



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

**BOARD MEETING AGENDA**

***6:00 p.m. May 14, 2018***

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

1. Call to Order
2. Approve Agenda
3. Approve Minutes from February 12, 2018 & March 12, 2018
4. Financial Report
  - a. Enrollment/ADM 172/169
  - b. March/April Financial Reports
  - c. Personnel Recommendations
5. Old Business
  - a. Election Update
  - b. FY 19 School Calendar
  - c. School Name
6. New Business
  - a. 2017-2018 Calendar Change - Snow Day April 16, 2018
  - b. Corporate Borrowing Loan Resolution
  - c. 2018-2019 Contract Service Updates
    - i. Business Services - TBD
    - ii. Transportation - Safari Transportation LLC
    - iii. Special Education Director - Indigo
    - iv. Food Service Done Right Foods
  - d. Employee Insurance Options 2018-2019
  - e. Academic Report
    - i. Assessment Update
    - ii. May 25th, PD Plan
7. Policy Review
  - a. 524 Internet Policy
  - b. 531 Pledge of Allegiance
  - c. 609 Religious Accommodation
8. VOA authorizer input/update
9. Public Comments
10. Adjournment

# BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Tanya Heifort called to order the meeting at  
6:05 PM on February 12, 2018

Board Members/Director Present or Absent:

|  |                |
|--|----------------|
| Tanya Heifort (Board Chair/Community Member)       | Present        |
| Midi Hansen (Board Secretary/Community Member)     | Present        |
| Dillon Donnelly (Board Treasurer/Community Member) | Absent         |
| Patrick Exner (Community Member)                   | Present        |
| Helen Fisk (Community Member)                      | Present        |
| Mike McFadden (Community Member)                   | Present – 6:13 |
| Jonas Beugen (Director/Ex-officio)                 | Present        |
| Mohamed Selim (Assistant Director/Ex-Officio)      | Present        |
| Amir Orandi (Parent Member)                        | Present – 6:08 |

Guests and Community Members Present: Jon Gronke, Special Education Paraprofessional, 2 Teachers (Abby and Maren)

## **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 Personnel Changes:** Dillon Donnelly has officially resigned from the board.

## **AGENDA and MINUTES**

|            |                               |          |               |   |         |   |
|------------|-------------------------------|----------|---------------|---|---------|---|
| Subject    | <b>Approval of the Agenda</b> |          |               |   |         |   |
| Motion     | Motion to approve the agenda  |          |               |   |         |   |
| Made by    | Helen Fisk                    | Seconded | Patrick Exner |   |         |   |
| Discussion |                               |          |               |   |         |   |
| Vote       | Yea                           | 4        | Nay           | 0 | Abstain | 0 |
| Decision   | Motion passed unanimously.    |          |               |   |         |   |

|                   |  |          |               |         |  |
|-------------------|--|----------|---------------|---------|--|
| <b>Subject</b>    | <b>Approval of the Minutes</b>                                     |          |               |         |  |
| <b>Motion</b>     | Motion to approve the minutes as presented from December 11, 2017. |          |               |         |  |
| <b>Made by</b>    | Helen Fisk   | Seconded | Patrick Exner |         |  |
| <b>Discussion</b> |  |          |               |         |  |
| <b>Vote</b>       |  | Yea 4    | Nay 0         | Abstain |  |
| <b>Decision</b>   | Motion passed unanimously.   |          |               |         |  |

### FINANCIAL REPORT

|                   |                   |          |       |         |  |
|-------------------|-------------------|----------|-------|---------|--|
| <b>Subject</b>    | <b>Enrollment</b> |          |       |         |  |
| <b>Motion</b>     |                   |          |       |         |  |
| <b>Made by</b>    |                   | Seconded |       |         |  |
| <b>Discussion</b> | ADM is 172/170    |          |       |         |  |
| <b>Vote</b>       |                   | Yea      | Nay 0 | Abstain |  |
| <b>Decision</b>   |                   |          |       |         |  |

|                   |  |  |  |  |  |
|-------------------|--|--|--|--|--|
| <b>Subject</b>    | <b>Fiscal Year 2017 Audit</b>  |  |  |  |  |
| <b>Discussion</b> | Steve Helle presented from the CPA firm who performed the audit. Steve presented a general opinion and overview of the financial information from the audit. In their opinion, the financials accurately represented Tesfa International School Inc. It was a clean audit with no findings necessary to report to the state. A full account of the audit was presented to the Board. |  |  |  |  |

|                   |  |          |             |           |  |
|-------------------|--|----------|-------------|-----------|--|
| <b>Subject</b>    | <b>January Financials</b>  |          |             |           |  |
| <b>Motion</b>     | Motion was made to accept the budget as presented.   |          |             |           |  |
| <b>Made by</b>    | Mike McFadden  | Seconded | Midi Hansen |           |  |
| <b>Discussion</b> | Jonas presented the financial information. Everything is on track and any issues were a result of coding, which will be cleaned up in the final budget revision. Bottom lines are good in both expenses and revenues. The only concern was cash flow for the summer months and Jonas is hoping that they will not need to borrow any money to get through it. This is an improvement over the last two years. Jonas also noted that he will be inviting the SPED Director and a representative from INDIGO, quarterly to each meeting. |          |             |           |  |
| <b>Vote</b>       |  | Yea 6    | Nay 0       | Abstain 0 |  |
| <b>Decision</b>   | Motion passed unanimously.   |          |             |           |  |

|                   |  |          |             |           |  |
|-------------------|--|----------|-------------|-----------|--|
| <b>Subject</b>    | <b>Personnel Recommendation</b>                              |          |             |           |  |
| <b>Motion</b>     | Motion to approve the personnel recommendation as presented. |          |             |           |  |
| <b>Made by</b>    | Helen Fisk   | Seconded | Amir Orandi |           |  |
| <b>Discussion</b> |  |          |             |           |  |
| <b>Vote</b>       |  | Yea 6    | Nay 0       | Abstain 0 |  |
| <b>Decision</b>   | Motion passed unanimously.                                   |          |             |           |  |

|                   |   |          |               |  |  |
|-------------------|---|----------|---------------|--|--|
| <b>Subject</b>    | <b>Simikis Foundation Grant</b>         |          |               |  |  |
| <b>Motion</b>     | Motion to accept the \$25,000 donation. |          |               |  |  |
| <b>Made by</b>    | Helen Fisk                              | Seconded | Patrick Exner |  |  |
| <b>Discussion</b> |   |          |               |  |  |

|                 |                            |              |              |                  |
|-----------------|----------------------------|--------------|--------------|------------------|
| <b>Vote</b>     |                            | <b>Yea</b> 6 | <b>Nay</b> 0 | <b>Abstain</b> 0 |
| <b>Decision</b> | Motion passed unanimously. |              |              |                  |

|                   |   |              |               |                  |
|-------------------|---|--------------|---------------|------------------|
| <b>Subject</b>    | <b>Art Donation</b>                             |              |               |                  |
| <b>Motion</b>     | Motion to accept the art donation.              |              |               |                  |
| <b>Made by</b>    | Helen Fisk                                      | Seconded     | Patrick Exner |                  |
| <b>Discussion</b> | Stephanie from VOA donated art for the building |              |               |                  |
| <b>Vote</b>       |   | <b>Yea</b> 6 | <b>Nay</b> 0  | <b>Abstain</b> 0 |
| <b>Decision</b>   | Motion passed unanimously.                      |              |               |                  |

|                   |   |              |               |                  |
|-------------------|---|--------------|---------------|------------------|
| <b>Subject</b>    | <b>FY19 Budget Parameters &amp; Staffing Plan</b>   |              |               |                  |
| <b>Motion</b>     | Motion to accept an enrollment assumption of 210 and accept the salary scale as presented for 2018-19.  |              |               |                  |
| <b>Made by</b>    | Helen Fisk  | Seconded     | Mike McFadden |                  |
| <b>Discussion</b> | The purpose of the parameters is to enable Jonas the opportunity to begin offering job positions, based on an ADM of 210, so that he can get the highest qualified teachers possible. Patrick expressed support of the new salary scale. It was discussed that there can't be a signing bonus, however you can do a performance pay award the following year. We will discuss that in the future. |              |               |                  |
| <b>Vote</b>       |   | <b>Yea</b> 6 | <b>Nay</b> 0  | <b>Abstain</b> 0 |
| <b>Decision</b>   | Motion passed unanimously.  |              |               |                  |

## NEW BUSINESS

|                   |  |
|-------------------|--|
| <b>Subject</b>    | <b>Positive School-wide Engagement Plan and Process</b>  |
| <b>Discussion</b> | December meeting produced a conversation around school-wide discipline and student engagement. Teachers that were present at the meeting shared their opinions on the behavior reset. They felt that the reset was effective because everyone was on the same page, in terms of expectations. The busing situation has improved and that also appears to have impacted students' attitudes. Staff and students seem more relaxed; calmer and more focused. Students are beginning to understand that there are clear consequences for their actions; both positive and negative. |

|                   |  |
|-------------------|--|
| <b>Subject</b>    | <b>Academic Progress</b>   |
| <b>Discussion</b> | Growth data was shared and although there is growth, there was discussion around the fact that students who are behind need to be significantly accelerated in order to close the achievement gap. K-1 experienced technical difficulties so their assessment wasn't included in the results, but it will be in the spring results. Teachers felt that they should proctor their own tests so that they can better understand the results. |

|                   |   |
|-------------------|---|
| <b>Subject</b>    | <b>Academic Improvement Plan</b>              |
| <b>Discussion</b> | Jonas presented a plan for the Board to read. |

|                   |  |
|-------------------|--|
| <b>Subject</b>    | <b>IB Site Visit</b>   |
| <b>Discussion</b> | Last month, an IB consultant visited the site and spend a few days talking with Mohamed around the upcoming authorization process. A full report with recommendations will be forthcoming. She |

|  |   |
|--|---|
|  | recommended looking at the budget for IB. The majority of the staff will need training and that needs to be reflected in the budget. Global has requested an MN training and Tesfa may be able to send teachers to that training. |
|--|---|

|                   |   |          |               |
|-------------------|---|----------|---------------|
| <b>Subject</b>    | <b>Approve Calendar Changes</b>   |          |               |
| <b>Motion</b>     | <b>Motion to approve no school on Jan. 3 – PD day and 23<sup>rd</sup> – for a snow day.</b> |          |               |
| <b>Made by</b>    | Helen Fisk  | Seconded | Patrick Exner |
| <b>Discussion</b> |   |          |               |
| <b>Vote</b>       | Yea 6   | Nay 0    | Abstain 0     |
| <b>Decision</b>   | Motion passed unanimously.  |          |               |

|                   |  |          |            |
|-------------------|--|----------|------------|
| <b>Subject</b>    | <b>Board Composition and By-Laws</b>   |          |            |
| <b>Motion</b>     | Motion made to amend the By-Laws for Section 2, as reflected in the packet.  |          |            |
| <b>Made by</b>    | Patrick Exner  | Seconded | Helen Fisk |
| <b>Discussion</b> | The Board should be teacher majority, according to the By-Laws. However, that does not seem viable for Tesfa at this time, given we are basically in a restart here. It is recommended that the Board should consist of 3 community members, 2 parents and 2 teachers. In order to make this change, we need to make a motion that would reflect this change. Included in the packet is a proposed By-Law revision for Section 2. Teachers would need to vote to relinquish their majority power on the Board. A timeline for making this change was included in the Board packet. |          |            |
| <b>Vote</b>       | Yea 6  | Nay 0    | Abstain 0  |
| <b>Decision</b>   | Motion passed unanimously.   |          |            |

**POLICY REVIEW**

|                   |  |          |               |
|-------------------|--|----------|---------------|
| <b>Subject</b>    | Review of policies 418, 501, 502.            |          |               |
| <b>Motion</b>     | Motion to approve Policies 418, 501 and 502. |          |               |
| <b>Made by</b>    | Helen Fisk                                   | Seconded | Mike McFadden |
| <b>Discussion</b> |  |          |               |
| <b>Vote</b>       | Yea 6  | Nay 0    | Abstain 0     |
| <b>Decision</b>   |  |          |               |

**AUTHORIZER INPUT**

|                   |   |
|-------------------|---|
| <b>Subject</b>    | <b>Rod Henke – VOA authorizer</b>                       |
| <b>Discussion</b> | He tries to come to 2 times a year to provide feedback. |

**PUBLIC COMMENTS**

|                   |             |
|-------------------|-------------|
| <b>Subject</b>    | <b>None</b> |
| <b>Discussion</b> |             |

**ADJOURNMENT**

|                   |  |          |               |
|-------------------|--|----------|---------------|
| <b>Motion</b>     | Motion to adjourn the school board meeting at 7:47 pm. |          |               |
| <b>Made by</b>    | Midi Hansen  | Seconded | Mike McFadden |
| <b>Discussion</b> |  |          |               |
| <b>Vote</b>       | Yea 6  | Nay 0    | Abstain 0     |
| <b>Decision</b>   | Motion passed unanimously.                             |          |               |



# BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Tanya Heifort called to order the meeting at  
6:07 PM on March 12, 2018

Board Members/Director Present or Absent:

|  |                        |
|--|------------------------|
| Tanya Heifort (Board Chair/Community Member)   | Present                |
| Midi Hansen (Board Secretary/Community Member) | Present                |
| Patrick Exner (Community Member)               | Absent                 |
| Helen Fisk (Community Member)                  | Present                |
| Mike McFadden (Community Member)               | Present                |
| Jonas Beugen (Director/Ex-officio)             | Present                |
| Mohamed Selim (Assistant Director/Ex-Officio)  | Present                |
| Amir Orandi (Parent Member)                    | Present – left at 8:16 |

