



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

## **Board Agenda**

**6:00 p.m. August 19, 2019**

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

### **Mission**

*Through a global-minded education, we empower and prepare all students with the empathy, knowledge, and skills to take risks and pursue goals that contribute meaningfully to their community.*

#### **1.0 CALL TO ORDER**

#### **2.0 APPROVAL OF AGENDA**

*Motion to approve the agenda.*

Motion by:                      Seconded by:    Yea:    Nay:

#### **3.0 COMMENTS FROM CITIZENS PRESENT**

Visitors attending the meeting who wish to address the school board may do so at this time.

No visitors.

#### **4.0 APPROVAL OF THE CONSENT AGENDA**

Consent items, August 19, 2019 – School Board Agenda as warranted including approval of:

- Minutes – Regular Meeting Minutes of June 24, 2019
- Personnel Recommendations

The Executive Director recommends the School Board approve the Consent Items as detailed in the enclosure.

*Motion to approve consent agenda.*

Motion by:                      Seconded by:    Yea:    Nay:

#### **5.0 Monthly Financials - June 2019**

**5.01** Final FY 19 ADM 164.22 Current FY20 Enrollment 17

**5.02** Approval of July Financial Report and Payment of Bills



**TESFA INTERNATIONAL SCHOOL**  
*Global Minds with Minnesota Hearts*

***Motion to approve April financials.***

Motion by:                      Seconded by:                      Yea: 0                      Nay: 0

**6.0 Presentations and Discussion Items**

**6.01 Enrollment Trends**

**6.02 Staffing Update**

**6.03 Process for Appointing 2 Replacement Board Members September, 2019**

**6.04 Programming Update**

**6.05 Audit Progress**

**6.06 Board Evaluation**

**6.07 Board Officers**

**7.0 ACTION ITEMS**

**7.01 Approve 2019-2020 Employee Handbook**

**7.02 Approve Independent Contract for Data Entry and Reporting Services**

**7.03 Approve Independent Contract for Arabic Language Support**

Motion by:                      Seconded by:                      Yea:                      Nay:

**7.0 ADJOURNMENT**

***Motion to adjourn meeting.***

Motion by:                      Seconded by:                      Yea:                      Nay:



## **Board Minutes**

**6:00 p.m. June 24, 2019**

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

### **Mission**

*Through a global-minded education, we empower and prepare all students with the empathy, knowledge, and skills to take risks and pursue goals that contribute meaningfully to their community.*

#### **1.0 CALL TO ORDER**

#### **2.0 APPROVAL OF AGENDA**

*Motion to approve the agenda.*

Motion by:                      Seconded by:    Yea:    Nay:

#### **3.0 COMMENTS FROM CITIZENS PRESENT**

Visitors attending the meeting who wish to address the school board may do so at this time.  
No visitors.

#### **4.0 APPROVAL OF THE CONSENT AGENDA**

Consent items, June 24, 2019 – School Board Agenda as warranted including approval of:

- Minutes – Regular Meeting Minutes of May 28, 2019
- Personnel Recommendations

The Executive Director recommends the School Board approve the Consent Items as detailed in the enclosure.

*Motion to approve consent agenda.*

Motion by: John Groenke                      Seconded by: Amir Orandi                      Yea: 5                      Nay: 0

#### **5.0 Monthly Financials - May 2019**

**5.01** Final ADM 164.22

**5.02** Approval of May Financial Report and Payment of Bills



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

***Motion to approve April financials.***

Motion by: John Groenke

Seconded by: Amir Orandi

Yea: 5

Nay: 0

**6.0 Presentations and Discussion Items**

**6.01** Executive Director Evaluation - The Board Chair will provide a report on the Executive Director Evaluation.

**6.02** Board Composition

**6.03** Enrollment and Staffing Update

**6.04** International Baccalaureate Candidacy Update

**7.0 ACTION ITEMS**

**7.01** Approve 2019-2020 Employee Handbook

Moved to August Meeting Agenda

**7.0 ADJOURNMENT**

***Motion to adjourn meeting.***

Motion by:                      Seconded by: Yea:    Nay:

### **Personnel Recommendations:**

**The following personnel items are recommended for approval at the August 19, 2019, school board meeting.**

#### **Hire:**

Kristy Ford	1.0 Elementary Teacher @ salary of 60,000 effective August 19, 2019.
Julia Nyangacha	1.0 Elementary Teacher @ salary of \$46,000 effective August 19, 2019.
Janelle Kopa	1.0 Elementary Teacher @ salary of \$45,000 effective August 19, 2019.
Chanin Smith	1.0 Elementary Teacher @ salary of \$47,000 effective August 19, 2019.
Fainus Watim	Food Service Worker @ hourly rate of \$21 per hour effective August 19, 2019.
Aden, Halima	Part-Time, Recess Supervisor @ hourly rate of \$21 per hour effective August 19, 2019

#### **Resignation:**

Mohamed Selim	1.0 FTE Assistant Director effective July 31st, 2019*
Hussein Ahmed	1.0 Special Education Paraprofessional

\*part-time July15-31, 2019

#### **Change in Assignment**

Bohne, Bryce	From Administrator/Teacher on Special Assignment increase in FTE from .67 FTE to .9 FTE @ salary of \$54,000
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**Tesfa International School**  
Financial Dashboard for:

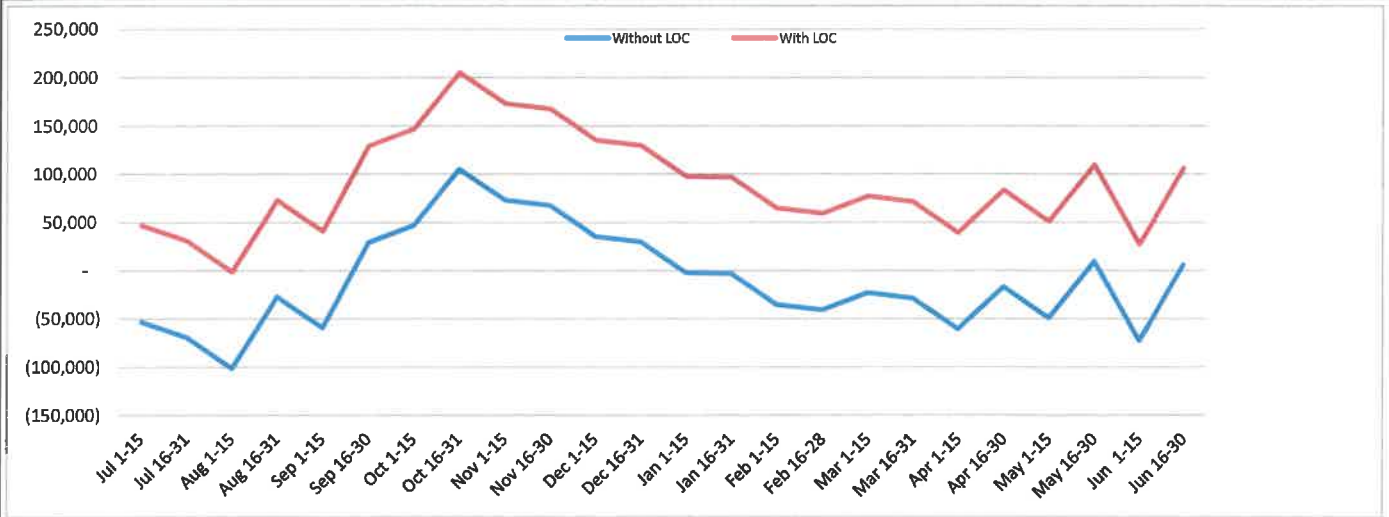
7/31/2019

**Student Count**

Actual Current ADM:	<b>164.23</b>	ADM from Budget:	<b>180.00</b>
Actual Current WADM:	<b>164.23</b>	WADM from Budget:	<b>180.00</b>

	YTD Actual		YTD Budget Target	
Revenue	\$222,591.88	8%	\$246,511.48	8%
Expense	\$94,210.83	3%	\$236,186.14	8%
Change in Fund Balance	\$128,381.05		\$10,325.34	8%

**Cash Balance Projection**



**Grants and Other Awards:**

Description	Award	Expensed PFY	Expensed CFY	Remaining	Expiration Date
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**Comments:**

**General:**

- \*\*The June financials show the FY20 Original Budget which is based on 180 ADM.
- \*\*The School has a reconciled cash balance of \$38,471.
- \*\*The state aid holdback is at 10%, which is estimated at \$21,375 through June.

**Revenue:**

- \*\*Year-to-date revenue of \$406,308 represents 14% of the approved revenue budget.

**Expenses:**

- \*\*The School has spent \$94,211 which is 3% of the approved expenditure budget.

**Cash Flow:**

- \*\*The cash flow reflects the 10% holdback of state aid and 24 payment schedule.



**Tesfa International School**  
Financial Dashboard for:

7/31/2019

**Financial Ratios:**

	<u>YTD Actual</u>	<u>FY20 Budget</u>	<u>Required</u>
(A) Unrestricted Cash and Investments	38,471	106,519	
(B) Total Operating Expenses	94,211	2,834,234	
Cash on Hand Ratio ((A x 365) / B)	12.42	13.72	45
(A) Beginning Fund Balance	118,977	118,977	
(B) Revenues	222,592	2,958,138	
(C) Expenditures	(94,211)	(2,834,234)	
(D) Ending Fund Balance	247,358	242,881	
Fund Balance as a % of Expenditures (-C / D)	262.6%	8.6%	25%
(A) Annual Net Income	128,381	123,904	
(B) Lease Payment	262,800	262,800	
Debt Service Coverage Ratio (A + B) / B	1.49	1.47	1.1

**Upcoming Deadlines:**

<u>Task</u>	<u>Due Date</u>
FY19 Audit	August 2019
Quarterly Financial Reports of School and Building Company	45 Days After Quarter End
Quarterly Current Student Waiting List	45 Days After Quarter End
All Required Applications to MDE for Title, Special Education, Other	June 30th, 2019
Apply for Building Lease Aid	June 30th, 2019
Prior Year Audited Financials	November 30th, 2019
Carry Automobile and Workers Compensation Insurance	Ongoing Renewals

These financials were compiled from information supplied by school management. They are unaudited and should be used for management purposes only.



