



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. August 17, 2015

Meeting Location: 1745 University Ave W, Saint Paul, MN 55104

1. Call to Order
2. Approve Agenda
3. Review Draft of Minutes from July 13, 2015
4. Financial Report
 - A. Adjusted 2015-2016 Budget
 - B. July 2015 Monthly Financial Report
 - C. Donations Received
 - D. Contracted Services
 - E. Personnel Recommendations
 - F. Nonprofit Assistance Loan application
5. Director Update
6. VOA authorizer input/update
7. Approval of New Policy
 - A. **CHECK SIGNERS POLICY (790)**
 - B. **EARLY ENTRANCE AND GRADE ACCELERATION POLICY (590)**
8. Public Comments
9. Adjournment

Mission

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

BOARD MEETING MINUTES- DRAFT

July 13, 2015: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:00PM on July 13, 2015.

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present
Helen Fisk (Board Treasurer)	Present – arrived at 6:04pm
Emily Schmidt (Licensed Teacher)	Present
Midi Hansen (Community Member)	Absent
Dillon Donnelly (Community Member)	Present
Christina Ticer (Board Member)	Absent (Phone in)
Mike McFadden (Board Member)	Present
Becky Magnuson (Director and ExOfficio)	Present
Lauren Ryan (Assistant Director and ExOfficio)	Absent

Guests and Community Members Present:

Name	Position/Role
Stephanie Olsen	VOA Authorizer Representative
Julian Stanke	Summer Administrative Intern

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.

AGENDA and MINUTES

Subject	Approve Agenda						
Motion	Motion to approve the agenda as presented to the school board.						
Made by	Emily Schmidt	Seconded		Dillon Donnelly			
Discussion	None						
Vote		Yea	3	Nay	0	Abstain	1
Decision	Motion passed.						

Subject	Approval of Draft Minutes from June 2, 2015						
Motion	Motion to approve the draft minutes from both the June 2, 2015						
Made by	Emily Schmidt	Seconded		Dillon Donnelly			
Discussion	None						
Vote		Yea	3	Nay		Abstain	1
Decision	Motion passed.						

Subject	Approval of Draft Minutes from June 10, 2015 Special Meeting						
Motion	Motion to approve the minutes from June 10, 2015.						
Made by	Dillon Donnelly	Seconded		Emily Schmidt			
Discussion	None						
Vote		Yea	2	Nay		Abstain	2
Decision	Motion passed.						

Helen Fisk arrived at 6:04pm.

FINANCIAL REPORT

Subject	Acceptance of Financial Report						
Motion	Motion to accept the financial report as presented						
Made by	Emily Schmidt	Seconded		Mike McFadden			
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	New Donations Received						
Motion	Motion to accept the donations as presented						
Made by	Helen Fisk	Seconded		Dillon Donnelly			
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Noted: Transportation and Technology contracted services have been secured with Monarch Bus Services, and Technology by Design.

Subject	Personnel Recommendations						
Motion	Motion to approve the hiring of Amanda Jagdeo at 1.0 FTE Classroom Teacher, and Sarah Rogers-Tanner to 1.0 FTE Classroom Teacher, both contracts effective August 3, 2015 through June 30, 2016.						
Made by	Emily Schmidt		Seconded		Mike McFadden		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

DIRECTOR UPDATE

Subject	Becky Magnuson Update					
Discussion	I. Ready to Open Standards Meeting Update II. Enrollment – 67 new students this month – 100% of projected enrollment for proposed budget. III. Funding; A) Lease Aid, B) ADM reported to MDE IV. Teacher Interviews; Hired 2, continuing search for one more highly qualified teacher in the intermediate grades. V. Building updates and purchasing – see agenda packet. VI. Marketing and Outreach VII. Upcoming Dates to Note					

AUTHORIZER INPUT

Subject	Stephanie Olsen					
Discussion	Stephanie Olsen from VOA present. Tesfa International School is approved to open, and VOA has been extremely proud and happy with the progress, commitment and results that Tesfa International School has been able to provide. All reports well from VOA.					

POLICY UPDATES

Subject	Policy 470: Employee Use of Social Media						
Motion	Motion to approve policy 470, Employee Use of Social Media, as presented to the board.						
Made by	Emily Schmidt		Seconded		Helen Fisk		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

OLD BUSINESS

Subject	Correction of Minutes					
Motion	Motion to approve the amendment of the May 5 minutes regarding board member Mike McFadden's attendance to clarify that at 6:00pm, Mike was present via phone, and at 6:15pm was physically present at the school board meeting.					
Made by	Helen Fisk		Seconded		Dillon Donnelly	
Discussion	None					

Vote		Yea	4	Nay	0	Abstain	1
Discussion	Motion passed.						