Guests and Community Members Present: Liban and Kazi

## **Tesfa International School**

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## **AGENDA and MINUTES**

|            |                               |          |               |     |   |
|------------|-------------------------------|----------|---------------|-----|---|
| Subject    | <b>Approval of the Agenda</b> |          |               |     |   |
| Motion     | Motion to approve the agenda  |          |               |     |   |
| Made by    | Helen Fisk                    | Seconded | Mike McFadden |     |   |
| Discussion |                               |          |               |     |   |
| Vote       |                               | Yes      | 5             | Nay | 0 |
| Decision   | Motion passed unanimously.    |          |               |     |   |
| Abstain    | 0                             |          |               |     |   |

|         |  |          |             |
|---------|--|----------|-------------|
| Subject | <b>Approval of the Minutes</b>                                     |          |             |
| Motion  | Motion to approve the minutes as presented from February 12, 2018. |          |             |
| Made by | Mike McFadden  | Seconded | Amir Orandi |

|                   |   |            |   |            |   |                |  |
|-------------------|---|------------|---|------------|---|----------------|--|
| <b>Discussion</b> | Edit Mike's name correctly. Dylan resigned, not absent. |            |   |            |   |                |  |
| <b>Vote</b>       |   | <b>Yea</b> | 5 | <b>Nay</b> | 0 | <b>Abstain</b> |  |
| <b>Decision</b>   | Motion passed unanimously.                              |            |   |            |   |                |  |

### FINANCIAL REPORT

|                   |  |            |  |            |   |                |  |
|-------------------|--|------------|--|------------|---|----------------|--|
| <b>Subject</b>    | <b>Enrollment</b>  |            |  |            |   |                |  |
| <b>Motion</b>     |  |            |  |            |   |                |  |
| <b>Made by</b>    |  | Seconded   |  |            |   |                |  |
| <b>Discussion</b> | ADM is 173/167. It was recommended that a procedure be put in place so that MARSS errors can be avoided. |            |  |            |   |                |  |
| <b>Vote</b>       |  | <b>Yea</b> |  | <b>Nay</b> | 0 | <b>Abstain</b> |  |
| <b>Decision</b>   |  |            |  |            |   |                |  |

|                   |  |            |   |            |   |                |   |
|-------------------|--|------------|---|------------|---|----------------|---|
| <b>Subject</b>    | <b>February Financials</b>   |            |   |            |   |                |   |
| <b>Motion</b>     | Motion was made to accept the budget as presented.   |            |   |            |   |                |   |
| <b>Made by</b>    | Helen Fisk   |            |   | Seconded   |   | Mike McFadden  |   |
| <b>Discussion</b> | Non-Profit assistance may be needed, depending on cash flow. Jonas will let us know as to whether or not he needs to apply for the loan. |            |   |            |   |                |   |
| <b>Vote</b>       |  | <b>Yea</b> | 5 | <b>Nay</b> | 0 | <b>Abstain</b> | 0 |
| <b>Decision</b>   | Motion passed unanimously.   |            |   |            |   |                |   |

|                   |  |            |   |            |   |                |   |
|-------------------|--|------------|---|------------|---|----------------|---|
| <b>Subject</b>    | <b>Personnel Recommendation</b>                              |            |   |            |   |                |   |
| <b>Motion</b>     | Motion to approve the personnel recommendation as presented. |            |   |            |   |                |   |
| <b>Made by</b>    | Midi Hansen  |            |   | Seconded   |   | Mike McFadden  |   |
| <b>Discussion</b> |  |            |   |            |   |                |   |
| <b>Vote</b>       |  | <b>Yea</b> | 5 | <b>Nay</b> | 0 | <b>Abstain</b> | 0 |
| <b>Decision</b>   | Motion passed unanimously.                                   |            |   |            |   |                |   |

|                   |   |            |   |            |   |                |   |
|-------------------|---|------------|---|------------|---|----------------|---|
| <b>Subject</b>    | <b>FY 19 Preliminary Budget Draft</b>   |            |   |            |   |                |   |
| <b>Motion</b>     | Motion made to approve the budget as presented.   |            |   |            |   |                |   |
| <b>Made by</b>    | Mike McFadden   |            |   | Seconded   |   | Helen Fisk     |   |
| <b>Discussion</b> | There was discussion around the projected ADM being set at 210 students next year. The number was based on the incoming kindergartners vs. exiting 6 <sup>th</sup> graders. The number appears to be a realistic projection. There was an additional change to staffing based on updated revenue assumptions. It was recommended that the actual monies for food service should be put into the budget. |            |   |            |   |                |   |
| <b>Vote</b>       |   | <b>Yea</b> | 5 | <b>Nay</b> | 0 | <b>Abstain</b> | 0 |
| <b>Decision</b>   | Motion passed unanimously.  |            |   |            |   |                |   |

### OLD BUSINESS

|                   |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|
| <b>Subject</b>    | <b>Board Composition &amp; By-Law Teacher Vote Results</b> |  |  |  |  |  |  |
| <b>Discussion</b> | Teachers approved the board composition change 14-0.       |  |  |  |  |  |  |

|                   |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|
| <b>Subject</b>    | <b>Election</b>  |  |  |  |  |  |  |
| <b>Discussion</b> | Helen presented a procedure on how to handle the election. Nomination forms would be completed and then given out to the families to complete. Helen would create a letter asking for candidates and providing a nomination form. The completed forms would be compiled, and we would then provide a packet for families to read about the candidates. Families and school employees would |  |  |  |  |  |  |

|  |  |
|--|--|
|  | then fill out the ballot and return it. Election dates will be on the website and the information will be updated. |
|--|--|

### NEW BUSINESS

|            |  |  |  |
|------------|--|--|--|
| Subject    | <b>January Family Night Report</b>   |  |  |
| Discussion | January family night was a success! About 120 students showed up. Jonas's hair was dyed pink and green because he lost a chess match. Families really enjoyed the event. Feedback was positive and the event ran smoothly. |  |  |

|            |   |          |             |
|------------|---|----------|-------------|
| Subject    | <b>Snow Day</b>                                       |          |             |
| Motion     | Motion to approve snow day on March 5 <sup>th</sup> . |          |             |
| Made by    | Mike McFadden   | Seconded | Amir Orandi |
| Discussion |   |          |             |
| Vote       | Yea   | 5        | Nay         |
|            |   |          | 0           |
|            |   |          | Abstain     |
|            |   |          | 0           |
| Decision   | Motion passed unanimously.                            |          |             |

|            |   |  |  |
|------------|---|--|--|
| Subject    | <b>FY 19 School Calendar</b>  |  |  |
| Discussion | Professional development is longer in order to accommodate possible PYP training with Global. Additional PD days were added monthly for PYP reflection days. Suggested revisions: review the flow of days in school vs. off school. Jonas will rework the schedule and present it next month. |  |  |

|            |   |          |             |
|------------|---|----------|-------------|
| Subject    | <b>Local Literacy Plan</b>  |          |             |
| Motion     | Move to approve the Local Literacy Plan associated with the Federal Striving Readers Grant. |          |             |
| Made by    | Helen Fisk  | Seconded | Amir Orandi |
| Discussion |   |          |             |
| Vote       | Yea   | 5        | Nay         |
|            |   |          | 0           |
|            |   |          | Abstain     |
|            |   |          | 0           |
| Decision   | Motion passed unanimously.  |          |             |

|            |   |  |  |
|------------|---|--|--|
| Subject    | <b>Competitive Grant Application – Striving Readers Comprehensive Literacy Program</b>  |  |  |
| Discussion | This would fund 1 ½ literacy coaches and increase resources for the school. Grant was submitted Wednesday, March 7 <sup>th</sup> . Tesfa will hear in May whether or not they received the grant. |  |  |

### POLICY REVIEW

|            |   |          |               |
|------------|---|----------|---------------|
| Subject    | <b>Review of policy 593.</b>  |          |               |
| Motion     | Motion to approve Policy 593, Reading well by 3 <sup>rd</sup> grade, changing NWEA/MAP to Fastbridge.   |          |               |
| Made by    | Helen Fisk  | Seconded | Mike McFadden |
| Discussion | It was recommended that NWEA/MAP be replaced with Fastbridge Assessment. It will be for this year only. |          |               |
| Vote       | Yea   | 5        | Nay           |
|            |   |          | 0             |
|            |   |          | Abstain       |
|            |   |          | 0             |
| Decision   | Motion passed unanimously.  |          |               |

### AUTHORIZER INPUT

|            |                              |  |  |
|------------|------------------------------|--|--|
| Subject    | <b>VOA Authorizer - none</b> |  |  |
| Discussion |                              |  |  |



## PUBLIC COMMENTS

|            |      |
|------------|------|
| Subject    | None |
| Discussion |      |

## CLOSED MEETING

|            |   |          |             |   |         |   |
|------------|---|----------|-------------|---|---------|---|
| Subject    | <b>Closed Meeting began at 7:16 and reopened at 8:15 .</b>  |          |             |   |         |   |
| Motion     | Motion is to offer Jonas employment for 2018-19 school year.  |          |             |   |         |   |
| Made by    | Helen Fisk  | Seconded | Midi Hansen |   |         |   |
| Discussion | The meeting was closed pursuant to Minnesota Statute 13D.05, subdivision, The Board is pleased with his job performance and will negotiate a contract for the following year. |          |             |   |         |   |
| Vote       | Yea   | 4        | Nay         | 0 | Abstain | 0 |
| Decision   | Motion passed unanimously.  |          |             |   |         |   |

## ADJOURNMENT

|            |  |          |               |   |         |   |
|------------|--|----------|---------------|---|---------|---|
| Motion     | Motion to adjourn the school board meeting at 8:18 pm. |          |               |   |         |   |
| Made by    | Midi Hansen  | Seconded | Mike McFadden |   |         |   |
| Discussion |  |          |               |   |         |   |
| Vote       | Yea  | 4        | Nay           | 0 | Abstain | 0 |
| Decision   | Motion passed unanimously.                             |          |               |   |         |   |

**4239-TESFA International School**  
**YTD Budget vs. Actual**  
**4/30/2018**

| PROJECTED ENROLLMENT: 170 ADM            |                                  | TRACKING PERIOD JULY-APRIL              |                  |                                 |
|--|----------------------------------|---|------------------|---------------------------------|
|  |                                  | BENCHMARK 83%                           |                  |                                 |
| UFARS                                    | FY 2017-2018 REVISED BUDGET      | YTD REVENUES & EXPENDITURES- 04/30/2018 | YTD BALANCE      | % YTD RECEIVED/ SPENT BENCHMARK |
| <b>GENERAL FUND REVENUE SOURCES:</b>     |                                  |   |                  |                                 |
| 348-300                                  | LEASE AID                        | 201,042                                 | 87,159           | 113,883 43%                     |
| 000-211                                  | STATE GEN EDUCATION AID          | 1,681,089                               | 1,218,746        | 462,343 72%                     |
| 740-360                                  | SPECIAL ED - STATE               | 218,440                                 | 188,796          | 29,644 86%                      |
| 401-400                                  | TITLE I                          | 49,150                                  | 40,956           | 8,194 83%                       |
| 414-400                                  | TITLE II                         | 7,111                                   | 4,740            | 2,371 67%                       |
| 417-400                                  | TITLE III                        | 9,800                                   | 9,000            | 800 92%                         |
| 419-400                                  | FEDERAL SPEC ED                  | 20,000                                  | 14,085           | 5,915 70%                       |
| 452-400                                  | FEDERAL GRANT- IMPL II           | 93,567                                  | 93,383           | 184 100%                        |
| 000-649                                  | FOOD SERVICE TRANSFER            | (12,000)                                | (12,000)         | - 100%                          |
| 000-099                                  | E-RATE                           | 10,000                                  |                  | 10,000 0%                       |
| 000-099                                  | MISC GRANTS                      | 8,500                                   | 38,855           | (30,355) 457%                   |
|  |                                  | -                                       |                  |                                 |
|  | <b>TOTAL GEN FUND REVENUE</b>    | <b>2,286,699</b>                        | <b>1,683,720</b> | <b>602,979 74%</b>              |
| <b>GEN FUND EXPENDITURES:</b>            |                                  |   |                  |                                 |
| <b>SCHOOL SUPPORT SERVICES (000-199)</b> |                                  |   |                  |                                 |
| 100-200'S                                | ADMIN. STAFF SALARIES & BENEFITS | 354,592                                 | 298,317          | 56,275 84%                      |
| 000-305                                  | CONTRACTED SERVICES              | 141,600                                 | 147,330          | (5,730) 104%                    |
| 000-320                                  | COMMUNICATION SERVICES           | 8,000                                   | 6,523            | 1,477 82%                       |
| 000-329                                  | POSTAGE AND PARCEL SERVICE       | 1,000                                   | 1,251            | (251) 125%                      |
| 000-366                                  | STAFF TRAINING                   | 1,000                                   |                  | 1,000 0%                        |
| 000-401                                  | GENERAL SUPPLIES- NON INSURANCE  | 8,000                                   | 4,129            | 3,871 52%                       |
| 000-401                                  | GENERAL SUPPLIES- UNIFORMS       | 10,000                                  | 10,242           | (242) 102%                      |
| 000-530                                  | EQUIPMENT                        | -                                       | 1,658            | (1,658)                         |
| 000-555                                  | TECHNOLOGY EQUIPMENT             | 4,600                                   | 2,199            | 2,401 48%                       |
| 000-820                                  | DUES & MEMBERSHIP & FEES         | 27,000                                  | 27,765           | (765) 103%                      |
| 000-899                                  | MISCELLANEOUS                    | -                                       |                  | - 0%                            |
|  | <b>TOTAL</b>                     | <b>555,792</b>                          | <b>499,412</b>   | <b>56,380 90%</b>               |
| <b>REGULAR INSTRUCTION (200-299)</b>     |                                  |   |                  |                                 |
| 100-200'S                                | INSTRUCTIONAL SALARIES           | 758,989                                 | 618,485          | 332,399 81%                     |
| 000-305                                  | CONTRACTED SERVICES-             | 30,050                                  | 35,362           | (5,312) 118%                    |
| 000-430                                  | INSTRUCTIONAL MATERIALS          | 20,000                                  | 26,207           | (6,207) 131%                    |
| 000-460                                  | TEXTBOOKS & WORKBOOKS            |   |                  | -                               |
| 000-461                                  | TESTING SERVICES                 | 500                                     | 2,561            | (2,061) 512%                    |
| 000-470                                  | MEDIA BOOKS & RESOURCES          | -                                       |                  | - 0%                            |
| 000-530                                  | EQUIPMENT                        |   | 1,267            | (1,267) 0%                      |
| 000-555                                  | TECHNOLOGY EQUIPMENT             | 3,600                                   | 13,620           | (10,020) 378%                   |
|  | <b>TOTAL</b>                     | <b>813,139</b>                          | <b>697,502</b>   | <b>307,532 86%</b>              |