**Tesfa International School  
Balance Sheet  
7/31/2019**

Descriptions	General	Food	Fixed	Total
<b>Assets</b>				
<b>Current Assets</b>				
Checking Accounts	27,504	10,966	-	38,471
Accounts Receivable	-	-	-	-
Due from State	335,528	-	-	335,528
Due from Federal	20,452	(456)	-	19,996
Due to Other Funds	-	(10,511)	-	(10,511)
Due from Other Funds	10,511	-	-	10,511
Estimated Audit Accrual	11,083	-	-	11,083
Prepaid AP Expenditures	24,047	-	-	24,047
<b>Total Current Assets</b>	<b>429,125</b>	<b>0</b>	<b>-</b>	<b>429,125</b>
<b>Fixed Assets</b>				
Equipment	-	-	-	-
Property & Equipment under Cap. Lease	-	-	-	-
Accum Depr Buildings	-	-	-	-
Accum Depr On Equip.	-	-	-	-
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Assets</b>	<b>429,125</b>	<b>0</b>	<b>-</b>	<b>429,125</b>
<b>Liabilities &amp; Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	-	-	-	-
Payroll Liabilities	57,720	-	-	57,720
Short Term Indebtedness	100,000	-	-	100,000
<b>Total Current Liabilities</b>	<b>157,720</b>	<b>-</b>	<b>-</b>	<b>157,720</b>
<b>Fund Balance</b>				
Investment Fixed Assets	-	-	-	-
Restricted Fund Balance	24,047	-	-	24,047
Unassigned Fund Balance - 6/30/2019	118,977	-	-	118,977
Net Income/(Loss) - FY19	128,381	-	-	128,381
<b>Total Fund Balance</b>	<b>271,405</b>	<b>-</b>	<b>-</b>	<b>271,405</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>429,125</b>	<b>-</b>	<b>-</b>	<b>429,125</b>

**State Holdback Calculation:**

**Total Fiscal Year School Budgeted State Revenues	2,671,933
Prorated Fiscal Year-to-Date (1 of 12 months)	8%
Total Fiscal Year-to-Date Budget (July 2019)	213,755
State Holdback Percentage	10%
Total Estimated Year-to-Date Holdback	<u><u>21,375</u></u>

\*Based on the assumptions that actual ADMs and state aid payments are based on an ADM of 165

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2020  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>GENERAL FUND 01</b>			<i>Targeted Percent</i>	<b>8%</b>
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
Endowment Fund Apportionment	-	-	6,171	0%
General Education Aid	200,342	200,342	1,865,318	11%
Long Term Facility Maintenance	-	-	-	N/A
Literacy Incentive Aid	-	-	4,900	0%
Lease Aid	-	-	236,520	0%
State Special Education	-	-	559,024	0%
<b>Total State Aid Revenue</b>	<b>200,342</b>	<b>200,342</b>	<b>2,671,933</b>	<b>7%</b>
<b>State Audit Accrual</b>	-	<b>22,250</b>	-	N/A
<b>Federal Aid Revenue</b>				
Title I	-	-	67,352	0%
Title II	-	-	9,828	0%
Title III	-	-	14,325	0%
Title IV	-	-	18,000	0%
Federal Special Education	-	-	35,787	0%
<b>Total Federal Aid Revenue</b>	-	-	<b>145,293</b>	<b>0%</b>
<b>Other Revenue</b>				
Donations	-	-	125	0%
Misc. Revenue/E-Rate	-	-	3,089	0%
<b>Total Other Revenue</b>	-	-	<b>3,214</b>	<b>0%</b>
<b>TOTAL REVENUE</b>	<b>200,342</b>	<b>222,592</b>	<b>2,820,440</b>	<b>8%</b>
<b>EXPENDITURE</b>				
<b>Administration</b>				
Salaries	15,152	15,152	227,800	7%
Benefits	5,234	5,234	81,751	6%
Purchased Services	6,550	6,550	124,020	5%
Supplies	854	854	10,416	8%
Equipment	-	-	-	N/A
Dues/Membership	9,500	9,500	29,000	33%
<b>Total Administration</b>	<b>37,290</b>	<b>37,290</b>	<b>472,987</b>	<b>8%</b>

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2020  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>General Education</b>				
Salaries	-	-	579,200	0%
Benefits	846	846	184,493	0%
Purchased Services	-	-	3,500	0%
Supplies	15,672	15,672	28,281	55%
Equipment	1,942	1,942	23,304	8%
Dues/Memberships	-	-	-	N/A
<b>Total General Education</b>	<b>18,460</b>	<b>18,460</b>	<b>818,778</b>	<b>2%</b>
<b>Salaries Payable Accrual</b>	<b>-</b>	<b>11,166.67</b>	<b>-</b>	<b>N/A</b>
<b>Title Programs</b>				
Title I	-	-	67,352	0%
Title II	-	-	9,828	0%
Title III	-	-	32,325	0%
<b>Total Title Programs</b>	<b>-</b>	<b>-</b>	<b>109,506</b>	<b>0%</b>
<b>State Special Education</b>				
Salaries	-	-	294,630	0%
Benefits	-	-	127,439	0%
Purchased Services	-	-	141,000	0%
Supplies	-	-	-	N/A
Equipment	-	-	-	N/A
<b>Total State Special Education</b>	<b>-</b>	<b>-</b>	<b>563,069</b>	<b>0%</b>
<b>Federal Special Education</b>				
Purchased Services	-	-	29,787	0%
Supplies	-	-	6,000	0%
<b>Total Federal Special Education</b>	<b>-</b>	<b>-</b>	<b>35,787</b>	<b>0%</b>
<b>Instructional Support</b>				
Salaries	-	-	-	N/A
Benefits	-	-	-	N/A
Purchased Services	-	-	-	N/A
<b>Total Instructional Support</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Student Support</b>				
Salaries	-	-	53,280	0%
Benefits	-	-	9,234	0%
Purchased Services	-	-	288,300	0%
Supplies	-	-	200	0%
<b>Total Student Support</b>	<b>-</b>	<b>-</b>	<b>351,014</b>	<b>0%</b>
<b>Facility</b>				
Purchased Services	6,157	6,157	75,095	8%
Facility Lease	21,138	21,138	262,800	8%
Supplies/Equipment	-	-	7,500	0%
<b>Total Facility</b>	<b>27,295</b>	<b>27,295</b>	<b>345,395</b>	<b>8%</b>
<b>TOTAL EXPENDITURE</b>	<b>83,044</b>	<b>94,211</b>	<b>2,696,536</b>	<b>3%</b>
<b>NET INCOME/LOSS - GENERAL FUND 01</b>	<b>117,298</b>	<b>128,381</b>	<b>123,904</b>	

**Tesfa International School**  
**Summary Income Statement**  
**Fiscal Year 2020**  
**For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUE</b>				
Local Revenue	-	-	-	N/A
State Aid	-	-	3,300	0%
Federal Aid	-	-	134,398	0%
<b>TOTAL REVENUE</b>	-	-	<b>137,698</b>	<b>0%</b>
<b>EXPENDITURE</b>				
Salaries	-	-	-	N/A
Benefits	-	-	-	N/A
Purchased Services	-	-	420	0%
Supplies	-	-	137,278	0%
Equipment	-	-	-	N/A
<b>TOTAL EXPENDITURE</b>	-	-	<b>137,698</b>	<b>0%</b>
<b>NET INCOME/LOSS - FOOD SERVICE FUND 02</b>				
	-	-	-	
<b>NET INCOME/LOSS - ALL FUNDS</b>				
	<b>117,298</b>	<b>128,381</b>	<b>123,904</b>	

Tesfa International School  
 Payment Register - July 2019  
 Fiscal Year 2019-2020

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
<b>Regular Checks</b>				
07/11/19	FIRST LUTHERAN CHURCH	July Rent, Utilities, Custodial	11574	25,979.21
07/17/19	Blue Bell Enterprises, Inc	May Breakfast & Lunch	11575	15,411.80
07/17/19	EDMENTUM	Study Island	11576	2,144.00
07/17/19	INDIGO EDUCATION	SpEd Services	11577	146.25
07/17/19	INTEGRATIVE THERAPY, LLC	Occupational Therapy Services	11578	568.75
07/17/19	INTERNATIONAL BACCALAUREATE ORGANIZATION	Candidacy & Consultation Service Fees	11579	9,500.00
07/17/19	NWEA	MAP License	11580	2,781.00
07/17/19	Office Depot	Office Supplies	11581	642.04
07/17/19	POWER SCHOOL GROUP LLC	FY20 Powerschool SIS Subscription	11582	6,246.73
07/17/19	POWER SCHOOL GROUP LLC	FY19 Powerschool SIS Subscription	11583	6,065.75
07/17/19	Taylor Associates Communications, Inc	License Renewal	11584	4,500.00
07/30/19	CONSOLIDATED COMMUNICATIONS	Phone & Internet	11585	440.92
07/30/19	Dieci School Finance	July Finance Services	11586	3,738.72
07/30/19	HENNEPIN HEALTHCARE	GenEd Nurse Services	11587	540.00
07/30/19	LOFFLER COMPANIES INC	Copier Lease	11588	2,131.50
07/30/19	Region V Computer Services	FY 20 Quarterly Fees	11589	854.00
07/30/19	REUVERS PSYCH CONSULTING LLC	SpEd Pysch Services	11590	674.34
07/30/19	Tax Sheltered Compensation, Inc	403b Plan Fees	11591	525.00
07/30/19	TECHNOLOGY BY DESIGN LLC	Tech Services	11592	2,728.00
07/30/19	TECHNOLOGY BY DESIGN LLC	Tech Services	11592	(2,728.00)
07/30/19	WELLS FARGO VENDOR FIN SERV	Apple iPad Lease	11593	1,941.84
07/30/19	WordPlay Speech & Language Services	Speech & Language Services	11594	3,110.13
07/30/19	TECHNOLOGY BY DESIGN LLC	Tech Services	11595	2,725.00
<b>Wires</b>				
07/03/19	SFM	Workers Comp	WX	846.00
07/10/19	Sunrise Bank	Service Charge	WX	12.00
07/15/19	IRS	FICA & Federal Taxes	WX	11,970.02
07/15/19	PERA	Payroll Deductions	WX	1,987.35
07/15/19	THE HANOVER INSURANCE GROUP	Commercial Package Ins	WX	763.49
07/15/19	TEACHERS RETIREMENT ASSOCIATION	Payroll Deductions TRA	WX	6,453.40
07/15/19	MN Dept of Rev	MN State Taxes	WX	1,885.04
07/15/19	American Funds	Payroll Deductions	WX	702.50
07/17/19	Alerus	HSA	WX	255.00
07/26/19	Alerus	HSA Fee	WX	24.00
07/26/19	Alerus	HSA Fee	WX	50.00
07/31/19	IRS	FICA & Federal Taxes	WX	9,530.20
07/31/19	PERA	Payroll Deductions	WX	2,048.54

Tesfa International School  
 Payment Register - July 2019  
 Fiscal Year 2019-2020

