAGE	13%		
STATE HOLD-BACK -10%	237,016		

TESFA
FY 2017-2018 REVISED BUDGET
9/12/2017

UFARS	REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET %	
	PROJECTED ENROLLMENT- ADM	180	
	REVENUES		
	STATE AID:		
01-005-000-000-348-300	LEASE AID	212,868	per lease aid calc.
01-005-000-000-000-211	STATE GEN EDUCATION AID	1,775,777	based on 180 ADM
01-005-000-000-740-360	SPECIAL ED -STATE	218,440	
	TOTAL STATE AID	2,207,085	93%
	FEDERAL AID		
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	12,000	
01-005-000-000-859-400	CSP Grant-IMPLEMENTATION 2	75,000	
	TOTAL FEDERAL AID	163,261	7%
	LOCAL SOURCES & GRANTS		
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	
	TOTAL LOCAL SOURCES	(2,000)	0%
	TOTAL REVENUES- ALL SOURCES	2,368,346	100%
	EXPENDITURES		
	SCHOOL SUPPORT SERVICES (000-199)		
001-005-050-000-000-110	ADMIN STAFF SALARIES & BENEFITS	359,037	
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	10,000	

TESFA
FY 2017-2018 REVISED BUDGET
9/12/2017

UFARS	REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET %	
001-005-105-000-000-401	GENERAL SUPPLIES- UNIFORMS	8,000	
001-005-105-000-000-530	EQUIPMENT	500	
001-005-105-000-000-555	TECHNOLOGY EQUIPMENT	500	
001-005-105-000-000-820	DUES & MEMBERSHIP & FEES	17,500	
	TOTAL	547,137	24%
<u>REGULAR INSTRUCTION (200-299)</u>			
001-010-203-000-000-100	STAFF SALARIES & BENEFITS	727,548	
001-010-203-000-000-305	CONTRACTED SERVICES-	30,050	
001-010-203-000-000-430	INSTRUCTIONAL MATERIALS	24,250	
001-010-203-000-000-460	TEXTBOOKS & WORKBOOKS	500	
001-010-203-000-000-461	TESTING SERVICES	2,500	
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	
	TOTAL	785,948	35%
<u>SPECIAL EDUCATION INSTRUCTION (400-499)</u>			
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	
	TOTAL	242,711	11%
<u>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</u>			
001-010-605-000-000-140	SALARIES-	-	
001-010-605-000-000-401	TRAINING MATERIALS	1,000	
001-010-640-000-000-366	TRAINING, TRAVEL, CONVEN., & CONF	1,000	
001-010-640-000-000-389	STAFF TUITION REIMBURSEMENTS	-	
	TOTAL	2,000	0%
<u>PUPIL SUPPORT SERVICES (700-799)</u>			
001-005-720-000-000-143	PERSONNEL COSTS	111,820	
001-005-720-000-000-305	CONTRACTED SERVICES-	2,500	
001-005-720-000-760-360	PUPIL TRANSPORTATION	253,800	
001-005-720-000-740-360	SPEC ED- TRANSPORTATION	-	
001-005-720-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	368,120	16%

TESFA
FY 2017-2018 REVISED BUDGET
9/12/2017

UFARS	REVENUES & EXP. BY PROGRAM	FY 2017-2018 REVISED BUDGET %	
	SITE, BLDG, & EQUIPMENT (800-899)		
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	13,000	
001-005-850-000-000-370	CAM PAYMENTS	5,000	deposit
001-005-850-000-348-370	BLDG LEASE	236,520	
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	-	
	TOTAL	315,345	14%
	FISCAL & OTHER FIXED COSTS (900-999)		
001-005-940-000-000-340	INSURANCE	13,500	
001-005-920-000-000-741	INTEREST	1,500	
	TOTAL FISCAL & OTHER	15,000	1%
	TOTAL EXPENDITURES- GENERAL FUND	2,276,260	100%
	GENERAL FUND PROFIT (LOSS)	92,086	
02-005-770-000-701-472	FOOD SERVICE REVENUE	113,475	
02-005-000-000-000-649	GEN FUND TRANSFER-IN	12,000	
	TOTAL FS FUND REVENUE	125,475	
02-005-770-000-701-490	FOOD SERVICE EXPENDITURES	126,478	
	FOOD SERVICE FUND PROFIT (LOSS)	(1,003)	
	CURRENT YEAR FUND BALANCE-ALL	91,083	
	ADD: FUND BALANCE-BEGINNING	225,600	06/30/17 Estimated
	CUMULATIVE FUND BALANCE-ENDING	316,683	06/30/18
	FUND BALANCE PERCENTAGE	13%	
	STATE HOLD-BACK -10%	237,035	