PUBLIC COMMENTS

Subject	
Discussion	No public comments.

ADJOURNMENT

Motion	Motion to adjourn the meeting at 6:33pm.						
Made by	Emily Schmidt	Seconded	Dillon Donnelly				
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

**TESFA
FY 2015-2016 PRELIMINARY BUDGET
8/17/15**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2015-2016 ORIGINAL BUDGET %	
	PROJECTED ENROLLMENT- ADM	150	
	REVENUES		
	STATE AID:		
01-005-000-000-348-300	LEASE AID	207,522	90% lease cost
01-005-000-000-000-211	STATE GEN EDUCATION AID	1,267,388	based on 150 ADM
01-005-000-000-740-360	SPECIAL ED -STATE LITERACY INCENTIVE AID	142,916	
	TOTAL STATE AID	1,617,826	74%
	FEDERAL AID		
01-005-000-000-419-400	FEDERAL SPEC ED	18,000	estimate
01-005-216-000-401-400	TITLE I- REGULAR	54,000	estimate
01-005-204-000-414-400	TITLE II	-	
01-005-000-000-859-400	CSP Grant- START UP	185,230	CARRYOVER
01-005-000-000-859-400	CSP Grant-IMPLEMENTATION	200,000	YEAR 2
	TOTAL FEDERAL AID	457,230	21%
	LOCAL SOURCES & GRANTS		
01-005-000-000-000-096	FOOD SERVICE TRANSFER-OUT	(12,000)	cost of subsidizing Food
01-005-000-000-000-096	MISC GRANTS /DONATIONS	126,983	Walton, Graves, fundraisi
01-005-000-000-000-099	E-RATE	-	
	TOTAL LOCAL SOURCES	114,983	5%
	TOTAL REVENUES- ALL SOURCES	2,190,039	100%
	EXPENDITURES		
	SCHOOL SUPPORT SERVICES (000-199)		
001-005-050-000-000-110	ADMIN STAFF SALARIES & BENEFITS	242,165	
001-005-110-000-000-305	CONTRACTED SERVICES-	150,401	
001-005-110-000-000-320	COMMUNICATION SERVICES	23,100	
001-005-110-000-000-329	POSTAGE AND PARCEL SERVICES	2,000	
001-005-050-000-000-366	STAFF TRAINING	1,200	
001-005-105-000-000-401	GENERAL SUPPLIES- NON INSTRUCTION,	21,000	

TESFA
 FY 2015-2016 PRELIMINARY BUDGET
 8/17/15

UFARS	REVENUES & EXP. BY PROGRAM	FY 2015-2016 ORIGINAL BUDGET %	
001-005-105-000-000-401	GENERAL SUPPLIES- UNIFORMS	2,000	
001-005-105-000-000-530	EQUIPMENT	1,000	
001-005-105-000-000-555	TECHNOLOGY EQUIPMENT	7,000	
001-005-105-000-000-820	DUES & MEMBERSHIP & FEES	17,520	
	TOTAL	467,386	23%
	REGULAR INSTRUCTION (200-299)		
001-010-203-000-000-100	STAFF SALARIES & BENEFITS	617,068	
001-010-203-000-000-305	CONTRACTED SERVICES-	14,600	
001-010-203-000-000-430	INSTRUCTIONAL MATERIALS	50,000	
001-010-203-000-000-460	TEXTBOOKS & WORKBOOKS	2,000	
001-010-203-000-000-461	TESTING SERVICES	6,600	
001-010-203-000-000-470	MEDIA BOOKS & RESOURCES	-	
001-010-203-000-000-530	EQUIPMENT	13,200	
001-010-203-000-000-555	TECHNOLOGY EQUIPMENT	96,700	
	TOTAL	800,168	39%
	SPECIAL EDUCATION INSTRUCTION (400-499)		
001-010-420-000-000-100	STAFF SALARIES & BENEFITS	88,995	
001-010-420-000-000-305	CONTRACTED SERVICES	60,000	
001-010-420-000-000-433	SPECIAL ED MATERIALS	2,100	
001-010-420-000-000-530	EQUIPMENT	2,500	
001-010-420-000-000-555	TECHNOLOGY EQUIPMENT	5,200	
	TOTAL	158,795	8%
	INSTRUCTIONAL SUPPORT SERVICES: (600-699)		
001-010-605-000-000-140	SALARIES-	-	
001-010-605-000-000-401	TRAINING MATERIALS	-	
001-010-640-000-000-366	TRAINING, TRAVEL, CONVEN., & CONF.	15,000	
001-010-640-000-000-389	STAFF TUITION REIMBURSEMENTS	-	
	TOTAL	15,000	1%
	PUPIL SUPPORT SERVICES (700-799)		
001-005-720-000-000-143	PERSONNEL COSTS	-	
001-005-720-000-000-305	CONTRACTED SERVICES-	2,500	
001-005-720-000-760-360	PUPIL TRANSPORTATION	179,000	
001-005-720-000-740-360	SPEC ED- TRANSPORTATION	25,000	
001-005-720-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	206,500	10%
	SITE, BLDG, & EQUIPMENT (800-899)		