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
07/31/19	Propel Nonprofits	Interest on LOC	WX	552.06
07/31/19	TEACHERS RETIREMENT ASSOCIATION	Payroll Deductions TRA	WX	4,886.71
07/31/19	American Funds	Payroll Deductions	WX	652.50
07/31/19	MN Dept of Rev	MN State Taxes	WX	1,455.85
07/15/19	Sunrise Bank	07/15/19 Payroll	WX	5,110.66
07/15/19	Sunrise Bank	07/15/19 Payroll	WX	6,217.74
07/15/19	Sunrise Bank	07/15/19 Payroll	WX	28,049.85
07/31/19	Sunrise Bank	07/31/19 Payroll	WX	4,734.67
07/31/19	Sunrise Bank	07/31/19 Payroll	WX	28,049.89
<b>Total July 2019 Disbursements</b>				<b>206,904.45</b>

V = Void Check

\*= Break in sequence







**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>GENERAL FUND 01</b>				
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
01 R 005 000 000 201	-	-	6,171.20	0%
01 R 005 000 000 211	200,342.14	200,342.14	1,865,318.17	11%
01 R 005 000 000 317 211	-	-	-	N/A
01 R 005 000 000 212	-	-	4,900.00	0%
01 R 005 000 000 348 300	-	-	236,520.00	0%
01 R 005 000 000 740 360	-	-	559,023.82	0%
<b>Total State Aid Revenue</b>	<b>200,342.14</b>	<b>200,342.14</b>	<b>2,671,933.19</b>	<b>7%</b>
<b>State Audit Accrual</b>				
	-	<b>22,249.74</b>	-	<b>N/A</b>
<b>Federal Aid Revenue</b>				
01 R 005 216 000 401 400	-	-	67,352.31	0%
01 R 005 204 000 414 400	-	-	9,828.25	0%
01 R 005 205 000 417 400	-	-	14,325.43	0%
01 R 005 206 000 433 400	-	-	18,000.00	0%
01 R 005 000 000 419 400	-	-	35,787.00	0%
<b>Total Federal Aid Revenue</b>	-	-	<b>145,292.99</b>	<b>0%</b>
<b>Other Revenue</b>				
01 R 005 000 000 096	-	-	125.00	0%
01 R 005 000 000 099	-	-	3,089.00	0%
<b>Total Other Revenue</b>	-	-	<b>3,214.00</b>	<b>0%</b>
<b>TOTAL REVENUE</b>	<b>200,342.14</b>	<b>222,591.88</b>	<b>2,820,440.18</b>	<b>8%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>EXPENDITURES</b>				
<b>Administration</b>				
<b>Salaries</b>				
01 E 005 050 000 000 110	Director	14,714.89	189,800.00	8%
01 E 005 105 000 000 170	General Administrative Support - Non-Instructional Support	-	38,000.00	0%
01 E 005 110 000 000 170	Business Office - Non-Instructional Support	437.00	-	N/A
<b>Total Salaries</b>		15,151.89	227,800.00	7%
<b>Benefits</b>				
01 E 005 050 000 000 210	Director -FICA	1,078.63	14,519.70	7%
01 E 005 105 000 000 210	General Administrative Support - FICA	-	2,907.00	0%
01 E 005 110 000 000 210	FICA	33.43	-	N/A
01 E 005 105 000 000 214	General Administrative Support - PERA	-	2,850.00	0%
01 E 005 110 000 000 214	PERA	32.78	-	N/A
01 E 005 050 000 000 218	Director - TRA	1,165.42	15,032.16	8%
01 E 005 050 000 000 220	Director - Health	2,734.32	37,425.00	7%
01 E 005 105 000 000 220	General Administrative Support - Health Insurance	-	6,821.00	0%
01 E 005 050 000 000 230	Director - Life	-	-	N/A
01 E 005 105 000 000 230	General Admin - Life	-	-	N/A
01 E 005 050 000 000 235	Director - Dental	189.64	-	N/A
01 E 005 105 000 000 235	General Administrative Support - Dental	-	-	N/A
01 E 005 050 000 000 240	Director -LTD	-	-	0%
01 E 005 105 000 000 240	General Admin - LTD	-	1,839.24	0%
01 E 005 050 000 000 299	Director - STD	-	357.24	0%
01 E 005 105 000 000 299	General Admin - STD	-	-	N/A
<b>Total Benefits</b>		5,234.22	81,751.34	6%
<b>Purchased Services</b>				
01 E 005 105 000 000 305	General Administrative Support - Consulting Fees for Services	-	5,000.00	0%
01 E 005 108 000 000 305	Technology Services	2,725.00	40,000.00	7%
01 E 005 110 000 000 305	Business Fees	3,824.72	56,120.00	7%

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
01 E 005 110 000 000 320	-	-	5,400.00	0%
01 E 005 110 000 000 329	-	-	1,500.00	0%
01 E 005 110 000 000 370	-	-	16,000.00	0%
<b>Total Purchased Services</b>	6,549.72	6,549.72	124,020.00	5%
<b>Supplies</b>				
01 E 005 110 000 000 401	-	-	7,000.00	0%
01 E 005 110 000 000 405	854.00	854.00	3,416.00	25%
<b>Total Supplies</b>	854.00	854.00	10,416.00	8%
<b>Equipment</b>				
01 E 005 105 000 000 530	-	-	-	N/A
01 E 005 105 000 000 555	-	-	-	N/A
<b>Total Equipment</b>	-	-	-	N/A
<b>Dues/Memberships</b>				
01 E 005 105 000 000 820	9,500.00	9,500.00	29,000.00	33%
01 E 005 950 000 000 910	-	-	-	N/A
<b>Total Interfund Transfer</b>	9,500.00	9,500.00	29,000.00	33%
<b>Total Administration</b>	<b>37,289.83</b>	<b>37,289.83</b>	<b>472,987.34</b>	<b>8%</b>
<b>General Education</b>				
<b>Salaries</b>				
01 E 010 201 000 000 140	-	-	-	N/A
01 E 010 203 000 000 140	-	-	574,000.00	0%
01 E 010 203 000 000 145	-	-	-	N/A
01 E 010 203 000 000 185	-	-	5,200.00	0%
<b>Total Salaries</b>	-	-	579,200.00	0%
<b>Salaries Payable Accrual</b>	-	<b>11,166.67</b>	-	<b>N/A</b>
<b>Estimated Audit Accrual</b>	-	-	-	-

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Benefits</b>				
01 E 010 201 000 000 210	-	-	-	N/A
Kindergarten - FICA				
01 E 010 203 000 000 210	-	-	44,308.80	0%
Elementary - FICA				
01 E 010 203 000 000 214	-	-	-	N/A
Elementary - PERA				
01 E 010 201 000 000 218	-	-	-	N/A
Kindergarten - TRA				
01 E 010 203 000 000 218	-	-	45,872.64	0%
Elementary - TRA				
01 E 010 203 000 000 220	-	-	68,661.00	0%
Elementary - Health Insurance				
01 E 010 203 000 000 230	-	-	-	N/A
Life Insurance - Elementary				
01 E 010 203 000 000 235	-	-	-	N/A
Elementary - Dental Insurance				
01 E 010 203 000 000 240	-	-	-	N/A
Elementary - LTD				
01 E 010 203 000 000 270	-	-	5,400.48	0%
Workers Compensation				
01 E 010 203 000 000 280	846.00	846.00	8,600.00	10%
Elementary - Unemployment				
01 E 010 203 000 000 299	-	-	11,650.00	0%
Elementary - STD				
<b>Total Benefits</b>	846.00	846.00	184,492.92	0%
<b>Purchased Services</b>				
01 E 010 203 000 000 305	-	-	1,000.00	0%
Elementary - Consulting Fees for Services				
01 E 010 203 000 000 369	-	-	2,500.00	0%
Elementary - Field trip Admissions				
<b>Total Purchased Services</b>	-	-	3,500.00	0%
<b>Supplies</b>				
01 E 010 203 000 000 401	-	-	12,000.00	0%
Elementary - Non-Instructional Supplies				
01 E 010 203 000 000 406	15,671.73	15,671.73	10,000.00	157%
Elementary - Instructional Software				
01 E 010 203 000 000 430	-	-	2,000.00	0%
Elementary - Instructional Supplies				
01 E 010 203 000 000 460	-	-	-	N/A
Elementary - Textbooks				
01 E 010 203 000 000 466	-	-	1,500.00	0%
Elementary - Tests				
01 E 010 203 000 000 461	-	-	2,781.00	0%
<b>Total Supplies</b>	15,671.73	15,671.73	28,281.00	55%
<b>Equipment</b>				
01 E 010 203 000 000 535	1,941.84	1,941.84	23,304.00	8%
Equipment Lease - iPad				
01 E 010 203 000 000 555	-	-	-	N/A
Elementary - Technology Equipment				
<b>Total Equipment</b>	1,941.84	1,941.84	23,304.00	8%

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Dues/Memberships</b>				
01 E 010 203 000 000 820	-	-	-	N/A
<b>Total Dues/Memberships</b>	-	-	-	N/A
<b>Total General Education</b>	<b>18,459.57</b>	<b>29,626.24</b>	<b>818,777.92</b>	<b>4%</b>
<b>Title Programs</b>				
<b>Title I</b>				
01 E 010 216 000 401 110	-	-	-	N/A
01 E 010 216 000 401 140	-	-	50,200.00	0%
01 E 010 216 000 401 175	-	-	-	N/A
01 E 010 216 011 401 175	-	-	-	N/A
01 E 010 216 000 401 210	-	-	3,840.30	0%
01 E 010 216 667 401 210	-	-	-	N/A
01 E 010 216 000 401 214	-	-	-	N/A
01 E 010 216 000 401 218	-	-	-	N/A
01 E 010 216 000 401 220	-	-	3,975.84	0%
01 E 010 216 000 401 230	-	-	8,487.17	0%
01 E 010 216 000 401 235	-	-	-	N/A
01 E 010 216 000 401 240	-	-	-	N/A
01 E 010 216 000 401 299	-	-	-	N/A
01 E 010 216 000 401 401	-	-	500.00	0%
01 E 010 216 000 401 430	-	-	349.00	0%
<b>Total Title I</b>	-	-	<b>67,352.31</b>	<b>0%</b>
<b>Title II</b>				
01 E 010 204 000 414 140	-	-	-	N/A
01 E 010 204 000 414 143	-	-	-	N/A
01 E 010 204 011 414 143	-	-	-	N/A
01 E 010 204 000 414 366	-	-	9,828.25	0%
<b>Total Title II</b>	-	-	<b>9,828.25</b>	<b>0%</b>