4239-TESFA International School  
YTD Budget vs. Actual  
4/30/2018

| PROJECTED ENROLLMENT: 170 ADM |  | TRACKING PERIOD JULY-APRIL<br>BENCHMARK 83% |   |                |                             |
|-------------------------------|--|---|---|----------------|-----------------------------|
| UFARS                         | YTD REVENUES & EXP. BY PR                        | FY 2017-2018<br>REVISED<br>BUDGET           | YTD REVENUES &<br>EXPENDITURES-<br>04/30/2018 | YTD<br>BALANCE | % YTD<br>RECEIVED/<br>SPENT |
|                               | <b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>   |   |   |                |                             |
| 100-200'S                     | STAFF SALARIES & BENEFITS                        | 171,611                                     | 141,232                                       | 30,379         | 82%                         |
| 305                           | CONTRACTED SERVICES                              | 65,000                                      | 101,194                                       | (36,194)       | 156%                        |
| 430                           | SPEC ED SUPPLIES                                 | 4,600                                       | 2,677   | 1,923          | 58%                         |
| 530                           | EQUIPMENT  | 1,000                                       |   | 1,000          | 0%                          |
| 555                           | TECH EQUIPMENT                                   | 500   |   | 500            | 0%                          |
|                               | <b>TOTAL</b>                                     | <b>242,711</b>                              | <b>245,102</b>                                | <b>(2,391)</b> | <b>101%</b>                 |
|                               | <b>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</b> |   |   |                |                             |
| 100-200's                     | SALARIES-  | -   |   | -              | 0%                          |
| 401                           | TRAINING MATERIALS                               |   |   | -              |                             |
| 366                           | TRAINING TRAVEL, CONVEN.                         | 15,000                                      | 14,586  | 414            | 97%                         |
| 0                             | STAFF TUITION REIMBURSEMENT                      | -   |   | -              | 0%                          |
|                               | <b>TOTAL</b>                                     | <b>15,000</b>                               | <b>14,586</b>                                 | <b>414</b>     | <b>97%</b>                  |
|                               | <b>PUPIL SUPPORT SERVICES ( 700-799)</b>         |   |   |                |                             |
| 100-200                       | SALARIES   | 112,428                                     | 92,366  | 20,062         | 82%                         |
| 305                           | CONTRACTED SERVICES- HE                          | 6,025                                       | 2,763   | 3,262          | 46%                         |
| 360                           | PUPIL TRANSPORTATION                             | 274,000                                     | 202,840                                       | 71,160         | 74%                         |
| 360                           | SPEC ED TRANSPORTATION                           |   | 1,800   | (1,800)        |                             |
| 555                           | TECH EQUIPMENT                                   | -   | -   | -              | 0%                          |
| 899                           | MISC OTHER EXPENSE                               |   |   |                |                             |
|                               | <b>TOTAL</b>                                     | <b>392,453</b>                              | <b>299,769</b>                                | <b>94,484</b>  | <b>76%</b>                  |
|                               | <b>SITE, BLDG, &amp; EQUIPMENT (800-899)</b>     |   |   |                |                             |
| 100-200's                     | PERSONNEL COSTS                                  | -   | -   | -              | 0%                          |
| 305                           | CONTRACTED SERVICES-                             | 28,625                                      | 20,351  | 8,274          | 71%                         |
| 330                           | UTILITY SERVICES                                 | 19,200                                      | 10,419  | 8,781          | 54%                         |
| 350                           | REPAIRS & MAINTENANCE                            | 10,000                                      | 11,564  | (1,564)        | 116%                        |
| 370                           | OPERATING LEASES- COPIERS                        | 20,000                                      | 16,069  | 3,931          | 80%                         |
| 370                           | CAM PAYMENTS-DEPOSIT                             | 5,000                                       | 4,170   | 830            | 83%                         |
| 370                           | BLDG LEASE                                       | 228,380                                     | 173,991                                       | 54,389         | 76%                         |
| 401                           | CUSTODIAL SUPPLIES                               | 2,000                                       | 10,989  | (8,989)        | 549%                        |
| 520                           | LEASEHOLD IMPROVEMENTS                           | -   |   | -              | 0%                          |
| 530                           | EQUIPMENT  | 1,000                                       | 852   | 148            | 85%                         |
| 555                           | TECH EQUIPMENT                                   | -   |   | -              | 0%                          |
|                               | <b>TOTAL</b>                                     | <b>314,205</b>                              | <b>248,405</b>                                | <b>65,800</b>  | <b>79%</b>                  |
|                               | <b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>  |   |   |                |                             |
| 000-340                       | INSURANCE  | 13,500                                      | 6,687   | 6,813          | 50%                         |
| 000-740                       | PRINCIPAL PAYMENT                                |   |   | -              |                             |
| 000-741                       | INTEREST   | 1,100                                       | 3,017   | (1,917)        | 274%                        |
|                               | <b>TOTAL</b>                                     | <b>14,600</b>                               | <b>9,704</b>                                  | <b>4,896</b>   | <b>66%</b>                  |
|                               | <b>TOTAL EXPENDITURES- GEN F</b>                 | <b>2,347,900</b>                            | <b>2,014,480</b>                              | <b>333,420</b> | <b>86%</b>                  |
|                               | <b>GENERAL FUND PROFIT (LOSS)</b>                | <b>(61,201)</b>                             | <b>(330,760)</b>                              | <b>269,559</b> |                             |
| 701-472                       | FOOD SERVICE REVENUE                             | 113,475                                     | 105,995                                       | 7,480          | 93%                         |

4239-TESFA International School  
 YTD Budget vs. Actual  
 4/30/2018

| PROJECTED ENROLLMENT: 170 ADM |                                      | TRACKING PERIOD JULY-APRIL<br>BENCHMARK 83% |   |                |                             |
|-------------------------------|--------------------------------------|---|---|----------------|-----------------------------|
| UFARS                         | YTD REVENUES & EXP. BY PR            | FY 2017-2018<br>REVISED<br>BUDGET           | YTD REVENUES &<br>EXPENDITURES-<br>04/30/2018 | YTD<br>BALANCE | % YTD<br>RECEIVED/<br>SPENT |
| 000-649                       | GENERAL FUND TRANSFER                | 12,000                                      | 12,000  | -              | 100%                        |
|                               |                                      | 125,475                                     | 117,995                                       | 7,480          |                             |
| 701-490                       | FOOD SERVICE EXPENDITURE             | 126,478                                     | 109,062                                       | 17,416         | 86%                         |
|                               | <b>FOOD SERVICE FUND BALANCE</b>     | <b>(1,003)</b>                              | <b>8,932</b>                                  | <b>-</b>       |                             |
|                               | <b>TOTAL EXPENDITURES- ALL FUNDS</b> | <b>2,474,378</b>                            | <b>2,123,542</b>                              | <b>350,836</b> | <b>86%</b>                  |
|                               | <b>CURRENT YEAR FUND BALANCE</b>     | <b>(62,204)</b>                             |   |                |                             |
|                               | <b>ADD: FUND BALANCE, BEG</b>        | <b>356,903</b>                              | <b>6/30/2017</b>                              |                |                             |
|                               | <b>FUND BALANCE, ENDING</b>          | <b>294,699</b>                              | <b>6/30/2018</b>                              |                |                             |
|                               | <b>Fund Balance Percentage</b>       | <b>12%</b>                                  |   |                |                             |
|                               | <b>MDE Hold-back 10%</b>             | <b>228,670</b>                              |   |                |                             |



**TESFA INTERNATIONAL SCHOOL  
CHECK REGISTER  
4/30/2018**

| CHK # | CHK DATE           | VENDOR                                 | AMOUNT       |
|-------|--------------------|--|--------------|
| 6214  | 4/30/2018 00:00:00 | SAFAARI TRANSPORTATION LLC             | \$ 27,700.00 |
| 6216  | 4/30/2018 00:00:00 | ASCENSION DEVELOPMENT GROUP            | \$ 13,776.00 |
| 11149 | 4/5/2018 00:00:00  | BUSINESS ESSENTIALS                    | \$ 80.54     |
| 11150 | 4/5/2018 00:00:00  | BUSINESS MANAGEMENT OFFICE, IN         | \$ 3,166.67  |
| 11151 | 4/5/2018 00:00:00  | COIT                                   | \$ 290.00    |
| 11152 | 4/5/2018 00:00:00  | FIRST LUTHERAN CHURCH                  | \$ 23,317.84 |
| 11153 | 4/5/2018 00:00:00  | INTEGRATIVE THERAPY, LLC               | \$ 2,583.00  |
| 11154 | 4/5/2018 00:00:00  | INTEGRATIVE THERAPY, LLC               | \$ 2,562.00  |
| 11155 | 4/5/2018 00:00:00  | KATHRYN LYNN OLSON                     | \$ 525.00    |
| 11156 | 4/5/2018 00:00:00  | Minnesota Bureau of Criminal Apprehens | \$ 25.00     |
| 11157 | 4/5/2018 00:00:00  | Office Depot                           | \$ 54.80     |
| 11158 | 4/5/2018 00:00:00  | PK PROPERTY SERVICES . LLC             | \$ 146.25    |
| 11159 | 4/5/2018 00:00:00  | REUVERS PSYCH CONSULTING LLC           | \$ 392.07    |
| 11160 | 4/5/2018 00:00:00  | TEACHERS ON CALL                       | \$ 221.00    |
| 11161 | 4/5/2018 00:00:00  | WordPlay Speech & Language Services    | \$ 1,790.46  |
| 11162 | 4/12/2018 00:00:00 | BUSINESS ESSENTIALS                    | \$ 83.65     |
| 11163 | 4/12/2018 00:00:00 | BUSINESS MANAGEMENT OFFICE, IN         | \$ 3,166.67  |
| 11164 | 4/12/2018 00:00:00 | CINTAS CORPORATION                     | \$ 43.94     |
| 11165 | 4/12/2018 00:00:00 | DONE RIGHT FOODS SERVICES, INC.        | \$ 13,613.62 |
| 11166 | 4/12/2018 00:00:00 | ELENA HANSON                           | \$ 8.94      |
| 11167 | 4/12/2018 00:00:00 | HENNEPIN COUNTY MEDICAL CENTE          | \$ 481.00    |
| 11168 | 4/12/2018 00:00:00 | MOVING MATTERS LLC                     | \$ 8,383.04  |
| 11169 | 4/12/2018 00:00:00 | NWEA                                   | \$ 2,484.00  |
| 11170 | 4/12/2018 00:00:00 | Office Depot                           | \$ 101.40    |
| 11171 | 4/12/2018 00:00:00 | PERA                                   | \$ 2,010.68  |
| 11172 | 4/12/2018 00:00:00 | SABRIN DUQOW                           | \$ 500.00    |
| 11173 | 4/12/2018 00:00:00 | TEACHERS PAY TEACHERS                  | \$ 25.99     |
| 11174 | 4/12/2018 00:00:00 | WELLS FARGO VENDOR FIN SERV            | \$ 5,825.52  |
| 11175 | 4/12/2018 00:00:00 | KATHRYN LYNN OLSON                     | \$ 159.60    |
| 11176 | 4/19/2018 00:00:00 | ABBY HENDRICKS                         | \$ 194.54    |
| 11177 | 4/19/2018 00:00:00 | AMIN KALIFA                            | \$ 25.00     |
| 11178 | 4/19/2018 00:00:00 | CONSOLIDATED COMMUNICATIONS            | \$ 437.52    |
| 11179 | 4/19/2018 00:00:00 | HEALTH PARTNERS                        | \$ 19,880.78 |
| 11180 | 4/19/2018 00:00:00 | PERA                                   | \$ 2,047.41  |
| 11181 | 4/19/2018 00:00:00 | PK PROPERTY SERVICES . LLC             | \$ 196.16    |
| 11182 | 4/19/2018 00:00:00 | TEACHERS ON CALL                       | \$ 2,873.00  |
| 11183 | 4/19/2018 00:00:00 | TEACHERS PAY TEACHERS                  | \$ 34.99     |
| 11184 | 4/24/2018 00:00:00 | SCIENCE MUSEUM OF MINNESOTA            | \$ 275.00    |
| 11185 | 4/26/2018 00:00:00 | ABBY HENDRICKS                         | \$ 30.00     |
| 11186 | 4/26/2018 00:00:00 | ANDREA BEAUCHAMP                       | \$ 55.00     |