TESFA
 FY 2015-2016 PRELIMINARY BUDGET
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UFARS	REVENUES & EXP. BY PROGRAM	FY 2015-2016 ORIGINAL BUDGET	%
001-005-810-000-000-170	CUSTODIAL SALARIES	40,404	
001-005-810-000-000-305	CONTRACTED SERVICES	34,000	
001-005-810-000-000-330	UTILITY SERVICES	43,000	
001-005-810-000-000-350	REPAIRS & MAINTENANCE	12,000	
001-005-810-000-000-370	OPERATING LEASES- COPIERS	8,000	
001-005-850-000-000-370	CAM PAYMENTS	16,555	
001-005-850-000-348-370	BLDG LEASE	230,580	
001-005-810-000-000-401	CUSTODIAL SUPPLIES	10,000	
001-005-850-000-000-520	LEASEHOLD IMPROVEMENTS	-	
001-005-850-000-000-530	EQUIPMENT	1,200	
001-005-810-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	395,739	19%
	FISCAL & OTHER FIXED COSTS (900-999)		
001-005-940-000-000-340	INSURANCE	14,500	
001-005-920-000-000-741	INTEREST	-	
	TOTAL FISCAL & OTHER	14,500	1%
	TOTAL EXPENDITURES- GENERAL FUND	2,058,088	100%
	GENERAL FUND PROFIT (LOSS)	131,951	
02-005-770-000-701-472	FOOD SERVICE REVENUE	80,910	
02-005-770-000-701-473	FRESH FRUIT & VEG GRANT	-	
02-005-000-000-000-649	GEN FUND TRANSFER-IN	12,000	
	TOTAL FS FUND REVENUE	92,910	
02-005-770-000-701-490	FOOD SERVICE EXPENDITURES	99,806	
	FOOD SERVICE FUND PROFIT (LOSS)	(6,896)	
	CURRENT YEAR FUND BALANCE-ALL FU	125,055	
	ADD: FUND BALANCE-BEGINNING	-	06/30/15
	CUMULATIVE FUND BALANCE-ENDING	125,055	06/30/16
	FUND BALANCE PERCENTAGE	0	
	STATE HOLD-BACK -10%	207,506	

TESFA
FY 2015-2016 PRELIMINARY BUDGET
8/17/15

	SALARIES	Benefits-29.5%	Total	Semimonthly Total
General Payroll	755,700	232,932	988,632	41,193
Total General Fund	755,700	232,932	988,632	41,193
Verify Total			988,632	-

TESFA
 FY 2015-2016 PRELIMINARY BUDGET
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**ADMINISTRATION:
 SCHOOL SUPPORT
 SERVICES (000-199)**

<u>UFARS</u>		<u>PAYROLL</u>	<u>BENEFITS</u>	<u>TOTAL PAYROLL /BENEFITS</u>
100-200'S	PERSONNEL COSTS	187,000	55,165	242,165

FY15-16

CONTRACTED SERVICES

305 Misc	15,000
305 Audit/Taxes	12,000
305 Business Mgt Services	68,000
305 Tech Coordinator	40,000
305 Accounting software	5,800
305 Payroll Processing	3,601
305 E Rate	3,500
305 Shred It	500
305 Legal	2,000
	-
CONTRACTED SERVICES	150,401

320 Communication

Eventis	14,000	E-rate 90%
School Cell Phone	50	
Century Link	-	
Comcast	-	
Voice Shot	1,000	
Gaggle		
Wireless Consulting	-	
Maintenance for Switches	550	
Phone System Maintenance	-	
website	1,000	
New phones	6,000	
Misc	500	
Communications- Total	23,100	