Elementary - Dues, Memberships, Licenses and Certain Fees

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Title III</b>				
01 E 010 205 000 417 143	-	-	10,000.00	0%
01 E 010 205 000 417 210	-	-	765.00	0%
01 E 010 205 000 417 214	-	-	-	N/A
01 E 010 205 000 417 280	-	-	-	N/A
01 E 010 205 000 417 218	-	-	792.00	0%
01 E 010 205 000 417 220	-	-	2,121.79	0%
01 E 010 205 000 417 230	-	-	-	N/A
01 E 010 205 000 417 235	-	-	-	N/A
01 E 010 205 000 417 240	-	-	-	N/A
01 E 010 206 000 433 303	-	-	8,000.00	0%
01 E 010 205 000 417 430	-	-	646.64	0%
01 E 010 206 000 433 430	-	-	10,000.00	0%
<b>Total Title III</b>	-	-	<b>32,325.43</b>	<b>0%</b>
<b>Total Title Programs</b>	-	-	<b>109,505.99</b>	<b>0%</b>
<b>State Special Education</b>				
<b>Salaries</b>				
01 E 010 407 000 740 140	-	-	111,000.00	0%
01 E 010 420 000 000 140	-	-	-	N/A
01 E 010 420 000 740 161	-	-	180,090.00	0%
01 E 010 420 000 740 185	-	-	2,800.00	0%
01 E 010 420 000 740 186	-	-	740.00	0%
<b>Total Salaries</b>	-	-	<b>294,630.00</b>	<b>0%</b>
<b>Benefits</b>				
01 E 010 407 000 740 210	-	-	8,491.50	0%
01 E 010 420 000 740 210	-	-	14,047.70	0%
01 E 010 420 000 740 214	-	-	13,562.25	0%
01 E 010 407 000 740 218	-	-	8,791.20	0%
01 E 010 420 000 740 218	-	-	221.76	0%
01 E 010 407 000 740 220	-	-	23,047.00	0%

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
01 E 010 420 000 740 220	-	-	56,736.00	0%
01 E 010 407 000 740 230	-	-	-	N/A
01 E 010 420 000 740 230	-	-	-	N/A
01 E 010 407 000 740 235	-	-	-	N/A
01 E 010 420 000 740 235	-	-	-	N/A
01 E 010 407 000 740 240	-	-	919.92	0%
01 E 010 420 000 740 240	-	-	1,622.04	0%
01 E 010 407 000 740 299	-	-	-	N/A
01 E 010 420 000 740 299	-	-	-	N/A
<b>Total Benefits</b>	-	-	127,439.37	0%
<b>Purchased Services</b>				
01 E 010 420 000 740 305	-	-	500.00	0%
01 E 010 420 000 740 366	-	-	-	N/A
01 E 010 401 000 740 394	-	-	40,500.00	0%
01 E 010 420 000 740 394	-	-	100,000.00	0%
<b>Total Purchased Services</b>	-	-	141,000.00	0%
<b>Supplies</b>				
01 E 010 420 000 372 401	-	-	-	N/A
01 E 010 420 000 740 433	-	-	-	N/A
<b>Total Supplies</b>	-	-	-	N/A
<b>Equipment</b>				
01 E 010 420 000 740 530	-	-	-	N/A
01 E 010 420 000 740 555	-	-	-	N/A
<b>Total Equipment</b>	-	-	-	N/A
<b>Total State Special Education</b>	-	-	<b>563,069.37</b>	<b>0%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Federal Special Education</b>				
<b>Purchased Services</b>				
01 E 010 401 000 419 393	-	-	-	N/A
01 E 010 420 000 419 303	-	-	29,787.00	0%
<b>Total Purchased Services</b>	-	-	29,787.00	0%
<b>Supplies</b>				
01 E 010 420 000 419 401	-	-	-	N/A
01 E 010 420 000 419 433	-	-	6,000.00	0%
<b>Total Supplies</b>	-	-	6,000.00	0%
<b>Total Federal Special Education</b>	-	-	<b>35,787.00</b>	<b>0%</b>
<b>Instructional Support</b>				
<b>Salaries</b>				
01 E 010 610 000 000 143	-	-	-	N/A
<b>Total Salaries</b>	-	-	-	N/A
<b>Benefits</b>				
01 E 010 610 000 000 210	-	-	-	N/A
01 E 010 610 000 000 218	-	-	-	N/A
01 E 010 610 000 000 220	-	-	-	N/A
01 E 010 610 000 000 235	-	-	-	N/A
01 E 010 610 000 000 299	-	-	-	N/A
<b>Total Benefits</b>	-	-	-	N/A
<b>Purchased Services</b>				
01 E 010 640 000 000 366	-	-	-	N/A
<b>Total Purchased Services</b>	-	-	-	N/A
<b>Total Instructional Support</b>	-	-	-	<b>N/A</b>



**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Student Support</b>				
<b>Salaries</b>				
01 E 005 760 000 720 170	-	-	-	N/A
01 E 005 790 000 000 143	-	-	53,280.00	0%
<b>Total Salaries</b>	-	-	53,280.00	0%
<b>Benefits</b>				
01 E 005 760 000 720 210	-	-	-	N/A
01 E 005 790 000 000 210	-	-	4,075.92	0%
01 E 005 760 000 720 214	-	-	-	N/A
01 E 005 790 000 000 214	-	-	3,996.00	0%
01 E 005 790 000 000 218	-	-	-	N/A
01 E 005 790 000 000 220	-	-	-	N/A
01 E 005 790 000 000 230	-	-	-	N/A
01 E 005 790 000 000 235	-	-	-	N/A
01 E 005 790 000 000 240	-	-	-	N/A
01 E 005 790 000 000 299	-	-	1,161.60	0%
<b>Total Benefits</b>	-	-	9,233.52	0%
<b>Purchased Services</b>				
01 E 005 720 000 000 305	-	-	1,500.00	0%
01 E 005 760 000 720 360	-	-	240,800.00	0%
01 E 005 760 000 723 360	-	-	41,000.00	0%
01 E 005 760 000 733 360	-	-	5,000.00	0%
<b>Total Purchased Services</b>	-	-	288,300.00	0%
<b>Supplies</b>				
01 E 005 720 000 000 401	-	-	200.00	0%
<b>Total Supplies</b>	-	-	200.00	0%
<b>Total Student Support</b>	-	-	<b>351,013.52</b>	<b>0%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

Facility	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Purchased Services</b>				
01 E 005 810 000 000 305	2,869.63	2,869.63	34,436.00	8%
01 E 005 810 000 000 330	1,971.58	1,971.58	23,659.00	8%
01 E 005 810 000 000 350	-	-	2,000.00	0%
01 E 005 920 000 000 740	552.06	552.06	7,500.00	7%
01 E 005 940 000 000 340	763.49	763.49	7,500.00	10%
<b>Total Purchased Services</b>	<b>6,156.76</b>	<b>6,156.76</b>	<b>75,095.00</b>	<b>8%</b>
<b>Facility Lease</b>				
01 E 005 850 000 348 370	21,138.00	21,138.00	262,800.00	8%
<b>Total Facility Lease</b>	<b>21,138.00</b>	<b>21,138.00</b>	<b>262,800.00</b>	<b>8%</b>
<b>Supplies/Equipment</b>				
01 E 005 810 000 000 401	-	-	7,500.00	0%
01 E 005 850 000 000 530	-	-	-	N/A
<b>Total Supplies/Equipment</b>	<b>-</b>	<b>-</b>	<b>7,500.00</b>	<b>0%</b>
<b>Total Facility</b>	<b>27,294.76</b>	<b>27,294.76</b>	<b>345,395.00</b>	<b>8%</b>
<b>TOTAL EXPENDITURES</b>	<b>83,044.16</b>	<b>94,210.83</b>	<b>2,696,536.14</b>	<b>3%</b>
<b>NET INCOME/LOSS - GENERAL FUND 01</b>	<b>117,297.98</b>	<b>128,381.05</b>	<b>123,904.04</b>	

Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUE</b>				
<b>Local Revenue</b>				
02 R 005 770 000 701 601			-	N/A
	Food Sales		-	N/A
<b>Total Local Revenue</b>			-	N/A
<b>State Aid Revenue</b>				
02 R 005 770 000 701 300			2,800.00	0%
02 R 005 770 000 705 300			-	N/A
02 R 005 770 000 703 300			500.00	0%
<b>Total State Aid Revenue</b>			3,300.00	0%
<b>Federal Aid Revenue</b>				
02 R 005 770 000 701 471			9,964.59	28%
02 R 005 770 000 701 472			73,719.02	0%
02 R 005 770 000 701 473			-	N/A
02 R 005 770 000 705 476			43,025.93	0%
02 R 005 770 000 706 400			7,688.00	0%
02 R 005 950 000 701 649			-	N/A
<b>Total Federal Aid Revenue</b>			134,397.54	0%
<b>TOTAL REVENUE</b>			<b>137,697.54</b>	<b>0%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending July 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>EXPENDITURE</b>				
<b>Salaries</b>				
02 E 005 770 000 701 170	-	-	-	N/A
<b>Total Salaries</b>	-	-	-	N/A
<b>Benefits</b>				
02 E 005 770 000 701 210	-	-	-	N/A
02 E 005 770 000 701 214	-	-	-	N/A
<b>Total Benefits</b>	-	-	-	N/A
<b>Purchased Services</b>				
02 E 005 770 000 701 305	-	-	420.00	0%
<b>Total Purchased Services</b>	-	-	420.00	0%
<b>Supplies</b>				
02 E 005 770 000 701 490	-	-	92,277.54	0%
02 E 005 770 000 705 490	-	-	45,000.00	0%
<b>Total Supplies</b>	-	-	137,277.54	0%
<b>Equipment</b>				
02 E 005 770 000 701 530	-	-	-	N/A
<b>Total Equipment</b>	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	-	-	<b>137,697.54</b>	<b>0%</b>
<b>NET INCOME/LOSS - FOOD SERVICE FUND 02</b>	-	-	-	
<b>NET INCOME/LOSS - ALL FUNDS</b>	<b>117,297.98</b>	<b>128,381.05</b>	<b>123,904.04</b>	

## Enrollment, Retention & Recruitment Trends

	2019 -2020	2018- 2019	2017- 2018	2016- 2017	2015- 2016
<b>ADM</b>	<b>217</b> enrolled as of 8/17/19	<b>165</b>	<b>167</b>	<b>131</b>	<b>133</b>
# of students enrolled at least 1 day during the school year		207	237	201	179
# of students that first enrolled after 10/1		27	45	41	48
# of students enrolled continuously from the first week of school to the last day of school*		130	101	76	51
# of students enrolled continuously from Labor Day week to the last day of school		136	122	80	72
# of students enrolled continuously from October 1 <sup>st</sup> to the last day of school		142	127	90	77

\*includes some students that briefly left then returned during year



# Tesfa International School

651-717-4844

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## INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made between Tesfa International School (Client) with a principal place of business at 1550 40<sup>th</sup> Avenue Northeast, Columbia Heights, MN 55421 and Mary Catherine Higgins (provider).