**TESFA INTERNATIONAL SCHOOL  
CHECK REGISTER  
4/30/2018**

| <b>CHK #</b> | <b>CHK DATE</b>    | <b>VENDOR</b>                          | <b>AMOUNT</b>        |
|--------------|--------------------|--|----------------------|
| 11187        | 4/26/2018 00:00:00 | BUSINESS MANAGEMENT OFFICE, IN         | \$ 3,166.67          |
| 11188        | 4/26/2018 00:00:00 | INTEGRATIVE THERAPY, LLC               | \$ 987.00            |
| 11189        | 4/26/2018 00:00:00 | MALANEY PETERSON                       | \$ 30.00             |
| 11190        | 4/26/2018 00:00:00 | MAREN RODRIGUEZ                        | \$ 92.75             |
| 11191        | 4/26/2018 00:00:00 | MICHELLE MCCRIMMON                     | \$ 30.00             |
| 11192        | 4/26/2018 00:00:00 | Office Depot                           | \$ 196.20            |
| 11193        | 4/26/2018 00:00:00 | PK PROPERTY SERVICES . LLC             | \$ 707.05            |
| 11194        | 4/26/2018 00:00:00 | REUVERS PSYCH CONSULTING LLC           | \$ 954.57            |
| 11195        | 4/26/2018 00:00:00 | SABRIN DUQOW                           | \$ 500.00            |
| 11196        | 4/26/2018 00:00:00 | SARAH LAPIN                            | \$ 30.00             |
| 11197        | 4/26/2018 00:00:00 | TECHNOLOGY BY DESIGN LLC               | \$ 2,225.00          |
| 11198        | 4/26/2018 00:00:00 | Unum Life Insurance Company of America | \$ 1,069.18          |
| 11199        | 4/26/2018 00:00:00 | WordPlay Speech & Language Services    | \$ 3,539.16          |
| <b>TOTAL</b> |                    |  | <b>\$ 153,095.66</b> |

| 4239- TESFA International School<br>YTD Budget vs. Actual<br>3/31/2018 |                                  |                                   |   |                   |                                      |
|--|----------------------------------|-----------------------------------|---|-------------------|--------------------------------------|
| PROJECTED ENROLLMENT: 170 ADM  |                                  |                                   | TRACKING PERIOD<br>BENCHMARK                  | JULY-MARCH<br>75% |                                      |
| UFARS  | YTD REVENUES & EXP. BY PR        | FY 2017-2018<br>REVISED<br>BUDGET | YTD REVENUES &<br>EXPENDITURES-<br>03/31/2018 | YTD BALANCE       | % YTD<br>RECEIVED/SPENT<br>BENCHMARK |
| <b>GENERAL FUND REVENUE SOURCES:</b>                                   |                                  |                                   |   |                   |                                      |
| 348-300  | LEASE AID                        | 201,042                           | 87,159  | 113,883           | 43%                                  |
| 000-211  | STATE GEN EDUCATION AID          | 1,681,089                         | 1,153,834                                     | 527,255           | 69%                                  |
| 740-360  | SPECIAL ED - STATE               | 218,440                           | 171,817                                       | 46,623            | 79%                                  |
| 401-400  | TITLE I                          | 49,150                            | 32,765  | 16,385            | 67%                                  |
| 414-400  | TITLE II                         | 7,111                             | 4,740   | 2,371             | 67%                                  |
| 417-400  | TITLE III                        | 9,800                             | -   | 9,800             | 0%                                   |
| 419-400  | FEDERAL SPEC ED                  | 20,000                            | 11,925  | 8,075             | 60%                                  |
| 452-400  | FEDERAL GRANT- IMPL II           | 93,567                            | 93,383  | 184               | 100%                                 |
| 000-649  | FOOD SERVICE TRANSFER            | (12,000)                          | (12,000)                                      | -                 | 100%                                 |
| 000-099  | E-RATE                           | 10,000                            | -   | 10,000            | 0%                                   |
| 000-099  | MISC GRANTS                      | 8,500                             | 36,120  | (27,620)          | 0%                                   |
|  |                                  | -                                 |   |                   |                                      |
|  | <b>TOTAL GEN FUND REVENUE</b>    | <b>2,286,899</b>                  | <b>1,579,742</b>                              | <b>706,957</b>    | <b>69%</b>                           |
| <b>GEN FUND EXPENDITURES:</b>  |                                  |                                   |   |                   |                                      |
| <b>SCHOOL SUPPORT SERVICES (000-199)</b>                               |                                  |                                   |   |                   |                                      |
| 100-200'S  | ADMIN. STAFF SALARIES & BENEFITS | 354,592                           | 264,568                                       | 90,024            | 75%                                  |
| 000-305  | CONTRACTED SERVICES              | 141,600                           | 132,754                                       | 8,846             | 94%                                  |
| 000-320  | COMMUNICATION SERVICES           | 8,000                             | 6,085   | 1,915             | 76%                                  |
| 000-329  | POSTAGE AND PARCEL SERVICE       | 1,000                             | 1,251   | (251)             | 125%                                 |
| 000-366  | STAFF TRAINING                   | 1,000                             | -   | 1,000             | 0%                                   |
| 000-401  | GENERAL SUPPLIES- NON INSTRUCT   | 8,000                             | 3,297   | 4,703             | 41%                                  |
| 000-401  | GENERAL SUPPLIES- UNIFORMS       | 10,000                            | 10,242  | (242)             | 102%                                 |
| 000-530  | EQUIPMENT                        | -                                 | -   | -                 | 0%                                   |
| 000-555  | TECHNOLOGY EQUIPMENT             | 4,600                             | 2,199   | 2,401             | 48%                                  |
| 000-820  | DUES & MEMBERSHIP & FEES         | 27,000                            | 27,765  | (765)             | 103%                                 |
| 000-899  | MISCELLANEOUS                    | -                                 | -   | -                 | 0%                                   |
|  | <b>TOTAL</b>                     | <b>555,792</b>                    | <b>448,160</b>                                | <b>107,632</b>    | <b>81%</b>                           |
| <b>REGULAR INSTRUCTION (200-299)</b>                                   |                                  |                                   |   |                   |                                      |
| 100-200'S  | INSTRUCTIONAL SALARIES           | 758,989                           | 526,107                                       | 332,399           | 69%                                  |
| 000-305  | CONTRACTED SERVICES-             | 30,050                            | 31,253  | (1,203)           | 104%                                 |
| 000-430  | INSTRUCTIONAL MATERIALS          | 20,000                            | 25,834  | (5,834)           | 129%                                 |
| 000-460  | TEXTBOOKS & WORKBOOKS            | -                                 | -   | -                 | 0%                                   |
| 000-461  | TESTING SERVICES                 | 500                               | 77  | 423               | 15%                                  |
| 000-470  | MEDIA BOOKS & RESOURCES          | -                                 | -   | -                 | 0%                                   |
| 000-530  | EQUIPMENT                        | -                                 | 1,267   | (1,267)           | 100%                                 |
| 000-555  | TECHNOLOGY EQUIPMENT             | 3,600                             | 9,453   | (5,853)           | 263%                                 |
|  | <b>TOTAL</b>                     | <b>813,139</b>                    | <b>593,991</b>                                | <b>318,666</b>    | <b>73%</b>                           |

| 4239- TESFA International School<br>YTD Budget vs. Actual<br>3/31/2018 |                           |                                   |   |                |                         |
|--|---------------------------|-----------------------------------|---|----------------|-------------------------|
| PROJECTED ENROLLMENT: 170 ADM  |                           |                                   | TRACKING PERIOD                               | JULY-MARCH     |                         |
|  |                           |                                   | BENCHMARK                                     | 75%            |                         |
| UFARS  | YTD REVENUES & EXP. BY PR | FY 2017-2018<br>REVISED<br>BUDGET | YTD REVENUES &<br>EXPENDITURES-<br>03/31/2018 | YTD BALANCE    | % YTD<br>RECEIVED/SPENT |
| <b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>                         |                           |                                   |   |                |                         |
| 100-200'S  | STAFF SALARIES & BENEFITS | 171,611                           | 118,887                                       | 52,724         | 69%                     |
| 305  | CONTRACTED SERVICES       | 65,000                            | 79,057  | (14,057)       | 122%                    |
| 430  | SPEC ED SUPPLIES          | 4,600                             | 2,677   | 1,923          | 58%                     |
| 530  | EQUIPMENT                 | 1,000                             |   | 1,000          | 0%                      |
| 555  | TECH EQUIPMENT            | 500                               |   | 500            | 0%                      |
|  | <b>TOTAL</b>              | <b>242,711</b>                    | <b>200,621</b>                                | <b>42,090</b>  | <b>83%</b>              |
| <b>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</b>                       |                           |                                   |   |                |                         |
| 100-200's  | SALARIES-                 | -                                 |   | -              | 0%                      |
| 401  | TRAINING MATERIALS        |                                   |   | -              |                         |
| 366  | TRAINING, TRAVEL, CONVEN. | 15,000                            | 14,237  | 763            | 95%                     |
| 0  | STAFF TUITION REIMBURSEM  | -                                 |   | -              | 0%                      |
|  | <b>TOTAL</b>              | <b>15,000</b>                     | <b>14,237</b>                                 | <b>763</b>     | <b>95%</b>              |
| <b>PUPIL SUPPORT SERVICES ( 700-799)</b>                               |                           |                                   |   |                |                         |
| 100-200  | SALARIES                  | 112,428                           | 83,353  | 29,075         | 74%                     |
| 305  | CONTRACTED SERVICES- HE   | 6,025                             | 2,543   | 3,482          | 42%                     |
| 360  | PUPIL TRANSPORTATION      | 274,000                           | 176,940                                       | 97,060         | 65%                     |
| 360  | SPEC ED TRANSPORTATION    |                                   |   | -              |                         |
| 555  | TECH EQUIPMENT            | -                                 | -   | -              | 0%                      |
| 899  | MISC OTHER EXPENSE        |                                   |   |                |                         |
|  | <b>TOTAL</b>              | <b>392,453</b>                    | <b>262,836</b>                                | <b>129,617</b> | <b>67%</b>              |
| <b>SITE, BLDG, &amp; EQUIPMENT (800-899)</b>                           |                           |                                   |   |                |                         |
| 100-200's  | PERSONNEL COSTS           | -                                 | -   | -              | 0%                      |
| 305  | CONTRACTED SERVICES-      | 28,625                            | 7,851   | 20,774         | 27%                     |
| 330  | UTILITY SERVICES          | 19,200                            | 10,419  | 8,781          | 54%                     |
| 350  | REPAIRS & MAINTENANCE     | 10,000                            | 11,274  | (1,274)        | 113%                    |
| 370  | OPERATING LEASES- COPIER  | 20,000                            | 10,882  | 9,118          | 54%                     |
| 370  | CAM PAYMENTS-DEPOSIT      | 5,000                             | 3,753   | 1,247          | 75%                     |
| 370  | BLDG LEASE                | 228,380                           | 172,346                                       | 56,034         | 75%                     |
| 401  | CUSTODIAL SUPPLIES        | 2,000                             | 9,757   | (7,757)        | 488%                    |
| 520  | LEASEHOLD IMPROVEMENTS    | -                                 |   | -              | 0%                      |
| 530  | EQUIPMENT                 | 1,000                             | 852   | 148            | 85%                     |
| 555  | TECH EQUIPMENT            | -                                 |   | -              | 0%                      |
|  | <b>TOTAL</b>              | <b>314,205</b>                    | <b>227,135</b>                                | <b>87,070</b>  | <b>72%</b>              |
| <b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>                        |                           |                                   |   |                |                         |
| 000-340  | INSURANCE                 | 13,500                            | 6,687   | 6,813          | 50%                     |
| 000-740  | PRINCIPAL PAYMENT         |                                   |   | -              |                         |
| 000-741  | INTEREST                  | 1,100                             | 3,017   | (1,917)        | 274%                    |
|  | <b>TOTAL</b>              | <b>14,600</b>                     | <b>9,704</b>                                  | <b>4,896</b>   | <b>66%</b>              |
| <b>TOTAL EXPENDITURES- GEN</b>   |                           | <b>2,347,900</b>                  | <b>1,756,682</b>                              | <b>591,218</b> | <b>75%</b>              |
| <b>GENERAL FUND PROFIT (LOS)</b>                                       |                           | <b>(61,201)</b>                   | <b>(176,940)</b>                              | <b>115,739</b> |                         |
| 701-472  | FOOD SERVICE REVENUE      | 113,475                           | 93,901  | 19,574         | 83%                     |



| 4239- TESFA International School<br>YTD Budget vs. Actual<br>3/31/2018 |                                  |                                   |   |                |                         |
|--|----------------------------------|-----------------------------------|---|----------------|-------------------------|
| PROJECTED ENROLLMENT: 170 ADM  |                                  | TRACKING PERIOD                   |   | JULY-MARCH     |                         |
|  |                                  | BENCHMARK                         |   | 75%            |                         |
| UFARS  | YTD REVENUES & EXP. BY PR        | FY 2017-2018<br>REVISED<br>BUDGET | YTD REVENUES &<br>EXPENDITURES-<br>03/31/2018 | YTD BALANCE    | % YTD<br>RECEIVED/SPENT |
| 000-649  | GENERAL FUND TRANSFER            | 12,000                            | 12,000  | -              | 100%                    |
|  |                                  | 125,475                           | 105,901                                       | 19,574         |                         |
| 701-490  | FOOD SERVICE EXPENDITURE         | 126,478                           | 109,062                                       | 17,416         | 86%                     |
|  | FOOD SERVICE FUND BALANCE        | (1,003)                           | (3,161)                                       | -              |                         |
|  | <b>TOTAL EXPENDITURES- ALL F</b> | <b>2,474,378</b>                  | <b>1,866,745</b>                              | <b>608,633</b> | <b>75%</b>              |
|  | CURRENT YEAR FUND BALANCE        | (62,204)                          |   |                |                         |
|  | ADD: FUND BALANCE, BEG           | 356,903                           | 6/30/2017                                     |                |                         |
|  | FUND BALANCE, ENDING             | 294,699                           | 6/30/2018                                     |                |                         |
|  | <i>Fund Balance Percentage</i>   | 12%                               |   |                |                         |
|  | MDE Hold-back 10%                | 228,670                           |   |                |                         |