**TESFA
FY 2017-2018 REVISED BUDGET
9/12/2017**

	SALARIES	Benefits-29.5%	Total	Semimonthly Total
General Payroll	1,070,324	299,691	1,370,015	57,084
Total General Fund	1,070,324	299,691	1,370,015	57,084
Verify Total			1,370,015	-

**TESFA
FY 2017-2018 REVISED BUDGET
9/12/2017**

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

UFARS		PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
<u>100-200'S</u>	PERSONNEL COSTS	<u>280,498</u>	<u>78,539</u>	<u>359,037</u>

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	
	-	
CONTRACTED SERVICE	<u>141,600</u>	

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	-	
Communications- Total	<u>8,000</u>	

329 POSTAGE	1,000
366 STAFF TRAINING	1,000
401 GEN SUPPLIES	10,000
401 UNIFORMS/BACKPACKS	8,000
530 EQUIPMENT	500
555 TECH EQUIPMENT	500
	<hr/>
	21,000

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	

GRAND TOTAL- ADMIN 547,137 547136.8 -

TESFA
 FY 2017-2018 REVISED BUDGET
 9/12/2017

REGULAR INSTRUCTION- (200-299)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	568,397	159,151.06	727,547.69

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	-
TOTAL	30,050.00

430 Instructional Materials

Classroom budgets	7,000.00	
Software	5,000.00	CSP reimburseable
Math	500.00	
Ipad Apps	250.00	
Planners/Journals	-	
Physical Education	500.00	
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	
TOTAL	24,250.00	

460 Textbooks/Workbooks

Math	-
Reading	-
Handwriting	-
ESL	500.00
Intervention-Math	-
Intervention - Writing	-
Intervention - reading	-
Misc	-
TOTAL	500.00

466 Testing Services

NWEA	2,500.00
WIDA	-
FAST/WIDA	-
TOTAL	2,500.00

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	-
TOTAL	-

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

TOTAL 1,100.00

TOTAL- REGULAR INSTRUCTIONS 785,947.69 785,947.69

Special Ed Programs

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	134,071	37,539.94	171,611.14
	SPECIAL EDUCATION			
	Spec Ed Director	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>		
	Total Spec ED Programs	242,711.14	242711.136	-

INSTRUCTIONAL SUPPORT SERVICES (600-699)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	PAYROLL /BENEFITS
100-200'S PERSONNEL COST				
	305 STUDENT RECRUITMENT	1,000		
	366 TRAINING, TRAVEL, CONVENTIONS	1,000		
	366 STAFF TUITION REIMBURSEMENTS	-		
	TOTAL	2,000		2,000

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

UFARS	DESCRIPTION	PAYROLL	BENEFITS	PAYROLL /BENEFITS
100-200'S PERSONNEL COSTS				
		87,359	24,460.52	111,820
General PPS				
	305 CONTRACTED SERVICES-	2,500		
720	360 TRANSPORTATION- REGULAR	251,800	8 buses @ @200 per day	
733	361 TRANSPORTATION- FIELD TRIPS	2,000		
723	360 TRANSPORTATION- SPEC ED	-		
720	534 VEHICLE- VAN	-		
	TOTAL -PUPIL SUPPORT SERVICES	256,300	0	368,120

SITE, BLDG, & EQUIPMENT

UFARS	DESCRIPTION	PAYROLL	BENEFITS	PAYROLL /BENEFITS
100-200'S PERSONNEL COSTS				
370	305 CONTRACTED SERVICES-CUSTODIAL	28,625		
373	330 UTILITIES-	19,200		
	350 REPAIRS & MAINTENANCE	10,000		
	370 OPERATING LEASE COPY MACHINES	13,000		
	370 CAM PAYMENTS	-		
	370 BUILDING LEASE	236,520		
	401 CUSTODIAL SUPPLIES	2,000		
	520 LEASEHOLD IMPROVEMENT	-		
	530 BUILDING EQUIPMENT	1,000		
	TOTAL- SITE, BLDG & EQUIPMENT	310,345		310,345 (5,000)
FISCAL & OTHER COST				
	INSURANCE	13,500		
	INTEREST	1,500		
		15,000		