### Services to Be Performed

Contractor agrees to perform the following services:

- Provide data entry and reporting services for all state required reports in MARRS, CLICS and other required state reporting programs.
- Other data entry and reporting services mutually agreed upon before work is performed
- Other clerical services mutually agreed upon before work is performed

### Payment

Client will pay provider at a rate of \$35.00 per hour over the period of July 17, 2019 to June 30, 2020. Payments shall be based on invoices provided monthly and paid within one month of receipt.

### Materials

Contractor will furnish all materials and equipment used to provide the services required by this Agreement.

### Term of Agreement

The term begins July 1, 2019 and will become effective when signed by both parties. The Agreement will end no later than June 30, 2020.

### Terminating the Agreement

Either party may terminate this Agreement at any time by giving 10 days written notice of termination. Contractor shall be entitled to full payment for services performed prior to the date of termination.

### Independent Contractor Status

Provider is an independent contractor, not Client's employee. Provider's employees or subcontractors are not Client's employees. Provider and Client agree to the following rights consistent with an independent contractor relationship.

- Provider has the right to perform services for others during the term of this Agreement.
- Provider has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed provided all deadlines and requirements are met.
- Client shall not require Provider to devote full time to performing the services by this Agreement.

### Local, State, and Federal Taxes

Contractor shall pay all income taxes, and FICA (Social Security and Medicare taxes) incurred while performing services under this Agreement. Client will not:

- withhold FICA from Contractor's payments or make FICA payments on Contractor's behalf
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- Withhold state or federal income tax from Contractor's payments.

### Sales Taxes

The charges included here do not include taxes. If Contractor is required to pay any federal, state, or local sales, use, property or value added taxes based on the services provided under this Agreement, the taxes shall be separately billed to Client. Contractor shall not pay any interest or penalties incurred due to late payment or nonpayment of any taxes by Client.

### Notices

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

- when delivered personally to the recipient's address as stated on this Agreement or
- three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement, or
- when sent by fax to the last fax number of the recipient known to the person giving notice. Notice is effective upon receipt, providing that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.

**No Partnership**

This agreement does not create a partnership relationship. Neither party has authority to enter into contracts on the other's behalf.

**Applicable Law**

This agreement will be governed by the laws of the state of Minnesota.

**Exclusive Agreement**

This is the entire Agreement between the Provider and Client.

**Resolving Dispute**

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Hennepin County.

If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to binding arbitration in Hennepin County under the rules of the American Arbitration Association. Judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so.

**Modifying the Agreement**

If any intended changes or any other events beyond the parties' control require adjustment to this Agreement, the parties shall make a good faith effort to agree on all necessary particulars. Such agreements shall be put in writing, signed by the parties and added to this Agreement and ratified by the Tesfa International School Board.

**Attorneys' Fees**

If any legal action is necessary to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses in addition to any other relief to which he or she may be entitled.

**No Liability**

Client shall not be liable to Contractor for any loss, damage or expenses resulting from Contractor's services under this agreement. Contractor will indemnify, defend, and hold harmless Client against all liability, damages, and expenses, including reasonable attorney fees, resulting from any third party claim or lawsuit arising from Contractor's performance under this Agreement.

**Right to Reuse**

Contractor owns and holds a license to use and sublicense various materials in existence before the start date of this Agreement (Contractor's Materials).

Contractor may, at its option, include Contractor's Materials in the work performed under this Agreement. Contractor retains all right, title and interest, including all copyrights, patent rights, and trade secret rights in Contractor's Materials. Contractor grants Client a royalty-free nonexclusive license to use any Contractor's Materials incorporated into the work performed by the Contractor under this Agreement. This license shall have a perpetual term and may not be transferred by Client.

**Confidential Information**

Contractor agrees that any information received by the Contractor during any furtherance of the Contractor's obligations in accordance with this Agreement, which concerns the personal, financial, or other affairs of the Client will be treated by the Contractor in full confidence and will not be disclosed to any other parties without the full knowledge and consent of the Client.



**Signatures**

Client:  
Tesfa Interantional School  
Jonas Beugen

By: \_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

Contractor: NAME  
Mary Catherine Higgins

By: \_\_\_\_\_

Title: \_\_\_\_\_

Social Security Number.: ~~XXXXXXXXXX~~  
Contract must complete IRS Form W-9 and return to the business office with this contract.

Date: \_\_\_\_\_

2021-2022

# Tesfa International School

651-717-4844

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## INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made between Tesfa International School (Client) with a principal place of business at 1550 40<sup>th</sup> Avenue Northeast, Columbia Heights, MN 55421 and Yasin Abdullahi (provider).

### Services to Be Performed

Contractor agrees to perform the following services:

- Prepare curricular materials, plan curriculum sequence for Arabic Courses K-6
- Support Licensed Arabic Teacher in delivering Arabic instruction.
- Other classroom support services as mutually agreed upon

### Payment

Client will pay provider at a rate of \$25.00 per hour over the period of August 26, 2019 to June 30, 2020. Payments shall be based on invoices provided monthly and paid within one month of receipt.

### Materials

Contractor will furnish all materials and equipment used to provide the services required by this Agreement.

### Term of Agreement

The term begins August 26, 2019, and will become effective when signed by both parties. The Agreement will end no later than June 30, 2020.

### Terminating the Agreement

Either party may terminate this Agreement at any time by giving 10 days written notice of termination. Contractor shall be entitled to full payment for services performed prior to the date of termination.

### Independent Contractor Status

Provider is an independent contractor, not Client's employee. Provider's employees or subcontractors are not Client's employees. Provider and Client agree to the following rights consistent with an independent contractor relationship.

- Provider has the right to perform services for others during the term of this Agreement.
- Provider has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed provided all deadlines and requirements are met.
- Client shall not require Provider to devote full time to performing the services by this Agreement.

### Local, State, and Federal Taxes

Contractor shall pay all income taxes, and FICA (Social Security and Medicare taxes) incurred while performing services under this Agreement. Client will not:

- withhold FICA from Contractor's payments or make FICA payments on Contractor's behalf
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- Withhold state or federal income tax from Contractor's payments.

### Sales Taxes

The charges included here do not include taxes. If Contractor is required to pay any federal, state, or local sales, use, property or value added taxes based on the services provided under this Agreement, the taxes shall be separately billed to Client. Contractor shall not pay any interest or penalties incurred due to late payment or nonpayment of any taxes by Client.

### Notices

All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

- when delivered personally to the recipient's address as stated on this Agreement or

- three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement, or
- when sent by fax to the last fax number of the recipient known to the person giving notice. Notice is effective upon receipt, providing that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.

**No Partnership**

This agreement does not create a partnership relationship. Neither party has authority to enter into contracts on the other's behalf.

**Applicable Law**

This agreement will be governed by the laws of the state of Minnesota.

**Exclusive Agreement**

This is the entire Agreement between the Provider and Client.

**Resolving Dispute**

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Hennepin County.

If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to binding arbitration in Hennepin County under the rules of the American Arbitration Association. Judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so.

**Modifying the Agreement**

If any intended changes or any other events beyond the parties' control require adjustment to this Agreement, the parties shall make a good faith effort to agree on all necessary particulars. Such agreements shall be put in writing, signed by the parties and added to this Agreement and ratified by the Tesfa International School Board.

**Attorneys' Fees**

If any legal action is necessary to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses in addition to any other relief to which he or she may be entitled.

**No Liability**

Client shall not be liable to Contractor for any loss, damage or expenses resulting from Contractor's services under this agreement. Contractor will indemnify, defend, and hold harmless Client against all liability, damages, and expenses, including reasonable attorney fees, resulting from any third party claim or lawsuit arising from Contractor's performance under this Agreement.

**Right to Reuse**

Contractor owns and holds a license to use and sublicense various materials in existence before the start date of this Agreement (Contractor's Materials).

Contractor may, at its option, include Contractor's Materials in the work performed under this Agreement. Contractor retains all right, title and interest, including all copyrights, patent rights, and trade secret rights in Contractor's Materials. Contractor grants Client a royalty-free nonexclusive license to use any Contractor's Materials incorporated into the work performed by the Contractor under this Agreement. This license shall have a perpetual term and may not be transferred by Client.

**Confidential Information**

Contractor agrees that any information received by the Contractor during any furtherance of the Contractor's obligations in accordance with this Agreement, which concerns the personal, financial, or other affairs of the Client will be treated by the Contractor in full confidence and will not be disclosed to any other parties without the full knowledge and consent of the Client.

**Signatures**

Client:  
Tesfa Interantional School  
Jonas Beugen

By: \_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

Contractor: NAME  
Yasin Abdullahi

By: \_\_\_\_\_

Title: \_\_\_\_\_

Contract must complete IRS Form W-9 and return to the business office with this contract.

Date: \_\_\_\_\_





# Tesfa International School

## EMPLOYEE HANDBOOK

### 2019-2020

**Mission:**

*Through a global-minded education, we empower and prepare all students with the empathy, knowledge, and skills to take risks and pursue goals that contribute meaningfully to their community.*

*All school policies mentioned in this handbook can be found on the school's website at [www.tesfainternationalschol.org](http://www.tesfainternationalschol.org) under the board section.*

## **ABOUT THIS HANDBOOK**

This handbook is intended as a general guide to Tesfa International School's policies and procedures. It does not attempt to cover all school practices, policies or procedures in detail nor is it intended as an employee contract. ***This handbook should be seen as an informational guide only. Tesfa International School reserves the right to deviate from the policies stated in this handbook in its sole discretion.***

Any such exception or deviation from a policy shall not be construed to constitute precedent that would affect any future action, nor shall any such deviation alter the employment at-will relationship. Should any applicable local, state, or federal law or judicial decision renders any of Tesfa International School's policies or practices invalid or inoperative, it shall not invalidate any other of Tesfa International School's personnel policies or practices. Nothing within this handbook is intended to imply or guarantee any specified or minimum term of employment. Nothing in this handbook or in any other written or unwritten policies or practices of the School creates or is intended to create, an express or implied contract, covenant, promise, or representation between the School and the employee.