**SFA INTERNATIONAL SCHOOL  
CHECK REGISTER  
3/31/2018**

| CHK #        | CHK DATE           | VENDOR                                 | AMOUNT               |
|--------------|--------------------|--|----------------------|
| 11110        | 3/1/2018 00:00:00  | ANDREA BEAUCHAMP                       | \$ 74.15             |
| 11111        | 3/1/2018 00:00:00  | BUSINESS MANAGEMENT OFFICE, INC        | \$ 3,213.45          |
| 11112        | 3/1/2018 00:00:00  | INTEGRATIVE THERAPY, LLC               | \$ 1,995.00          |
| 11113        | 3/1/2018 00:00:00  | MIDTWEST EDUCATIONAL CONSULTANTS,I     | \$ 350.00            |
| 11114        | 3/1/2018 00:00:00  | Office Depot                           | \$ 341.65            |
| 11115        | 3/1/2018 00:00:00  | PK PROPERTY SERVICES . LLC             | \$ 1,300.38          |
| 11116        | 3/1/2018 00:00:00  | PURCHASE POWER                         | \$ 227.97            |
| 11117        | 3/1/2018 00:00:00  | REUVERS PSYCH CONSULTING LLC           | \$ 1,740.39          |
| 11118        | 3/1/2018 00:00:00  | Safaari Transportation LLC             | \$ 26,740.00         |
| 11119        | 3/1/2018 00:00:00  | SFM                                    | \$ 1,149.00          |
| 11120        | 3/1/2018 00:00:00  | WordPlay Speech & Language Services    | \$ 2,209.80          |
| 11121        | 3/7/2018 00:00:00  | DONE RIGHT FOODS SERVICES, INC.        | \$ 15,433.19         |
| 11122        | 3/7/2018 00:00:00  | Office Depot                           | \$ 130.02            |
| 11123        | 3/7/2018 00:00:00  | PERA                                   | \$ 1,785.80          |
| 11124        | 3/7/2018 00:00:00  | TEACHERS ON CALL                       | \$ 221.00            |
| 11125        | 3/7/2018 00:00:00  | TECHNOLOGY BY DESIGN LLC               | \$ 2,284.01          |
| 11126        | 3/7/2018 00:00:00  | VOLUNTEERS OF AMERICA                  | \$ 16,758.41         |
| 11127        | 3/9/2018 00:00:00  | FIRST LUTHERAN CHURCH                  | \$ 23,317.84         |
| 11128        | 3/9/2018 00:00:00  | SCIENCE MUSEUM OF MINNESOTA            | \$ 270.00            |
| 11129        | 3/14/2018 00:00:00 | DONALD'S                               | \$ 729.00            |
| 11130        | 3/14/2018 00:00:00 | LOFFLER COMPANIES INC                  | \$ 1,015.00          |
| 11131        | 3/14/2018 00:00:00 | SABRIN DUQOW                           | \$ 500.00            |
| 11132        | 3/14/2018 00:00:00 | SCHOOL SPECIALTY                       | \$ 2,073.29          |
| 11133        | 3/14/2018 00:00:00 | TECHNOLOGY BY DESIGN LLC               | \$ 2,225.00          |
| 11134        | 3/14/2018 00:00:00 | WELLS FARGO VENDOR FIN SERV            | \$ 1,941.84          |
| 11135        | 3/15/2018 00:00:00 | BUSINESS MANAGEMENT OFFICE, INC        | \$ 3,166.67          |
| 11136        | 3/20/2018 00:00:00 | ISMAIL SHEIKH                          | \$ 1,491.08          |
| 11137        | 3/22/2018 00:00:00 | CORPORATE BENEFIT ADMINISTRATORS, II   | \$ 475.00            |
| 11138        | 3/22/2018 00:00:00 | Office Depot                           | \$ 162.12            |
| 11139        | 3/22/2018 00:00:00 | PERA                                   | \$ 1,804.29          |
| 11140        | 3/22/2018 00:00:00 | PK PROPERTY SERVICES . LLC             | \$ 332.46            |
| 11141        | 3/22/2018 00:00:00 | PURCHASE POWER                         | \$ 265.35            |
| 11142        | 3/22/2018 00:00:00 | HEALTH PARTNERS                        | \$ 13,339.92         |
| 11143        | 3/22/2018 00:00:00 | HENNEPIN COUNTY MEDICAL CENTER         | \$ 629.00            |
| 11144        | 3/22/2018 00:00:00 | TEACHERS ON CALL                       | \$ 221.00            |
| 11145        | 3/22/2018 00:00:00 | THE HANOVER INSURANCE GROUP            | \$ 1,917.52          |
| 11146        | 3/22/2018 00:00:00 | Unum Life Insurance Company of America | \$ 936.28            |
| 11147        | 3/22/2018 00:00:00 | WELLS FARGO VENDOR FIN SERV            | \$ 1,941.84          |
| 11148        | 3/28/2018 00:00:00 | SABRIN DUQOW                           | \$ 500.00            |
| <b>TOTAL</b> |                    |  | <b>\$ 135,208.72</b> |

4239-TESFA  
Cash Flow Analysis  
FY 2017-2018

| Estimated Receipts by Category |                    |  |                      |                        |                            |                |
|--------------------------------|--------------------|--|----------------------|------------------------|----------------------------|----------------|
| FY 2017-2018 State Rev.        | FY 16-17 Hold-Back | FY 2017-2018 Federal Sped/Title Programs | Other Local Receipts | Debt & Other Financing | FY 2017-2018 Federal Grant | Total Revenues |
| 31,236                         |                    |  |                      |                        |                            | 31,236         |
| 47,225                         |                    |  |                      |                        |                            | 47,225         |
| 54,303                         |                    |  |                      |                        |                            | 54,303         |
| 119,478                        |                    |  |                      |                        |                            | 119,478        |
| 54,303                         |                    |  |                      |                        |                            | 54,303         |
| 129,993                        |                    |  |                      |                        |                            | 129,993        |
| 179,094                        |                    |  |                      |                        |                            | 179,094        |
| 60,421                         |                    |  |                      |                        |                            | 60,421         |
| 165,996                        |                    |  |                      |                        |                            | 165,996        |
| 156,701                        |                    |  |                      |                        |                            | 156,701        |
| 77,669                         |                    |  |                      |                        |                            | 77,669         |
| 77,669                         |                    |  |                      |                        |                            | 77,669         |
| 129,487                        |                    |  |                      |                        |                            | 129,487        |
| 54,478                         |                    |  |                      |                        |                            | 54,478         |
| 98,021                         |                    |  |                      |                        |                            | 98,021         |
| 76,687                         |                    |  |                      |                        |                            | 76,687         |
| 97,131                         |                    |  |                      |                        |                            | 97,131         |
| 76,331                         |                    |  |                      |                        |                            | 76,331         |
| 84,447                         |                    |  |                      |                        |                            | 84,447         |
| 95,637                         |                    |  |                      |                        |                            | 95,637         |
| 76,331                         |                    |  |                      |                        |                            | 76,331         |
| 131,933                        |                    |  |                      |                        |                            | 131,933        |
| 76,331                         |                    |  |                      |                        |                            | 76,331         |
| 2,322,368                      | 424,720            | 146,408                                  |                      | (150,000)              | 93,386                     | 2,836,882      |

1848771  
77032 125

| School Disbursements |                              |                                 |                     |                   |                               |
|----------------------|------------------------------|---------------------------------|---------------------|-------------------|-------------------------------|
| Payroll Outlays      | FY 2017-2018 General Outlays | FY 2017-2018 Fed. Grant Outlays | Total Disbursements | Monthly Cash Flow | Estimated Ending Cash Balance |
| 35,902               | 46,602                       | -                               | 82,404              |                   | 172,358                       |
| 35,801               | 28,902                       | -                               | 64,703              | (38,632)          | 154,880                       |
| 35,201               | 61,205                       | -                               | 96,406              |                   | 112,777                       |
| 36,504               | 73,603                       | -                               | 110,107             | 1,268             | 170,148                       |
| 36,504               | 53,203                       | -                               | 89,707              |                   | 134,744                       |
| 36,504               | 78,501                       | -                               | 115,005             | 28,384            | 199,732                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 257,277                       |
| 36,504               | 45,203                       | -                               | 81,707              | 115,109           | 314,841                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 293,552                       |
| 36,504               | 45,203                       | -                               | 81,707              | 54,000            | 367,841                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 352,437                       |
| 36,504               | 45,203                       | -                               | 81,707              | 157,759           | 310,082                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 266,046                       |
| 36,504               | 45,203                       | -                               | 81,707              | (46,257)          | 263,825                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 244,897                       |
| 36,504               | 45,203                       | -                               | 81,707              | (54,481)          | 209,344                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 196,324                       |
| 36,504               | 45,203                       | -                               | 81,707              | 2,398             | 211,742                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 166,159                       |
| 36,504               | 45,203                       | -                               | 81,707              | (62,841)          | 146,901                       |
| 36,504               | 45,203                       | -                               | 81,707              |                   | 139,033                       |
| 36,504               | 45,203                       | -                               | 81,707              | (61,448)          | 87,453                        |
| 36,504               | 45,203                       | -                               | 81,707              | (4,911)           | 87,081                        |
| 873,388              | 1,600,990                    | -                               | 2,474,378           |                   | 43,502                        |

FY 2018 Beginning Cash Balance \$ 193,512

2017  
Jul 1-15  
Jul 16-31  
Aug 1-15  
Aug 16-31  
Sep 1-15  
Sep 16-30  
Oct 1-15  
Oct 16-31  
Nov 1-15  
Nov 16-30  
Dec 1-15  
Dec 16-31  
2018  
Jan 1-15  
Jan 16-31  
Feb 1-15  
Feb 16-28  
Mar 1-15  
Mar 16-31  
Apr 1-15  
Apr 16-30  
May 1-15  
May 16-31  
Jun 1-15  
Jun 16-30

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

| <b>Fund</b>              | <b>Acct</b> | <b>Sub Acct</b> | <b>Description</b>             | <b>Amount</b>   |
|--------------------------|-------------|-----------------|--------------------------------|-----------------|
| <b>GENERAL FUND</b>      |             |                 |                                |                 |
| 01                       | 101         | 004             | CASH / GENERAL                 | \$ 168,079.80   |
| 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                   | \$ 186,723.00   |
| 01                       | 122         | 000             | DUE FROM FED THRU CFL          | \$ -            |
| 01                       | 131         | 000             | PREPAID EXPENDITURES & DEPOSIT | \$ -            |
| 01                       | 201         | 000             | SALARIES AND WAGES PAYABLE     | \$ -            |
| 01                       | 202         | 000             | SHORT-TERM INDEBTEDNESS        | \$ -            |
| 01                       | 205         | 000             | Due To Other Funds             |                 |
| 01                       | 206         | 000             | ACCOUNTS PAYABLE-OTHER         | \$ 1,452.00     |
| 01                       | 208         | 000             | Interest Payable               |                 |
| 01                       | 209         | 000             | OTHER CURRENT LIABILITIES      | \$ -            |
| 01                       | 210         | 000             | DUE TO OTHER MN SCHOOLS        |                 |
| 01                       | 215         | 000             | PAYROLL DEDUCTS / GENERAL      | \$ 648.00       |
| 01                       | 230         | 000             | Deferred Revenue               | \$ -            |
| 01                       | 422         | 000             | UNRESERVED FUND BALANCE        | \$ (356,903.00) |
| <b>FOOD SERVICE FUND</b> |             |                 |                                |                 |
| 02                       | 101         | 000             | CASH / GENERAL                 | \$ -            |
| 02                       | 120         | 000             | DUE FROM OTHER MN SCHOOLS      |                 |
| 02                       | 121         | 000             | DUE FROM CFL                   | \$ -            |
| 02                       | 122         | 000             | DUE FROM FED THRU CFL          | \$ -            |
| 02                       | 205         | 000             | Due To Other Funds             | \$ -            |
| 02                       | 206         | 000             | ACCOUNTS PAYABLE-OTHER         | \$ -            |
| 02                       | 422         | 000             | UNRESERVED FUND BALANCE        | \$ -            |



## Enrollment Update May 2018

|   | 10-May-18 | Currently Enrolled<br>18-19 |
|---|-----------|-----------------------------|
| K | 30        | 32                          |
| 1 | 32        | 32                          |
| 2 | 35        | 36                          |
| 3 | 20        | 34                          |
| 4 | 26        | 21                          |
| 5 | 18        | 26                          |
| 6 | 11        | 22                          |
|   | 172       | 203                         |

## Personnel Recommendations:

*The following personnel items are recommended for the approval at the May 14, 2018 school board meeting.*

### Returning Licensed Staff Hire:

| Last Name | First Name | Step | Lane | Position                        | FTE | Salary   | Dates                            |
|-----------|------------|------|------|---------------------------------|-----|----------|----------------------------------|
| Beauchamp | Andy       | 2    | BA   | Elementary<br>Teacher           | 1.0 | \$46,000 | August 6, 2018 -<br>May 31, 2018 |
| Clafin    | Christine  | 5    | BA   | Elementary<br>Teacher           | 1.0 | \$50,000 | August 6, 2018 -<br>May 31, 2018 |
| Bouchrit  | Hanen      | 4    | BA   | Arabic<br>Teacher               | 0.5 | \$24,500 | August 6, 2018 -<br>May 31, 2018 |
| Goeplen   | Jennifer   | 9    | BA   | Elementary<br>Teacher           | 1.0 | \$56,000 | August 6, 2018 -<br>May 31, 2018 |
| Hendricks | Abby       | 10+  | MA   | Elementary<br>Teacher           | 1.0 | \$60,000 | August 6, 2018 -<br>May 31, 2018 |
| Orman     | Michelle   | 7    | BA   | Elementary<br>Teacher           | 1.0 | \$52,000 | August 6, 2018 -<br>May 31, 2018 |
| Maupin    | Michaela   | 3    | BA   | Art Teacher                     | 1.0 | \$47,000 | August 6, 2018 -<br>May 31, 2018 |
| Meyer     | Susan      | 5    | MA   | Elementary<br>Teacher           | 0.8 | \$44,000 | August 6, 2018 -<br>May 31, 2018 |
| Peterson  | Malaney    | 2    | BA   | Elementary<br>Teacher           | 1.0 | \$46,000 | August 6, 2018 -<br>May 31, 2018 |
| Reeck     | Jennifer   | 6    | BA   | Special<br>Education<br>Teacher | 1.0 | \$51,000 | August 6, 2018 -<br>May 31, 2018 |
| Rodriguez | Maren      | 3    | BA   | Elementary<br>Teacher           | 1.0 | \$47,000 | August 6, 2018 -<br>May 31, 2018 |