<u>LAST FIRST</u>	<u>DESCRIPTION</u>	<u>FTE</u>		
<u>School Support Services</u>			Original	Revised
	Director	1	100,000	130,000
	Assistant Director	1	80,000	80,000
	Office Assistant	1	31,500	31,973
	Office Manager	1	35,000	35,525
	Support/translation		3,000	3,000
	TOTAL		249,500	280,498
<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		40,290	40,894
9	JESS EPSTEIN			44,518
10	KYLIE BELL		termed	5,626
11	EMMA HANSEN		38,500	51,247
12	MEKKINA RAHN		43,860	40,894
13	Michaela Maubin			40,894
	stipends		17,500	33,000
	TOTAL		462,850	568,397
<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			30,000
	TOTAL		53,020	87,359
<u>Custodian</u>				
			-	
			-	
			-	
<u>SPED TEACHERS</u>				
1	JENN REECK	1	50,000	47,106
	JAMES COSGROVE	1	28,560	28,988
	MADELINE BOOGAY	1	28,560	28,988
	FALIS	EA	28,560	28,988
			-	
	TOTAL		135,680	134,071
GRAND TOTAL		9	901,050	1,070,324

Tesfa International School
Policy Review Calendar-Tentative
2017-2018

Month of Review	District Policy Number	Policy Name	Date of Last Review/ Adoption	Annual Review
October 2017	102	Equal Educational Opportunity	October 2014	
	210	Conflict of Interest	October 2014	
	401	Equal Educational Opportunity	October 2014	
November 2017	402	Disability Non-Discrimination	October 2014	
	404	Employee Background Checks	October 2014	
	406	Public and Private Personnel Data	September 2016	
December 2017	410	Family and Medical	December 2016	
	413	Harassment and Violence	December 2016	
	417	Chemical Use and Abuse	October 2014	
January 2018	418	Drug Free Workplace and School	October 2014	
	501	School Weapons	December 2014	
	502	Search of Student Property	December 2014	
February 2018	506	Student Discipline and Notice of Suspension	December 2014	
	514	Bullying Prohibition	February 2017	
	515	Protection of Pupil Records		
March 2018	524	Internet Policy	March 2017	
	531	Pledge of Allegiance	March 2017	
	601	School Curriculum and Instructional Goals	January 2016	
April 2018	603	Curriculum Development	April 2015	
	609	Religious Accommodation	April 2015	
	616	School Accountability	April 2017	
May 2018	709	Student Transportation Safety	March 2015	
	806	Crisis Management Policy and Resources	April 2017	
June 2018	-None Assigned-			

Notes-Schedule based on annual review requirements and best practice of reviewing policies every 2-3 years. The policy sections were divided up and based on a three year review cycle this would be the number of policies that would need to be reviewed.

Personnel Recommendations:

The following personnel items are recommended for the approval at the September 25, 2017 school board meeting.

Independent Contract:

Cory Orman Classroom Support \$25 per hour 9/5/2017 - 9/29/2017

Licensed Staff Resignation:

Kylie Bell 1.0 FTE Classroom Teacher @ \$40,894.00 effective 8/30/2017

Licensed Staff Termination:

Ihsan Zaatari 1.0 FTE Arabic Teacher @ \$40,894.00 effective 9/20/2017

AMENDMENT TO RENTAL AGREEMENT

For valuable consideration, receipt of which is hereby acknowledged, First Lutheran Church, "Landlord" and Tesfa International School, "Tenant", parties to the Rental Agreement made for the premises located at 1555 40th Avenue NE, Columbia Heights, MN and dated on September 15, 2017 agree to modify and amend said lease agreement originally signed and dated April 21st 2017 in the following way(s):

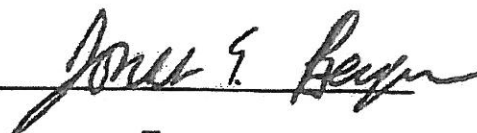
Effective with the first calendar day of the new month following the construction completion of the playground located at 1555 40th Avenue NE in Columbia Heights, MN, Tesfa International School will begin leasing the established playground structures in the amount of \$333.00 per month for daily student use. This agreement will continue until lease termination effective June 30, 2019. In the event Tesfa International school and First Lutheran Church mutually agree to extend the facility lease agreement past the date of June 30, 2019, Tesfa International School will continue payment of \$333.00 per month not to exceed a total of \$15,000 over the life of the original lease and all extensions of the original lease.

Upon completion of the lease agreement between First Lutheran Church and Tesfa International School, ownership of the playground will remain with First Lutheran Church, no lease payments are made with the understanding that any playground item will transfer ownership to Tesfa International School.

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

Signed on this fifteenth day of September 2017.

First Lutheran Church


Tenant

Tenant