Employment at Tesfa International School is "at will", which means that employment may be terminated by either the school or the employee at any time for any reason. There is no contractual agreement between Tesfa International School and an employee specifying or guaranteeing employment for a particular period of time, and an offer letter, benefits policy or handbook policy statements are not intended to be, nor should they be interpreted to be, promises of employment for a definite period of time. ***The policies and procedures outlined in this handbook may be eliminated, revised, augmented, or changed at any time, with or without notice.***

## **TESFA INTERNATIONAL SCHOOL BUILDING HOURS**

7:00AM – 4:00PM

## **LICENSED STAFF HOURS**

7:15AM - 3:15PM Monday - Friday

## **STUDENT HOURS**

7:30 am – 2:50 pm Monday -Thursday

7:30 am – 11:30AM Friday



## **SPECIAL EDUCATION PARAPROFESSIONALS**

Unless assigned differently by Mr. Jonas Special Education Paraprofessionals shall normally work the same hours as students are present. This begins 10 minutes before school starts until 10 minutes after school ends to align with bus drop-off and pick up times.

7:30AM – 2:50PM Monday -Thursday

7:20AM – 11:40AM Friday

## **ABSENCES FROM WORK**

If you are going to be absent from work, you need to **text** Jonas Beugen (**612-269-5451**) and report your absence by **6:00 a.m.** the morning you will be absent. If Jonas doesn't confirm by replying to your text by 6:15PM you need call the same number and if there is no answer leave a message. It is **NOT** acceptable to call school and leave a message or send Jonas an email. Employees need to fill out a staff absence form each time an absence occurs.

### **Full Time Employees**

Sick days – 10 per year

Personal days – up to two sick days may be used as personal days; must be approved in advance by administrator

Other paid or unpaid days at the discretion of the administration

### **Part-Time Employees**

Part-time employees receive the above benefits as outlined in Board Policy 492. Which States:

*OPTION ONE: Employee receives the same benefits as a full time employee • Employee cost of health/dental benefits is the same as of a full time employee • Employee attends all required meetings of a full time staff member for his/her position • Employee attends all evening or weekend school obligations required of a full time staff member • Employee is required to attend all IEP meetings for special education students as needed*

*OPTION TWO: Employee received benefits prorated based on F.T.E. • Employee cost of health/dental benefits is prorated based on his/her F.T.E • Employee attends meetings based on his/her F.T.E (as designated by the administration) • Employee attends evening and weekend obligations based on his/her F.T.E (as designated by the administration) • Employee is required to attend IEP meetings for special education students as needed*

*Part time employees with an F.T.E at .5 or above will sign a statement with their contract indicating their preference of the above two options.*

### **Exemplary Attendance Bonus**

Attendance is essential to the success of the educational program at Tesfa. Please consider sick days as insurance in case you really need to take time off for illness or other emergencies. Tesfa will offer the following bonus to teachers with exemplary attendance throughout the school year.

*\$100 for each unused sick day during the 2019-2020 school year will be paid to employee as a bonus incentive on June 30, 2020.*

## **EXPLANATION OF REASONS FOR ABSENCE**

### **ILLNESS/MEDICAL APPOINTMENT**

Sick leave is granted for absences due to medical appointments, personal illness or temporary disability that prevents a staff member's attendance at school. Sick days may be used for family illness. It is expected that employees will make every attempt to schedule medical appointments outside of school hours. Ten sick days are provided for the school year for full time employees.

The administration may request proof of illnesses or appointments, as it deems necessary.

### **PERSONAL DAYS**

Each full time employee may use up two of their sick days as paid personal days. Personal days should be requested **at least a week in advance** except in emergency situations. Employees are asked to request personal days with discretion.

**Normally, personal days will be restricted (not granted) at the following times: before September 19<sup>th</sup> or after May 19<sup>th</sup>; Thanksgiving week; the weeks before or after winter and spring breaks, and staff workshop days.**

Personal days may be granted during restricted times for the following reasons: emergencies, legal, financial, or business affairs and religious holidays that cannot be scheduled outside of regular school hours, funerals, or employee/family weddings. Employees will be asked to disclose the reason for the personal day request during these times. The administration may request documentation regarding the need for the request.

The administration may choose not to grant a personal day if the absence of the staff member would be detrimental to the educational program for the school or create an unnecessary hardship on other school personnel. Personal days are subject to availability of suitable substitute teachers.

Additional paid or unpaid personal days may be granted at the discretion of the administration based on special circumstances.

### **PROFESSIONAL DAYS**

It is the normal practice of Tesfa to conduct professional development outside of student contact time. In rare circumstances where professional development and/or required meetings are critical to the work of a staff member a staff member may be approved to attend a training/meeting on a school day. Such days must be approved by the administration in advance and will be paid days and not deducted from sick time..

### **JURY DUTY**

Staff members required to be on jury duty will receive pay while serving contingent on the teacher paying the school any fees received, minus travel allowances, for such jury service.

### **FAMILY/PARENTING LEAVE**

Please see official school policy "FAMILY AND MEDICAL LEAVE" (410) for information regarding this leave.

### **WORKER'S COMP**

If an employee is injured on the job and collecting compensation insurance as well as drawing on sick leave and receiving full salary from the school, such salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days paid not covered by insurance will be deducted from accrued sick leave.

***NOTE: An employee who is dishonest about the reasons for being absent from work will be subject to disciplinary action that may include dismissal from Tesfa International School.***

### **ACCIDENT REPORTS (EMPLOYEES)**

If you are injured at work, please report the injury to Jonas Beugen, Director or Elena Hanson, Office Manager as soon as possible. You will be asked to fill out an injury report form which is located in the staff section of the general website.

### **ACCIDENT REPORTS (STUDENTS)**

If a student is injured while under your supervision, you will need to fill out a student accident report form. **You must notify parents of student injuries.** The "Student Accident Reporting Form" can be found on the school's website or at the front office.

## **ALLERGIES**

Family pets are not allowed in the school for visitation/sharing. Student allergies and uncharacteristic, nervous responses by animals create health and safety concerns at school. Balloons of any kind are also NOT allowed in the school due to student allergies. Please be sure to include this information in your parent newsletters. Check with the nurse to see if you have any students with serious allergies that need to be attended to.

## **ASSEMBLIES**

Classroom teachers are expected to attend assemblies with their homeroom class regardless of the time at which the assembly is scheduled.

## **ATTENDANCE (STUDENTS)**

***Teachers are required to take attendance by 8:00 a.m.*** each morning through PowerSchool. Please let the office know if parents call you to let you know that a student will be absent. The office will call home to find out why students are not at school if the parent has not reported them absent. ACCURATE ATTENDANCE IS VITAL FOR STATE REPORTING AND FUNDING.

## **BENEFITS**

Employees who work 20 hours per week or more are eligible for benefits from Tesfa International School. Available benefits this year are health insurance, dental insurance, short-term disability insurance, long-term disability insurance, and life insurance. Family insurance may be purchased for an additional fee. Employees who are less than full time may be expected to pay part of their insurance expenses. Employees may be required to pay the cost of benefits during leaves of absence if those leaves involve costs that extend beyond what is required to be covered by law.

Optional benefits for employees include participating in a 403(b) retirement account (at the employee's expense) or 125A plan to put aside pretax dollars for medical or childcare expenses. Specifics regarding benefits can be obtained from the school's director, Jonas Beugen.

## **CLASSROOM PURCHASES**

All purchases for classrooms need to be pre-approved by Jonas. Classroom expenditures will be reviewed on a case-by-case basis. The purpose of this approach is to facilitate enhanced communication between teachers and learning leaders about classroom activities and learning.

## **BUILDING SECURITY**

All teachers will be given a room key and a building key. Please do not stay in the building any later than 9:00 pm. Teachers are welcome to come into the building on the weekend provided leave the building secure when they leave. Weekend building hours are 7:00 a.m. – 8:00 p.m. on Saturday and Sunday.

## **BULLYING AND HAZING**

Bullying and hazing are not allowed at Tesfa International School. Any employee who is aware of a bullying or hazing situation should immediately notify the administration. Please see Policy #514: *Bullying Prohibition* for details.

## **CALENDAR**

The calendar for the 2019-2020 school year is available on the school's website. It is each employee's responsibility to check the calendar in order to know when meetings are scheduled. Please do not count on email reminders. Employees should carefully note the dates that evening events occur. All staff members are to be available for special events as necessary. All staff members are expected to attend the school functions and celebrations.

## **CELL PHONES**

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school and to help ensure the safety and security while on school district property or engaged in school sponsored activities. For example, staff members may use cell phones to communicate with other staff members that are indoors while they are on the playground, in the gym or on a field trip.

**Personal cell phones must be turned off or set to silent or vibrate mode during the school day as well as during meetings, conferences, and other school events. If an employee's use of a personal cell phone causes disruption or a loss in productivity, the employee may be subject to disciplinary action. Employees should refrain from using cell phones for personal business while on duty, including student instructional time, professional development sessions, parent teacher conferences, etc. except in the case of an emergency or during prep time or break/ lunch times.**

## **CHAPERONES**

Chaperones that will have any responsibilities for students outside of the direct supervision of a certified teacher must complete a background check prior to their participation. Information is available in the office for that procedure.

## **CHILD PROTECTION**

***All school employees are mandatory reporters for child protection purposes and are required to report suspected maltreatment of minors and vulnerable adults to***

***the appropriate authorities, as outlined in the following procedures:***

- If the child or vulnerable adult has visible physical injuries, he/she will be immediately referred to the director, assistant director or nurse for examination.
- When a paid or volunteer staff person has reasonable cause to suspect the maltreatment of a child or vulnerable adult, he/she must report the information to the director or assistant director and will give the initial oral report to county child protection within 24 hours.
- A written follow-up report needs to be faxed to the county within 48 hours.

All employees will receive a paper copy of mandatory child reporting procedures and will be trained regarding this at a staff meeting.

### **CHILDREN OF EMPLOYEES**

Depending upon the specific job, children of employees may stay after school, come early to school, or be at school on workshop days with their parent pending the approval of the Director. ***Children of employees who are in the building under such circumstances are expected to be with their parent at all times or under the supervision of a willing adult.*** Staff children who are here before or after school should not interfere with the ability of adults in the building to do their jobs.

### **CLASSROOM CELEBRATIONS/TRADITIONS**

There are many reasons to celebrate together as a class. Academic celebrations at the end of each of the PYP Units of Inquiry acknowledge hard work and can be a wonderful avenue to share the academic learning and social action components of PYP with parents and community members. If possible, it is recommended that celebrations feature activities other than eating. If food is involved, it should include healthy choices. All traditions have purpose and students should go away with new skills, added measures of confidence and leadership, and lasting memories. When thinking about creating a tradition or celebration for your students, think about intentionally designing these events to fulfill some or all of the following purposes:

- To give students an opportunity to be leaders
- To build relationships between students, faculty, family and community friends
- To complete academic requirements as an IB School or for the state
- To reinforce school values such as service to the community
- To create lasting memories for students

### **CLEANLINESS (CLASSROOM AND BUILDING)**

All employees are expected to do whatever is necessary to keep our building and classrooms clean and presentable. Teachers should make students aware of

cleanliness expectations for classrooms. Everyone needs to help in keeping common areas clean.