### New Licensed Staff Hire:

| Last Name | First Name | Step | Lane | Position                            | FTE | Salary   | Dates                            |
|-----------|------------|------|------|-------------------------------------|-----|----------|----------------------------------|
| Fryzek    | Anita      | 1    | BA   | Elementary<br>Teacher               | 1.0 | \$45,000 | August 6, 2018 -<br>May 31, 2018 |
| Merwin    | Paige      | 2    | BA   | Elementary<br>Teacher               | 1.0 | \$46,000 | August 6, 2018 -<br>May 31, 2018 |
| Robertson | Elizabeth  | 6    | MA   | English Language<br>Learner Teacher | 1.0 | \$56,000 | August 6, 2018 - May<br>31, 2018 |

|       |       |   |    |                    |     |          |                                  |
|-------|-------|---|----|--------------------|-----|----------|----------------------------------|
| Kufal | Megan | 5 | MA | Elementary Teacher | 1.0 | \$56,000 | August 6, 2018 -<br>May 31, 2018 |
|-------|-------|---|----|--------------------|-----|----------|----------------------------------|



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

May 10, 2018

## **Election Update**

**Nomination Forms Were Returned For The Following  
Seven Board Candidates:**

- **Teacher Candidates**
  - Abby Hendricks
  - Maren Rodriguez
  
- **Parent Candidates**
  - Amir Orandi
  - Hussein Ahmed
  
- **Community Member Candidates**
  - Patrick Exner
  - John Groenke
  - Antoinette Johns

## Tesfa International School BOARD NOMINATION FORM

Nominee's Name: Patrick Exner  
Telephone: 612-203-8303 Email Address: patexner2021@gmail.com

Nominator's Name:  
*(not necessary to complete if you are nominating yourself)*  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Relationship to nominee: \_\_\_\_\_

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

\_\_\_\_\_ YES                      X \_\_\_\_\_ NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

\_\_\_\_\_ YES                      X \_\_\_\_\_ NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

X \_\_\_\_\_ YES                      \_\_\_\_\_ NO

1. Why is the nominee interested in serving on the school board?

Love the mission of Tesfa.

2. What is the nominee's past work experience and education level?

Masters level served as Charter School Director

3. Does the nominee have other board-related experience?

Yes, school board for Saint Stephens in Anoka.  
& Current Tesfa board member

TURN OVER....



## Tesfa International School BOARD NOMINATION FORM

---

Nominee's Name: Antoinette Johns

Telephone: 612-309-1511

Email Address: almonster05@msn.com

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

YES

NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

YES

NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

YES

NO

1. Why is the nominee interested in serving on the school board?

I have had a passion for helping English Learners succeed throughout my career. Tesfa's student population and mission make it a school I would like to help succeed.

2. What is the nominee's past work experience and education level?

Served as a school Superintendent in multiple school districts, most recently at Brooklyn Center. Served as a Special Education Director most recently in Northeast Metro 916. Since retiring as a school district leader I have worked with School Exec Connect to help schools and districts identify and hire strong leaders.

3. Does the nominee have other board-related experience?

Currently, I serve on the Northeast Metro 916 Foundation Board. Also, I have worked extensively and collaboratively with Boards of Education as a Superintendent.

TURN OVER....

4. What areas of expertise could the nominee bring to the board?  
Special Education, School Governance and Leadership, English Language  
Learner expertise.

5. Any other information you wish to provide?

**ATTACH YOUR RESUME TO THIS FORM!**

**Submit nomination form to Midi Hansen,  
Board Secretary**

**MAIL TO...**

**Tesfa International School  
1555 40th Avenue NE  
Columbia Heights, 55421**

**or**

**FAX**

**Fax to 651-641-4052**

**or**

**EMAIL**

**[midi.hansen@tesfainternationalschool.org](mailto:midi.hansen@tesfainternationalschool.org)**

**FORMS ARE DUE Friday, May 11th, 2018 at 4:00 p.m..**

## Tesfa International School BOARD NOMINATION FORM

---

Nominee's Name: Amir Orandi                      Telephone: 612-940-0396  
Email Address: [amir.orandi@tesfainternationalschool.org](mailto:amir.orandi@tesfainternationalschool.org)

Nominator's Name:

*(not necessary to complete if you are nominating yourself)*

Telephone:

Email Address:

Relationship to nominee:

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

YES

NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

YES

NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

YES

NO

1. Why is the nominee interested in serving on the school board?

I've always believed in equal opportunities in education for all. Student success is at the core of my beliefs. Having previously worked at Community College for 12 years in Michigan as an IT member, I gained knowledge of what it takes to help students become successful. We have been with Tesfa from its first days and I have never been more hopeful in achieving the Tesfa Core missions than today under guidance of our Executive director Mr. Jonas. I have only been on the board since December 2017, however I've seen the hard work of the administration in providing a safe, fun and welcoming environment for all students. We still have much work to do in order to accomplish the goals that are before us for next year. If selected as a board member, I will continue to work hard for all of our students in hopes of achieving our goal of becoming the best charter school in the twin cities.

2. What is the nominee's past work experience and education level?

I am a graduate of Jackson College, (Jackson, MI). I have been in IT for the past 18years.

I am currently the System Administrator at Agropur (Formerly Schroeder Milk) During my 12 years of working at Jackson College in Michigan, I was involved in many projects that directly affected students. It was always my belief that if we invest in our students today, they become great leaders tomorrow.

I was in charge of Student Employees (IT Department) at Jackson College. The investment on students was at the core of our mission statement. I worked with many students from different backgrounds, nationalities.

3. Does the nominee have other board-related experience?

I've on the Tesfa Board since December 2017

TURN OVER....

4. What areas of expertise could the nominee bring to the board?

- Parents perspective of the Teacher/Administration
- Previous Law Enforcement background, school safety and security
- 18yrs of experience in IT, School technology, Cost of Technology and budgeting

5. Any other information you wish to provide?

**ATTACH YOUR RESUME TO THIS FORM!**

Submit nomination form to Mide Hansen,  
Board Secretary

MAIL TO...

Tesfa International School  
1555 40th Avenue NE  
Columbia Heights, 55421

or

FAX

Fax to 651-641-4052

or

EMAIL

[midi.hansen@tesfainternationalschool.org](mailto:midi.hansen@tesfainternationalschool.org)

**FORMS ARE DUE Friday, May 11th, 2018 at 4:00 p.m..**



# Amir H. Orandi

## Contact

Tel : 612.940.0396

e-mail : a.orandi@me.com

## Address

9539 Thomas Ave N, Brooklyn Park, MN

## Skills / Experiences

I have completed Microsoft Certification Classes for the following platforms / applications:

Microsoft Office 2003-2010      Windows 7,10      Windows Server 08r2,2012R2      Microsoft Exchange 2010

### Customer Service:

Care Plus (BestBuy)

Customer Service trainings (Jackson Community College's Information Technology)

Cherwell Training (based on ITIL model)

## Education

|                     |  |
|---------------------|--|
| <b>2011 to 2011</b> | <b>Mid- Michigan Police Academy</b><br>Class 87 <sup>th</sup> graduate                     |
| <b>2010 to 2012</b> | <b>Computer Science – Siena Heights University</b><br>Working towards a B.A. degree        |
| <b>2002 to 2006</b> | <b>Associate in General Studies – Jackson Community College</b><br>Graduated on 05/09/2006 |
| <b>2001 to 2002</b> | <b>High School Diploma – Lumen Christi High School</b><br>Graduated spring/summer of 2002  |

## Professional Experience

### Agropur Division Natrel US

Full Time

#### Systems Administrator

06/04/17 – Present

- ✓ Provide support for VMware environment both Sties (Michigan, Minnesota)
- ✓ In charge of all network equipment's (switches, routers, Firewalls)
- ✓ Design, implement and maintain Layer 3 network (both locations)
- ✓ Provide support to Automation Engineers with creating and deploying Virtual servers
- ✓ Design, implement and maintain Wireless technologies (both locations)
- ✓ Design, implement and maintain Alerting system for all IT infrastructure equipment/servers
- ✓ Work with VARS (value added resellers) to create quotes for all System and Network purchases for both Agropur locations
- ✓ Design, implement and maintain network wiring for all IT equipment both locations
- ✓ Design, implement and maintain server backup solution (BackupExec)

### Agropur Division Natrel US

Full Time

#### IT Support Specialist

06/11/12 – 06/04/2017

- ✓ Perform first and Second level triage of requests from both Agropur Sites (Minnesota and Michigan)
- ✓ Perform Telephony troubleshooting (NEC Phone System)
- ✓ Create, Deploy Windows 7 Operating systems to over 260 Computers
- ✓ Support Manufacturing Automation systems technical needs (wiring, VM maintenance)
- ✓ Support training end users on new operating systems and Microsoft Office solutions
- ✓ Provide support to Business Analysts with the ERP Systems (Sage X3 and Nectari)
- ✓ Provide support to both Plants in maintaining standard Computer hardware and wireless technologies
- ✓ Support all MFPs (Multi-functional Printers) and Manufacturing printers (COLOS)

### Jackson Community College

Full Time

#### Solution Center Analyst/Resource Manager at JCC

07/11/05 -05/31/12

- ✓ Perform first level triage (communicate, assist, prioritize, and delegate) of the technical support requests submitted to the JCC Solution Center (Help Desk)
- ✓ Troubleshoot supported network hardware and software applications

- ✓ Assist with software demonstrations and training opportunities for a variety of campus groups
- ✓ Create documentation, support and web-based materials for the promotion and explanation of Information Technology services and operations
- ✓ Assist with the research and testing of new software and network applications including operating systems, collaboration tools, and user management resource tools
- ✓ Serve as back up for management systems in the absence of the supervising coordinator
- ✓ Serve as back up for Telephony (phone system, voicemail system) of all JCC Campus'
- ✓ Serve as back up for Wireless network for all JCC Campus'
- ✓ Serve as back up for supporting firewall and packet shaper systems.
- ✓ Support all I.T. related systems for JCC Safety and Security (including all locks and ID Stations)
- ✓ Extensive experience with Active Directory and Group Policy deployments
- ✓ Create network accounts for University Partners (Spring Arbor, Siena Heights and Eastern Michigan University)

**Jackson Community College**

**Student Employee**

**Student Computer Consultant at JCC**

**06/07/2002 – 09/20/2004**

- ✓ Covered Computer Labs
- ✓ Performed 1st level support on lab/staff/faculty computers
- ✓ Assisted in development of JCC's website
- ✓ Trained new Student Computer Consultant on technical and customer service skills
- ✓ Acted as Student Consultant Coordinator Assistant

**Jackson Police Department**

**Reserve Police Officer  
2011-2012**

**Jackson Police Department**

**Internship**

**Intern**

**09/16/09 – 10/09/09**

- ✓ Learned about Evidence management (Chain of Custody)
- ✓ Learned about Liquor License and its laws and regulations (process of approval)
- ✓ 60 hrs. of ride along with 1<sup>st</sup> and 2<sup>nd</sup> shift (Patrol Division)
- ✓ Became familiar with court officer's Job and his/her relationship with the Detective Bureau
- ✓ Became familiar with the Communications Center (LEIN, NCIC, SOS)

**BestBuy (Jackson)**

**Part Time**

**Geek Squad Technician**

**06/04/2007 – 11/30/2008**

- ✓ Performed 1<sup>st</sup> and 2<sup>nd</sup> level technical support on Computers/TV's/Game Consoles/Network Equipment
- ✓ Assisted in training new Geek Squad technicians
- ✓ Care Plus re-certification (Customer Service re-certification through BestBuy)
- ✓ Reason for leaving: continue education at JCC

**BestBuy (Jackson)**

**Part Time**

**Computer Tech.**

**05/01/2004 – 12/31/2005**

- ✓ Performed 1<sup>st</sup> and 2<sup>nd</sup> level technical support for all computers and networking equipment
- ✓ Care Plus Certified (Customer Service Certification through BestBuy)
- ✓ Reason for leaving : continue education at JCC

**Accomplishments**

- Participated/helped in Habitat for Humanities (building houses)
- Participated/helped giving out Christmas toys to 7000 local children in Jackson area - 2010
- Completed Jackson Citizens' Police Academy
- Class Speaker for the 87<sup>th</sup> Mid-Michigan Police Academy
- Recipient of Coordinator's Award from Mid-Michigan Police Academy – Class 87<sup>th</sup> – 2011
- Armed Reserve Police Officer at Jackson Police Department
- Selected as Best Student Employee of the Year award at JCC – 2003-2004

**Languages**

**Farsi/Persian (native)**

**English (fluent)**

*Reference Available Upon Request*

## Tesfa International School BOARD NOMINATION FORM

Nominee's Name: *Abby Hendricks*

Telephone: *651 894-2899*

Email Address:

*abby.hendricks@tesfainternationalschool.org*

Nominator's Name:

*(not necessary to complete if you are nominating yourself)*

Telephone:

Email Address:

Relationship to nominee:

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

YES

NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

YES

NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

YES

NO

1. Why is the nominee interested in serving on the school board?

*- to be a voice for the teachers @ Tesfa  
- to advocate for student needs + the school in general*

2. What is the nominee's past work experience and education level?

*17 yrs in education  
EI Ed, Early Childhood + SpEd degrees  
16 yrs teaching*

3. Does the nominee have other board-related experience?

*Served on Board @ West Side Summit  
for 2 yrs + 1 additional year as  
"ex officio"*

TURN OVER.... *Served on Vestry (Church Board) at  
Messiah Episcopal for 3 yrs.*

## **Abigail L. Hendricks**

988 Seminole Ave. / St. Paul, MN 55118 / (651) 894-2899 / [abbyhendricks@gmail.com](mailto:abbyhendricks@gmail.com)

### **Objective:**

Apply my 15 years of teaching experience to a new challenge where I can:

- Help students move beyond classroom learning and explore their world.
- Contribute to a vibrant and thriving school.
- Encourage students to embrace the joy of learning.