## **CONFERENCES**

Parent/guardian conferences are and expected part of Tesfa International School. Scheduled Parent-Teacher conferences are held twice during the year. Check the calendar for the specific dates. You are encouraged to contact a parent for an informal conference (in person, or on the telephone), especially if a behavior, attendance and/or academic problems are escalating. Mid-term reports must be submitted to parents if a student is struggling below expected standards for your grade level. Student lead conferences are expected for the spring conferences.

## **CONFIDENTIALITY AND SENSITIVE COMMUNICATION**

Confidentiality is crucial. Whether you are in special education or regular education you have access to information about students, their families and outside agency assistance. Please use the highest standards of integrity during discussion and respect the confidentiality of students and families. Keep the following in mind:

- What you hear stays here.
- When you are meeting with parents please do not bring up other student names.
- You cannot tell a parent about any other student's achievements or struggles.
- Team meetings are often held simply to discuss the realm of possibilities in relationship to student needs. These possibilities may or may not be utilized in the final planning.
- There are many factors to consider and very few people have "all" the information.
- Remember that if you need to share team information be cautious of written information regarding students. Files and informal private notes should be well protected and out of parent and student view.
- The "need to know" principle defines confidentiality as: the information obtained in a professional relationship and subsequently shared with others is discussed only for professional purposes, and only with persons clearly concerned/involved in the situation.
- Remember that email can become a public document.

## **COPY MACHINES**

A copy machine is available in the front office and staff resource room. We do not keep track of the copies that individuals make because we assume you will only use what you need in order to provide quality instruction for your students. **Please refrain from making unnecessary copies and only use color printing for items that**

**will be used all year long.** Please pick up your copies promptly as the tray in the office will be emptied weekly.

### **COPYRIGHT**

Do not duplicate materials that would violate copyright law. If here is a question, please ask Jonas Beugen.

### **CRIMINAL BACKGROUND CHECK**

All employees are required to undergo a criminal background check as a condition of employment at the school. The school reserves the right to withdraw a contract offer based on the results of the background check.

### **CUSTODIAL MAINTENANCE AND CLEANING**

Students are NOT ALLOWED to use any custodial cleaning supplies. Many of the materials used for cleaning are toxic. All cleaning supplies located in your classroom must have ingredients listed and be on record with our custodial staff. If you have any questions, please talk to our custodial staff.

### **DATA PRIVACY (STAFF)**

The following information is classified as public data: name, salary, pension, value and nature of fringe benefits, expense reimbursement, job title, job description, educational background, previous work experience, date of first and last employment, status of any complaint against the employee, disposition of disciplinary action, work location, work telephone number, awards received, payroll data not associated with private data, and city and county of resident. See policy #406: *Public and Private Personnel Data* for details.

### **DATA PRIVACY (STUDENTS)**

All employees of Tesfa International School are expected to follow laws regarding student data privacy. See Policy #515: *Protection and Privacy of Pupil Records and Public Notice and Juvenile Justice System Request for Information* for details.

### **DISCIPLINE (STUDENT)**

The approaches of Responsive Classroom, ENVoY, and PBIS-school wide positive behavior support are the underlying premise of Tesfa International School's discipline system. Specific discipline policies will be established by the administration in collaboration with the staff each year. General board policy regarding student discipline can be found in Policy #506: *Student Discipline and Notice of Suspension*.

### **DISRUPTIVE BEHAVIORS**

***If interventions in your classroom have been unsuccessful and you need support in the classroom, please call the office and request someone come to your room. Do not send a student to the office calling first unless there is an unsafe situation that***



**requires the student be removed immediately.** We are committed to a safe and orderly environment where learning is a priority. Consider severely disruptive behaviors to include but not be limited to the following:

- Possession of a Weapon or Look-A-like Weapons:  
Toy weapons can be very realistic; and anything that students bring to school that have the potential to cause others to feel threatened or fearful must be eliminated. If a child has weapon (knife, gun, or explosive device, etc.) of any kind whether real or look alike it will be confiscated and parents will be contacted. In some cases young children may not be aware of the dangers associated with these weapons.
- Tobacco and Chemical Use or Abuse:  
Using or possessing drugs of any kind that are not prescribed by medical professional will be confiscated and parents will be informed. If a student has a need for any drugs (medications) they must be approved and distributed through the office.
- Physical Fighting:  
Physical violence and aggressive behaviors create an unsafe and uncomfortable situation for all students in our school that witness or are involved in those types of altercations. Fighting involves two or more students. A fight is willful act of aggression and both students will be given a consequence, based on the extent to which they were involved leading up to the fighting. Students should be instructed on ways to handle differences in nonviolent manners and are expected to use those methods to handle disputes or conflicts.
- Harassment/Bullying:  
Harassment can take many forms including, but not limited to sexual, racial, physical, emotional, social etc. Bullying is addressed under the umbrella of harassment. Students will be taught ways to handle bullying and what it means to bully others. Any behavior that is meant to demean or cause others to feel uncomfortable on less significant can be considered harassment and must be dealt with. Any student that is caught or suspected of harassing other students will be sent to the office and the issue will be investigated.
- Direct Defiance:  
Direct defiance is a willful act of any student that refuses to follow a direct instruction. If a student has a disagreement with a staff member on an issue it must be handled in a respectful and appropriate manner. Saying “no” or “you can’t make me” to a direction given by a staff member should be referred to the office for disciplinary action.
- Vandalism:  
Vandalism is a willful act of destruction or defacing of property in our school. Activities that students engage in that are known to cause damage to property will also be considered acts of vandalism. Any student caught vandalizing our school or property will need to pay restitution to make right what was damaged. Once an investigation has taken place and confirmed

an incident has occurred, appropriate disciplinary action will be taken with the student(s).

### **DRESS CODE (STAFF)**

Staff members are expected to dress in a way that indicates, at minimum, a casual business environment and is culturally sensitive to all groups in our building. Shorts, short skirts, revealing clothing, athletic clothing, are not considered "business casual" at Tesfa. Jeans that are not faded may be considered part of an appropriate "business casual" outfit. Clothing that appears ripped or torn may not be worn. Physical education teachers may wear athletic clothing as is appropriate. **Staff members are expected to dress in formal business attire for the first two weeks of school, parent conferences, open houses, and special events.**

### **EMAIL**

All staff will be issued a Tesfa International School email account. All official email correspondence from the school will come through this account. Tesfa International School aspires to be paperless. News and Notes (The Weekly Bulletin) will be sent through your school email account. *It is expected that you will check your school email account at the beginning and end of each workday.* The email system is the property of the school and all personnel should consider all communications accessible by the administration. Communication via email must be appropriate for a school and business setting. It is expected that employees will acknowledge and respond to emails in a timely fashion (within one business day if possible).

### **EMERGENCY PROCEDURES**

All staff members are expected to be knowledgeable about emergency procedures for the school. Each staff member will receive an emergency procedures handbook at the beginning of the school year. Each teacher will be given an emergency backpack to keep in her/his room.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

Employee rights under the FMLA are documented in school *Policy 410: Family and Medical Leave* that is located on the school's website. Information is also posted in the staff workroom. Any questions regarding an employee's use of FMLA should be directed to Becky Magnuson, Director.

### **FIELD TRIPS**

Academic field trips are an important component of a Tesfa education. **Field trips are expected to be directly related to and support current unit of inquiry.** Plan in advance and communicate with all relevant stakeholders regarding time, plans, transportation, etc. If you are interested in taking your class on a field trip, please fill out a "Field Trip Request Form" (found on the school website) and submit it to Elena Hanson Office Manager. All field trip arrangements will be made with Ms.

Elena and she will obtain approval from Mr. Jonas. If there is any concern Mr. Jonas will seek you out to discuss.

### **FOOD IN CLASSROOMS**

Teachers may choose to provide food for students as part of classroom celebrations. All food used in the classroom must be pre-packaged (i.e. no homemade products are acceptable due to health regulations.) Food provided should be as healthy as possible (i.e. candy, pop etc. are not acceptable.) A list of acceptable foods for class celebrations is available on the staff section of the website and provided to families. Questions regarding food selection should be directed to Mohamed Selim.

### **FRAUD**

Tesfa International School employees will be ask to sign a statement indicating they understand their responsibilities related to the prevention, and reporting of suspected misconduct and dishonesty.

### **GUM**

Staff members are encouraged to model the behavior we seek in students. Except for documented medical reasons, staff should not be chewing gum when working with students.

### **HARASSMENT**

Tesfa International School prohibits any form of religious, racial or sexual harassment and violence. Reports of alleged harassment and violence will be dealt with according to district policy. Any person who believes he or she has been the victim of harassment or violence by a student or an employee of the school, or any third person with the knowledge or belief of conduct, which may constitute harassment or violence, should report the alleged acts immediately to the Director. Please see Policy #413: *Harassment and Violence and Religious, Racial or Sexual Harassment* for reporting methods and details.

### **HAZARDOUS AND NUISANCE ITEMS AND MATERIALS**

For health, education and safety reasons, the possession or use of hazardous and nuisance objects as judged by the Director is prohibited on school property and at school sponsored events. Examples of such objects are: toys/squirt guns/look-a-like weapons; sunflower seeds in shell; martial arts equipment; glass bottles; wood/aluminum bats, laser pointers, heeies, gum, hacky-sacks, skateboards, rollerblades and scooters, and any other item that distracts from the educational purposes of our schools. The school assumes no responsibility for finding or protecting items, which should not be in school according to this policy. Nuisance items will be confiscated and returned personally to parent/ guardians only. Discipline action may also occur.

## **ILLNESS (STUDENTS)**

Students who are too ill to be in class should be sent to the office. Teachers who have general concerns about a student's health should contact the school's contracted nurse for advice.

## **INTERNET USE**

A wireless network is available for staff use at Tesfa International School. Internet use by employees must be appropriate for a school and business setting. Inappropriate adult use of the Internet may result in discipline or dismissal. Students may use the Internet only with signed parental permission. This permission is requested as part of the enrollment process. See Policy 524: *Internet Acceptable Use Policy and Internet Use Agreement* for details.

## **INSTRUCTIONAL MATERIALS**

Please inventory all instructional materials frequently. It is the student's responsibility to care for their instructional supplies. Final inventory at the end of the year will be expected prior to ordering additional materials.