### **Teaching Experience**

#### **Tesfa International School**

Kindergarten/First Grade Teacher

- Co-wrote and implemented IB Units of Inquiry with grade level team
- Created and implemented whole and small group lessons for a multiage classroom
- Implemented multiple options for individual learners and classroom management: flexible seating, fidgets, Responsive Classroom, ENVoY, learning through play, learning centers
- Use of technology in the classroom – iPads and iPods, as well as various interactive apps and online games to engage students in subjects such as math and literacy
- Provided coaching/mentoring support to current team members
- Helped supervise the Student Development Center (SDC)

#### **West Side Summit Charter School, St. Paul, MN**

Dean of Teaching and Learning (2016-2017)

- Teacher Coaching:
  - Formal: Observing and providing feedback based on the Charlotte Danielson Rubric.
  - Informal: Observing and providing feedback on curriculum implementation, classroom management and individual student needs.
- Student Behavior: Supervised in-school suspensions, worked with students and families to eliminate negative behaviors, worked with teachers to create behavior intervention plans.
- Professional Development: Created and led professional development on behavior management, curriculum mapping, data use, and differentiated instruction.
- Chaired Teacher Relicensure Committee
- Ran bi-monthly Child Find and Child Study Meetings
- Fully trained to certify staff in Non-Violent Crisis Prevention and Intervention.
- Submitting reports to MDE.

#### **West Side Summit Charter School, St. Paul, MN**

Kindergarten Teacher/Lead Teacher (2013-2016)

Lead Teacher

- Served on the leadership team to launch a new school and guide the school through a major transition.
- Curriculum coaching: Observing implementation of curriculum and providing feedback, reviewing unit plans for each grade level, and creating a report card template.
- Classroom management coaching: Observing and providing feedback on classroom management plans; leading Child Find meetings to provide student interventions.

- Creating/leading professional development including Understanding by Design, Responsive Classroom, CPI and general school operations.
- Hiring new staff: Filtering applications, interviewing, observing sample lessons, assisting in the final selection, and served on Selection Committee for Director.

#### **Kindergarten Teacher**

- Implemented Responsive Classroom
- Wrote complete curriculum for ELA, science, and social studies.
- Wrote supplemental curriculum for math.
- Co-wrote supplemental social studies unit for kindergarten and 1<sup>st</sup> grade enrichment.
- Created focused, individual lessons using data-driven instruction:
  - 2014 – Reading: 96% at grade level or higher, 75% at 1<sup>st</sup> grade or higher.
  - 2014 – Math: 94% at grade level or higher, 77% at 1<sup>st</sup> grade or higher.
  - 2015 – Reading: 83% at grade level or higher (13% w/ IEP for SLD).
  - 2015 – Math: 86% at grade level or higher (13% w/ IEP for SLD).
  - 2016 - Reading: 72% on or above grade level (as of quarter 2).
  - 2016 - Math: 92% on or above grade level (as of quarter 2).

#### **Lincoln Center Elementary School, South St. Paul, MN**

##### **2<sup>nd</sup> Grade Teacher (2012-2013)**

- IB curriculum (Primary Years); co-planned 6 cross-disciplinary units, worked with students on character education related to life-long learning.
- Implemented Responsive Classroom with an emphasis on student-created academic goals.
- Taught Math Academy: Wrote standards-based math lessons for after-school targeted services math program with 86% showing a minimum of half a year's growth.

#### **Dugsi Academy Charter School, St. Paul, MN**

##### **Kindergarten Teacher (August 2006-2012)**

- Adapted ELL curriculum; progress from non-English to limited or proficient speakers.
- Used Responsive Classroom to create a safe and consistent classroom for students, one-third of whom experienced trauma as refugees.
- Co-created and advised a student-wide school government, including leading student fundraisers, school T-shirt sales, and organizing field day.
- Served on discipline, interview, emergency planning, and school improvement committees, including creating and implementing school-wide policies.
- Served as the Discipline Coordinator for Q-Comp, including mentoring new teachers, observing Responsive Classroom implementation, and formal observations and feedback using the Charlotte Danielson model twice per year in 15 different classrooms.

#### **King Family Foundation Child Development Center, St. Paul, MN**

##### **Preschool/Toddler Teacher (2001-2006)**

- Created thematic units with daily lessons and centers for art, science, math and reading.
- Interacted with parents on a daily basis to share achievements and address issues.
- Mentored college students and supervised student teachers.

#### **Cross-Cultural Experience**

- Taught East African immigrants at Dugsi Academy.
- Worked with urban students and families at King Family CDC.



- Led student trips to El Salvador, Mexico and Pine Ridge Reservation, SD.
- Team-taught adult ESL at CLUES in St. Paul, MN.

### **Leadership Opportunities**

- Vestry (church leadership board), Messiah Episcopal Church, 2009-2011.
- Youth Leader, Messiah Episcopal Church, 2003-2006.
- Co-created and ran Upcycle Ethiopia fundraising platform, coordinating 20-30 volunteers creating handmade items. Raised over \$10,000 in two years for nonprofits in Ethiopia.
- Dog Trainer, All Breed Obedience, 2004-present.

### **Professional Development**

- Formal Training in Responsive Classroom, Innocent Classroom, and Make Your Day
- Certified Instructor for Non-Violent Crisis Prevention and Intervention (CPI)
- SDE Kindergarten, NAEYC Early Childhood, and Singapore Math Conferences
- Created and led professional development on Responsive Classroom Basics, Morning Meetings, Creating Community in the Classroom, Academic Choice, and Classroom Management
- IB Training
- Understanding by Design and STEP Training
- Attended WPC in 2011 & 2015 (3-day anti-racist education workshops)

### **Education**

#### **Graduate Work in Special Education**

May 2004-July 2006

E/BD focus

Bethel University, St. Paul, MN

#### **B.A. in Elementary Education**

May 2001

Minor in Pre-Primary Education

Bethel University, St. Paul, MN



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

**March 20, 2018**

TO: Tesfa International School Staff and Families  
FROM: The Board Nominating and Elections Committee  
SUBJECT: Call for Nominations for the School Board of  
Tesfa International School

Charter schools are required by law to hold elections by the end of their third year of operation. This spring, the school board at Tesfa will transition from a start-up school board to an elected board. The school board composition will change to three community members, two parents, and two teachers.

Eligible *community member representatives* are anyone who lives in Minnesota who does not work at Tesfa International School and is not a parent of a student who attends the school.

Eligible *parent representatives* are anyone who has a child enrolled at the school.

Eligible *teacher representatives* are any licensed teacher who works at the school.

The school board asks that you consider and recommend individuals — including you — with the competence and vision to provide skilled leadership for the school. Our goal is to ensure that members of the board bring the necessary skills and commitment to continue the work already started to fulfill the mission, vision, and goals of our school. **Nominations are due on or before May 11, 2018.**

#### **CURRENT BOARD STRUCTURE**

Tesfa's board will be comprised of three community members, two parents, and two teachers. By state law, the board must have at least one representative from each of these groups on its board.

**This election year THREE COMMUNITY MEMBERS, TWO PARENT REPRESENTATIVES AND TWO TEACHER REPRESENTATIVES will be elected to the board.**

#### **NOMINATIONS**

Attached is a nomination form for you to complete if you wish to run for office. You are welcome to nominate someone else or yourself. Make additional copies of the form if you need more than one.

**(Page 2 on the backside)**

Tesfa International School BOARD NOMINATION FORM

Nominee's Name: Maren Rodriguez

Telephone: 651-280-7992

Email Address: maren.rodriguez@tesfainternationalSchool.org

Nominator's Name: Self

(not necessary to complete if you are nominating yourself)

Telephone:

Email Address:

Relationship to nominee:

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

\_\_\_\_\_ YES

X NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

X YES

\_\_\_\_\_ NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

\_\_\_\_\_ YES

X NO

1. Why is the nominee interested in serving on the school board?

This would be an awesome learning and growing opportunity. I also would like to provide the input of a teacher that is looking for a great setting for students.

2. What is the nominee's past work experience and education level?

Teacher { Tesfa International School 08/2017 - Present  
Adams Spanish Immersion (Atlanta) 10/2017 - Present  
Las Terrenas International School 08/2016 - 06/2017

3. Does the nominee have other board-related experience?

NO

TURN OVER....

## Tesfa International School BOARD NOMINATION FORM

---

Nominee's Name: John Groenke  
Telephone: 612-518-3254  
Email Address: gronk12@gmail.com

Nominator's Name:  
*(not necessary to complete if you are nominating yourself)*  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Relationship to nominee: \_\_\_\_\_

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

\_\_\_\_\_ YES                        X   NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

\_\_\_\_\_ YES                        X   NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

  X   YES                      \_\_\_\_\_ NO

1. Why is the nominee interested in serving on the school board?

- I want to help Tesfa grow and thrive and meet its mission.
- I have a passion for racial equity and helping all students succeed.

2. What is the nominee's past work experience and education level?

- Served as a principal at elementary, middle school and high school in Oseo school district
- Masters Degree from University of Minnesota

3. Does the nominee have other board-related experience?

- Presented at several school board meetings
- Hold Superintendent License
- Lead trainings for school boards as part of my current work.

Tesfa International School BOARD NOMINATION FORM

Nominee's Name: Hussein Ahmed

Telephone: 612-669-2180

Email Address: Hussein.Castelli@gmail.com

Nominator's Name:

(not necessary to complete if you are nominating yourself)

Telephone:

Email Address:

Relationship to nominee:

Is the nominee a parent or legal guardian of a student who attends Tesfa International School? (required for parent vacancy)

YES

NO

Is the nominee a licensed teacher employed by the school? (required for teacher vacancy)

YES

NO

Is the nominee a community member (not a parent of a child at the school or an employee of the school)?

YES

NO

1. Why is the nominee interested in serving on the school board?

I'd like to participate in the schools activity, and to contribute my time and skills to make it better

2. What is the nominee's past work experience and education level?

I'm Veterinarian by training. I'm also hold certificates in Accounting, Small business development and lending. I hold

3. Does the nominee have other board-related experience?

yes I also serve in the board of Wellshave, and neighborhood organization for over 10 yrs.

MSC.  
in Vet.  
Bacteriol

TURN OVER....



4. What areas of expertise could the nominee bring to the board?

\* Management, Health & Wellness, Education development,  
Business & Community development.

5. Any other information you wish to provide?

None at ~~this~~ <sup>this</sup> time.

**ATTACH YOUR RESUME TO THIS FORM!**

Submit nomination form to Midi Hansen,  
Board Secretary

MAIL TO...

Tesfa International School  
1555 40th Avenue NE  
Columbia Heights, 55421

or

FAX

Fax to 651-641-4052

or

EMAIL

[midi.hansen@tesfainternationalschool.org](mailto:midi.hansen@tesfainternationalschool.org)

FORMS ARE DUE Friday, May 11th, 2018 at 4:00 p.m..

**TESFA INTERNATIONAL SCHOOL  
ELECTIONS CHECKLIST**

- February board meeting – begin planning for annual elections
  - Verify election date(s) - **Voting may occur at school between May 29th and June 1st**
  - Determine vacancies to fill – 3 community members, 2 parents, 2 teachers
  - Determine specific dates for activities below
  
- Publish date of annual meeting 90 days prior to the meeting on the school’s website – Tuesday, June 4, 2018.  
Target Date: **Put On Website Now**
  
- Publish information about election in **MARCH**. (Determine method to distribute)
  - Describe election dates, procedures, vacancies
  - Provide nomination letter to school community about running for board office
  - Include nomination form
  - Put documents on website
  
- Solicit nominations for positions to be filled at the annual meeting 30 days prior to the meeting.  
Target date: **April 20, 2018 deadline**
  
- Board notification of nominees 15 days before annual meeting and give school board election packet to school community
  - Prepare cover letter for election packet
  - Prepare candidate nomination forms
  - Mail or send home to communityTarget date: mailed by **Friday, May 11, 2018**
  
- Reminder notification of annual meeting and election dates in **MAY** to school community. (**Send home or mail**)
  
- Election tasks
  - Notify/train office staff in handing out ballots on Monday election day
  - Have office manager create election roster of eligible parents and staff who can vote
  - Make/find secure ballot box
  - Make ballots – divide ballot into teacher/parent/community sections; alphabetize names on ballot
  - Designate at least two board members to count ballots
  - Results will be shared at the annual meeting the day of the election
  - Prepare official election results document

# 2018 & 2019" Draft C TesfaInternational School Calendar

## Key

- Green = Assessment Window
- Yellow = No Students/Staff PD
- Purple= School Celebration

- Red = No School
- Blue=Family Event
- Mauve= Half Day

**August 2018**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

- August**
- 6-22 Licensed Staff Professional Development
  - 16 Back to School Night
  - 20-21 No School/Work
  - 23 First Day of School
  - 30 All School Assembly
  - 6 Full Days
  - 2 Half Days

**September 2018**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

- September**
- 3 NO SCHOOL- Holiday (Labor Day)
  - 19 Fall Family Night
  - 25 All School Assembly
  - 15 Full Days
  - 4 Half Days

**October 2018**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

- October**
- 16 Fall Conferences
  - 17 Fall Conferences
  - 18-19 NO SCHOOL
  - 30 Assembly - Integrity and Respect
  - 18 Full Days
  - 3 Half Days

**November 2018**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

- November**
- 21-23 NO SCHOOL- Holiday (Thanksgiving)
  - 27 Assembly - Cooperation and Appreciation
  - 15 Full Days
  - 4 Half Days

**December 2018**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

- December**
- 18 Assembly - Tolerance
  - 21-31 NO SCHOOL - Winter Break
  - 12 Full Days
  - 3 Half Days

**January 2019**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

- January**
- 2 Staff Development
  - 3 School Resumes
  - 14 NO SCHOOL- Holiday (MLK)
  - 30 Assembly- Independence and Curiosity
  - 17 Full Days
  - 3 Half Days

**February 2019**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

- February**
- 8 No School Staff PD
  - 14 Winter Family Night
  - 18 NO SCHOOL - Holiday (President's Day)
  - 26 Assembly - Commitment and Empathy
  - 15 Full Days
  - 4 Half Days

**March 2019**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

- March**
- 19 Assembly - Enthusiasm
  - 20 Spring Conferences
  - 21 Spring Conferences
  - 22-29 NO SCHOOL-Spring Break
  - 12 Full Days
  - 3 Half Days

**April 2019**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

- April**
- 2 School Resumes
  - 9 Science MCAs
  - 15-29 Math and ELA MCAs
  - 30 Assembly - Confidence
  - 17 Full Days
  - 4 Half Days

**May 2019**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

- May**
- 9 Spring Family Night
  - 27 Memorial Day
  - 28 Assembly - Creativity
  - 30 Last Day of School
  - 31 Staff Day
  - 17 Full Days
  - 5 Half Days

**June 2019**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |


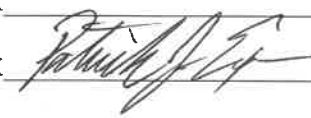
- June**
- 0 Staff Days
  - 0 Student Days
  - 143 Full Days (7 hour 20 minute)
  - 35 Early Release (3 Hour 50 Minutes)
  - 13 Staff Days

## Corporate Borrowing Resolution

I, the undersigned Secretary or Assistant Secretary of \_\_\_\_\_, (the "Corporation"), HEREBY CERTIFY that the Corporation is organized and existing under and by virtue of the laws of the State of Minnesota as a Nonprofit Corporation, with its principal office at \_\_\_\_\_, and is duly authorized to transact business in the State of Minnesota.

I FURTHER CERTIFY that at a meeting of the Directors of the Corporation, duly called and held on \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and voting, or by other duly authorized corporate action in lieu of a meeting, the following resolutions were adopted:

BE IT RESOLVED, that the following named officers, employees, or agents of this Corporation, whose actual signatures are shown below:

| <u>NAME</u>                     | <u>POSITION</u> | <u>ACTUAL SIGNATURE</u>  |
|---------------------------------|-----------------|--|
| _____ Tanya Heifort _____       | Board Chair     | X  |
| _____ Patrick Exner _____       | Board Treasurer | X  |
| _____ Diane "Midi" Hansen _____ | Board Secretary | X _____  |

acting for and on behalf of the Corporation and as its act and deed be, and he or she hereby is, authorized and empowered:

To borrow from time to time from Propel Nonprofits, a Minnesota Nonprofit Corporation ("Lender"), on such terms as may be agreed upon between the Corporation and Lender, such sum or sums of money as in his or her judgment should be borrowed, however such sum or sums shall not exceed \$\_\_\_\_\_. To mortgage, pledge, transfer, endorse, hypothecate, or otherwise encumber and deliver to Lender, as security for the payment of any loans or credit accommodations so obtained, any promissory notes so executed, or any other further indebtedness of the Corporation to Lender at any time owning, any property now or hereafter belonging to the Corporation or in which the Corporation now or hereafter may have an interest. Such property may be mortgaged, pledged, transferred, endorsed, hypothecated, or encumbered at the time such loans are obtained or such indebtedness is incurred, or at any other time or times, and may be either in addition to or in lieu of any property theretofore mortgaged, pledged, transferred, endorsed, hypothecated, or encumbered.

To execute and deliver to Lender the promissory note or notes, or other evidence of credit accommodations of the Corporation on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any indebtedness of the Corporation to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

RESOLVED FURTHER that if two or more resolutions of this Corporation authorizing any transactions with the Lender are outstanding concurrently at any time the provisions thereof shall be deemed to be cumulative.

RESOLVED FURTHER that all loans heretofore made by said officer in the name of this Corporation and all promissory notes and other documents executed by them in connection therewith or to secure the name are hereby ratified and approved.

RESOLVED FURTHER that this resolution shall remain in full force and effect until revoked.

In TESTIMONY WHEREOF, I have hereunto set my hand and seal on \_\_\_\_\_, 20\_\_\_\_, and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:  
  
X \_\_\_\_\_  
Secretary of Corporation

**Tesfa International School  
July 1, 2018 Medical Renewal**

|                           | Current   |   | Renewal   |   |
|---------------------------|---|---|---|---|
|                           | HealthPartners<br>Open Access Network<br>\$1,000-\$45<br>Embedded Ded | HealthPartners<br>Open Access Network<br>\$2,000-100% Rx Plus HSA<br>Non-Embedded Ded | HealthPartners<br>Open Access Network<br>\$1,000-\$40<br>Embedded Ded | HealthPartners<br>Open Access Network<br>\$2,000-100% Rx Plus HSA<br>Non-Embedded Ded |
| <b>Deductible</b>         |   |   |   |   |
| Single                    | \$1,000   | \$2,000   | \$1,000   | \$2,000   |
| Family                    | \$3,000   | \$4,000   | \$3,000   | \$4,000   |
| <b>Out of Pocket Max</b>  |   |   |   |   |
| Single                    | \$4,500   | \$2,250   | \$5,300   | \$2,250   |
| Family                    | \$9,000   | \$4,500   | \$10,600  | \$4,500   |
| <b>Lifetime Maximum</b>   |   |   |   |   |
| Preventive Care           | Unlimited   | Unlimited   | Unlimited   | Unlimited   |
| Office Visits             | No charge   | No charge   | No charge   | No charge   |
| Inpatient Care            | \$45 copay  | 0% after deductible   | \$40 copay  | 0% after deductible   |
| Outpatient Care           | 25% after deductible  | 0% after deductible   | 25% after deductible  | 0% after deductible   |
| Emergency Care            | 25% after deductible  | 0% after deductible   | 25% after deductible  | 0% after deductible   |
| Urgent Care               | \$45 copay  | 0% after deductible   | \$40 copay  | 0% after deductible   |
| ER Room                   | 25% after deductible  | 0% after deductible   | 25% after deductible  | 0% after deductible   |
| <b>Prescription Drugs</b> |   |   |   |   |
| Preferred Generic         | \$15 copay  | 0% after deductible   | \$15 copay  | 0% after deductible   |
| Formulary Brand           | \$50 copay  | 0% after deductible   | \$60 copay  | 0% after deductible   |
| Non-formulary             | \$100 copay   | 20% after deductible  | \$150 copay   | 20% after deductible  |
| Specialty                 | 20% up to \$200 max   | 0% after deductible   | 20% up to \$300 max   | 0% after deductible   |

**TESFA INTERNATIONAL SCHOOL**  
**INTERNET ACCEPTABLE USE AND SAFETY POLICY (524)**

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to Tesfa International School computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to Tesfa International School computer system and the Internet, including electronic communications, Tesfa International School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Tesfa International School's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Tesfa International School expects that faculty will blend thoughtful use of Tesfa International School's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

Tesfa International School is providing students and employees with access to Tesfa International School's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Tesfa International School system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the Tesfa International School system to further educational and personal goals consistent with the mission of t Tesfa International School policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the Tesfa International School system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Tesfa International School system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate Tesfa International School policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.



## **V. UNACCEPTABLE USES**

- A. The following uses of the Tesfa International School system and Internet resources or accounts are considered unacceptable:
1. Users will not use the Tesfa International School system to access, review, upload, download, store, print, post, receive, transmit or distribute:
    - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the Tesfa International School system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the Tesfa International School system to engage in any illegal act or violate any local, state or federal statute or law.
  4. Users will not use the Tesfa International School system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the Tesfa International School system software, hardware or wiring or take any action to violate Tesfa International School security's system, and will not use the Tesfa International School system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the Tesfa International School system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
  6. Users will not use the Tesfa International School system to post private



information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated Tesfa International School official. Users will not attempt to gain unauthorized access to the Tesfa International School system or any other system through the Tesfa International School system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the Tesfa International School system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the Tesfa International School system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the Tesfa International School system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the Tesfa International School system to offer or provide goods or services or for product advertisement. Users will not use the Tesfa International School system to purchase goods or services for personal use without authorization from the appropriate Tesfa International School official.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate Tesfa International School official. In the case of a Tesfa International School employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a Tesfa International School employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, Tesfa International School will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. Tesfa International School will educate students about appropriate online behavior, including interacting with other individuals on social networking website and cyber bullying.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the Tesfa International School computer system and use of the Internet shall be consistent with Tesfa International School policies and the mission of the school.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the Tesfa International School system, the school does not relinquish control over materials on the system or contained in files on the system.

Users should expect only limited privacy in the contents of personal files on the Tesfa International School system.

- B. Routine maintenance and monitoring of the Tesfa International School system may lead to a discovery that a user has violated this policy, another Tesfa International School policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or Tesfa International School policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. Tesfa International School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, Tesfa International School employees should be aware that data and other materials in files maintained on the Tesfa International School system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. Tesfa International School will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with Tesfa International School policies conducted through the Tesfa International School system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of Tesfa International School.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and/or the parent/guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

## **X. LIMITATION ON TESFA INTERNATIONAL SCHOOL LIABILITY**

Use of the Tesfa International School system is at the user's own risk. The system is provided on an "as is, as available" basis. Tesfa International School will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability

of data stored on Tesfa International School diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. Tesfa International School is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Tesfa International School system. Tesfa International School will not be responsible for financial obligations arising through unauthorized use of the Tesfa International School system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the Tesfa International School policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with Tesfa International School policies.
  - 2. Disclaimers limiting Tesfa International School's liability relative to:
    - a. Information stored on Tesfa International School diskettes, hard drives or servers.
    - b. Information retrieved through Tesfa International School computers, networks or online resources.
    - c. Personal property used to access Tesfa International School computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of Tesfa International School resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though Tesfa International School may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is

governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate Tesfa International School's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the Tesfa International School system and of the Internet if the student is accessing the Tesfa International School system from home or a remote location.
- B. Parents will be notified that their students will be using Tesfa International School resources/accounts to access the Internet and that Tesfa International School will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that Tesfa International School's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. Tesfa International School administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.

- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. Tesfa International School Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

*Adopted: 02/06/2015*

*Revised:*

**TESFA INTERNATIONAL SCHOOL  
THE PLEDGE OF ALLEGIANCE (531)**

**I. PURPOSE**

The school board recognizes the need to annually address the issue of whether or not the Pledge of Allegiance will be recited at our school.

**II. GENERAL STATEMENT OF POLICY**

- A. In accordance with Minnesota Statute 121A.11, Subd. 3, Tesfa International School will waive the requirement that students say the Pledge of Allegiance on a weekly basis.
- B. Students will learn about the Pledge of Allegiance and its historical significance through the school's curriculum.

*Adopted: March 3, 2015*





## **TESFA INTERNATIONAL SCHOOL RELIGIOUS ACCOMODATION (609)**

### **I. PURPOSE**

The purpose of this policy is to identify the status of religious practice and prayer as it pertains to the program of Tesfa International School.

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

- A. Tesfa International School shall neither promote nor disparage any religious belief or nonbelief. Tesfa International School encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. Tesfa International School will comply with Section 9542 of the Elementary and Secondary Education Act (ESEA) that requires districts to certify that no school policy prevents, or otherwise, denies participation in constitutionally protected prayer in the public school.

### **III. RESPONSIBILITY**

- A. It shall be the responsibility of the Board Chair to make sure that every school board member know and understand the policies of the school regarding religious practice and school prayer.
- B. It shall be the responsibility of the Director to make sure that every staff member understands the establishment clause and the policies and practices of the school regarding religious practice and prayer.
- C. The Director will make it possible so that reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- D. The Director will make it possible so that reasonable accommodations will be made so that students and staff can pray at school as constitutionally permitted.

### **IV. STAFF RELIGIOUS ACTIVITY**

When functioning as a teacher or administrator, school officials may not encourage or discourage student religious or anti-religious activity and may not engage in religious activities with students at the school. School officials may take part in private religious activity during the school day if the activity is in conformance with rules and regulations generally applicable to the use of private time, or before or after school during non-instructional time.

**V. STUDENT RELIGIOUS ACTIVITY**

Students have the right to engage in religious activities during the school day so long as those activities do not interfere with the rights of others and so long as students conform to the rules that normally apply to any given setting.

Students have the right to pray individually or to pray in groups and/or engage in religious discussions during the school day when they are not engaged in school activities and instruction, subject to the same rules of order as apply to other student speech. Prayer or other religious discussion shall not interfere with the rights of others.

**VI. RELEASE FOR RELIGIOUS EDUCATION**

Pursuant to Minn. Stat. § 120A.22, Subd. 12 (3) a student may be excused from school for a period not to exceed three aggregate hours in one week for religious instruction.

**VII. RELIGIOUS HOLIDAYS**

Religious holidays shall not be observed at Tesfa International School. Students may be excused from school to celebrate religious holidays.

*Adopted:*

*Revised:*