## **LICENSURE**

All teachers are responsible for making sure that their licenses are up to date. A copy of your current license should be posted in your classroom. Tesfa International School will provide clock hour certificates for all professional development activities offered by the school. Teachers cannot be offered a contract for the following school year unless they can show they are licensed to teach in that school year.

## **LICENSE RENEWAL**

Teacher will be issued clock hour forms for all staff development offered at Tesfa International School .

## **KEYS**

Staff members who are issued room or building keys are expected to keep those in a safe place at all times. If you lose your keys, report the loss to the Director immediately. Keys cannot be duplicated.

## **MAILBOXES**

Staff mailboxes will be located in the staff workroom. Please check your mailbox at the beginning and end of each day. Mailboxes are arranged alphabetically by staff members' first names.

## **MEALS (STAFF)**

Meals will be available for purchase from the school's caterer for a nominal charge (\$3.65). Breakfast is not available for sale for adults. Employees may not take leftover breakfast food from a classroom. Adults may take leftover or extra fruit or vegetable snacks from the Fresh Fruit and Vegetable program. A refrigerator is available in the staff workroom for those who wish to store their main lunch.

### **MEALS (STUDENTS)**

Teachers are responsible for documenting point-of-service delivery for breakfasts and lunches served to their students at Tesfa International School. Questions regarding this should be directed to the Assistant Director.

### **MEDICATIONS**

Students are not allowed to carry medication with them except in cases approved by the administration. All student medications should be given to the office manager for safe storage and distribution. Teachers may not give students any type of medication, unless specifically approved by the administration. See Policy #516: *Student Medication* for details.

### **MISSION STATEMENT**

All employees are expected to be familiar with and support the mission of Tesfa International School. The mission statement can be found on the front page of this handbook.

### **NON-DISCRIMINATION**

Tesfa International School complies with federal and state laws and regulations prohibiting discrimination. No person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistant, sexual preference, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program in terms of conditions of employment. See Policies 102, 401,402 for details.

Any person who has questions concerning the school's compliance with such mandates should contact Jonas Beugen, Director.

### **PARENT COMMUNICATION**

Communicating with parents is an important part of the education process and leads to student success. Homeroom teachers are expected to communicate with parents via a newsletter or letter home weekly. Calls home to parents should be documented. Teachers in grades K-3 should provide reading strategy advice in each newsletter.

## **PARENT/TEACHER/STUDENT CONFERENCES**

Parent/teacher/student conferences take place in November and March this year. See the school calendar for specific dates.

## **PAY PERIODS**

Employees are expected to have their checks directly deposited in to a bank account. See office for a direct deposit form.

## **PERSONNEL FILES**

See the school's Director if you would like access to your personnel file. See policy #406: *Public and Private Personnel Data* for details.

## **PLEDGE OF ALLEGIANCE**

The Board of Directors of Tesfa International School has decided that students will not recite the Pledge of Allegiance. Students will learn about the historical significance of the Pledge of Allegiance through the school's curriculum. A copy of this policy can be found on the school webpage.

## **POLICIES (GENERAL)**

All policies are posted on the school's website under the "Board" section.

## **RECYCLING**

As good global citizens, everyone at Tesfa International School is expected to recycle when possible. A recycling system for organics, recyclables, etc. is available in each classroom.

## **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

Photo ID is required and will be reviewed before a student will be released during the school day.

- Teachers will not release children from class during the school day.
- Children will be called to the office to meet custodial parent(s) and be dismissed early for a pre-arranged appointment during the school day.
- Parents are expected to send a note to the teacher regarding time of appointment and the time the child will return to school. This includes leaving in the company of persons not in the immediate family. ID is also required. Parents will be contacted to confirm information in the note for student release.
- If a grade level event (Celebration, PYP Unit presentation, etc.) is scheduled at the end of the school day, and a parent wants to take their child home, at the end of the event but before the official end of the school day, the parent must sign the child out from the office. No student will be allowed to leave the building with a non-custodial parent.

## **RELIGIOUS HOLIDAYS IN PUBLIC SCHOOLS**

Tesfa International School does not support the celebration of religious holidays. As a public school, we pride ourselves in being an inclusive and welcoming environment for every child. When planning any activity, ask yourself:

- Is this activity designed in a way to either promote or inhibit religion?
- How does this activity serve the academic goals of the course, or mission of the school?
- Will any student or parent be made to feel like an outsider, not a full member of the community by this activity?
- How are multiple perspectives represented in teaching and activities

## **REPORTING EXPECTATIONS**

All classroom teachers are required to communicate periodic academic and social progress to the parents of each of their students by the deadlines established by the school. Specialists should notify parents of students who are not meeting expectations in their class.

## **REPORT CARDS**

Report cards are sent home twice per year, at the end of each semester.

Deadlines for submitting grades will be published in Staff Notes. It is very important that grades be submitted on a timely basis!

## **SMOKING**

Smoking is not allowed on the premises of Tesfa International School. State laws will be enforced.

## **STAFF MEETINGS**

***Faculty meetings for teachers will be held on Friday's after early dismissal. Attendance is mandatory.*** If you need to miss a staff meeting, please see the Director regarding your absence. Additional meetings may be necessary and will be published in the weekly staff notes.

***Special education paraprofessionals are required to attend Thursday morning meetings from 7:00 – 7:30 a.m. once or twice per month.*** Paraprofessionals may be requested to attend the Friday afternoon meetings or other meetings.

## **STAFF WORKROOM**

Please help to keep the staff workroom clean and pleasant! Clean up your messes!

## **STUDENT NAMES**

Legal student names are to be used on all official documentation. Use correctly spelled full hyphenated names. Alternate names may be used in class on non-official documents.

### **STUDENT SUPERVISION**

Students in classrooms at Tesfa International School will be supervised by an adult at all times. Teachers (or support staff) should not leave students unattended in a classroom. Classroom teachers are responsible for knowing the location of the students in their class. For safety reasons, ***please keep your classroom doors shut and locked when you and your students are not in your classroom.***

Classroom teachers are responsible for supervising students until you have ensured the last student in your class has been delivered to the bus and/or designated parent pick-up area. Please ensure communication with parents when students are being picked up and/or dropped off late from school.

### **SUBSTITUTE FOLDERS**

***Teachers are required to prepare a substitute folder that will be kept on file in the main office.*** The file is to be used by substitutes in the event of a staff absence. Staff should periodically update the file as necessary.

### **SUPPLIES**

Teachers may purchase their own supplies and be reimbursed (see Budget above) only if they receive prior approval from Jonas.

### **TAX EXEMPT FORMS**

The school cannot reimburse employees for tax paid on items for school. Please use a tax-exempt form for shopping. Tax-exempt forms cannot be used for personal purchases.

### **TEACHER PREP TIME**

Teachers have a minimum of 80 minutes of preparation time/lunch scheduled each school day. In order to address challenges in securing quality substitutes, ***teachers should expect to teach up to 90 minutes during their usual prep time each month without additional compensation.*** When teachers are assigned to teach more than 90 extra minutes in a calendar month, they will be compensated at a rate of \$30 per hour.

### **TECHNOLOGY (STAFF)**

Staff members may be assigned a computer and/or iPad depending upon their job assignment. All staff issued computers will be required to sign a statement indicating compliance with the school's technology use rules.



## **TECHNOLOGY (STUDENT)**

All students at Tesfa International School will have access to iPads or laptops. Teachers are responsible for creating systems to make sure all iPads are accounted for on a daily basis. Mobile computer carts are also available for classroom use. Staff members are responsible for making sure that students in their classes use technology for educational purposes, take care of the equipment and follow the school's technology essential agreements. Staff members are expected to closely monitor student technology use. Lost or missing equipment should be reported to the office immediately.

## **TRADITIONS/CLASSROOM CELEBRATIONS**

There are many reasons to celebrate together as a class. Academic celebrations at the end of each of the PYP Units of Inquiry acknowledge hard work and can be a wonderful avenue to share the academic learning and social action components of PYP with parents and community members. If possible, it is recommended that celebrations feature activities other than eating. If food is involved, it should include healthy choices. All traditions have purpose and students should go away with new skills, added measures of confidence and leadership, and lasting memories.

## **VISITORS IN THE BUILDING**

Tesfa International School is a secure building during the school day. Visitors are welcome to enter the Main Entrances and check in with the Office Staff. For the safety and well-being of all our students, we have the following guidelines regarding visitors in the building:

- All visitor including parents must come to the office to sign in noting the time and destination and receive a visitor badge.
- Visitors who have not received permission from the director/assistant director to be in the building will be asked to leave the premises. Failure to comply will be considered trespassing and the police will be contacted if necessary.
- Should an attempt be made by an unauthorized person to remove a child from school, the director will immediately notify the custodial parent and will contact the police if necessary.
- Staff members need to be aware of unauthorized people in our building. Please ask for a visitor pass or direct the person to our office for help.

## **VOICE MAIL**

All teachers will have a voice mailbox. Please check your voice messages every day and make sure that your message is up to date.

## **VOLUNTEERS**

Volunteers are welcome at the school. All volunteers should sign in at the front desk. Volunteers who work directly with students will need to have a criminal background check.

## **UNIFORMS**

Tesfa will no longer require students to wear uniforms.

## **WEAPONS**

Legislation in some states allows qualified individuals who hold a license or permit to possess and carry handguns to the extent permitted by law. Such license or permit alone does not entitle the holder to be exempt from the provisions of this policy. ***Storing, keeping, carrying and/or possessing handguns or other weapons in the workplace, by any employee, will not be tolerated; it does not matter whether the employee has a license to do so or not.*** For purposes of our policy, employees are not allowed to keep, store, carry and/or possess handguns, BB guns, firearms of any kind (including but not limited to replica firearms), knives or other weapons (all referred to as "weapons" in this policy, unless a specific type of weapon is referenced) at any time while on School premises. "Premises" is defined as the physical places controlled by the School and can include privately-owned or leased: buildings; grounds, including but not limited to playgrounds; driveways; streets; sidewalks or walkways; parking areas. Employees are also prohibited from keeping, storing, carrying and/or possessing handguns or other weapons at any time during the course and scope of their employment with Tesfa International School. This means that employees may not carry handguns or weapons of any other type, on or off School premises while they are on-the-job, whether or not the employee is licensed to do so, unless a specific legal exemption applies. Merely having a handgun permit or license is not a legal exemption to these policy requirements. These on-the-job activities include, but are not limited to: driving School vehicles at any time; driving privately owned vehicles used in the course of conducting school business; and participating in any school-sponsored activity; whether education-related or not. Any employee who violates the above will be subject to immediate disciplinary action, up to and including termination.

## **WEBSITE**

The school's website can be found at [www.tesfainternationalschool.org](http://www.tesfainternationalschool.org).