329 POSTAGE	2,000
366 STAFF TRAINING	1,200
401 GEN SUPPLIES	21,000
401 UNIFORMS/BACKPACKS	2,000
530 EQUIPMENT	1,000

555 TECH EQUIPMENT 7,000

34,200

820 Dues & Membership Fees

Authorizer 13,000

MSBA 1,200

LOC-Bank Fee -

MACS 2,320

Charter Sch partners -

Misc 1,000

Dues & Membership 17,520

GRAND TOTAL- ADMIN

467,386

467386

-

TESFA
 FY 2015-2016 PRELIMINARY BUDGET
 8/17/15

REGULAR INSTRUCTION- (200-299)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	476,500	140,567.50	617,067.50

REGULAR INSTRUCTION	
305 Contracted Services	
Field Trip Fees	1,500.00
Substitutes	5,250.00
Placement Fee TT	-
Powerschool	2,850.00
Infrom	-
Assemblies	-
IB Night	-
Carnival	-
Graduation	0.00
Lego League	-
Staff Training	0.00
IB Fees	5,000.00
MN Association of IB	-
IB Evaluation	-
Cambridge Review	-
Misc	-
TOTAL	14,600.00

430 Instructional Materials	
Classroom budgets	8,000.00
Software	500.00
Math	18,000.00
Ipad Apps	500.00
Planners/Journals	-
Physical Education	10,000.00
Testing Incentives	-
Restmats	500.00
Reading	6,000.00
Lamination	4,000.00
IB	-
Arabic	1,000.00
Classroom library	-

Misc	1,500.00
TOTAL	50,000.00
460 Textbooks/Workbooks	
Math	-
Reading	-
Handwriting	-
ESL	1,000.00
Intervention-Math	-
Intervention - Writing	-
Intervention - reading	-
Misc	1,000.00
TOTAL	2,000.00
466 Testing Services	
NWEA	3,850.00
WIDA	400.00
FAST/WIDA	-
TOTAL	6,600.00
470 Media Services	
Library books	-
530 Equipment	
Teacher chairs/desks	200.00
Student chairs	6,000.00
Student tables	6,000.00
Bookcases	500.00
Fire King	-
File Cabinets	500.00
White Boards	-
Bulletin Boards	-
Carpet	-
Book displays/Carts	-
Misc	-
TOTAL	13,200.00
555 Technology	
Lease adjustment costs	-
Carts purchase	1,000.00
Ipads/computers	40,000.00
Ipads	40,000.00
Active Boards	5,000.00
General Maintenance	5,000.00
Projectors	-
Document cameras	-
Headphones	1,200.00
Access points	-
Projector Move	-

Walkie Talkies	500.00
Voice Amplification System	
Handheld mic	
Bags/cases	1,000.00
Misc costs	3,000.00
TOTAL	96,700.00

TOTAL- REGULAR INSTRUCTIONS **800,167.50** 800167.5

Special Ed Programs

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	61,000	27,995.00	88,995.00
	SPECIAL EDUCATION			
	Spec Ed Director	15,000.00		
	Contracted Services	45,000.00		
	SPED Forms	600.00		
	Supplies	1,500.00		
	Equipment	2,500.00		
	Technology	5,200.00		
		69,800.00		
	Total Spec ED Programs	158,795.00	158795	

TESFA
FY 2015-2016 PRELIMINARY BUDGET

INSTRUCTIONAL SUPPORT SERVICES (600-699)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COST			
	401 TRAINING MATERIALS	-		
	366 TRAINING, TRAVEL, CONVENTIONS	15,000		
	366 STAFF TUITION REIMBURSEMENTS	-		
	TOTAL	15,000		15,000

FIN CC OBJ CODE PUPIL SUPPORT SERVICES (700-799)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS			
	General PPS			
	305 CONTRACTED SERVICES-	2,500		
720	360 TRANSPORTATION- REGULAR	174,000	5 Buses	
733	361 TRANSPORTATION- FIELD TRIPS	5,000		
723	360 TRANSPORTATION- SPEC ED	25,000		
720	534 VEHICLE- VAN	-		
	TOTAL -PUPIL SUPPORT SERVICES	206,500	0	206,500

SITE, BLDG, & EQUIPMENT

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	31,200	9,204.00	40,404
370	305 CONTRACTED SERVICES	34,000		
373	330 UTILITIES-	43,000		
	350 REPAIRS & MAINTENANCE	12,000		
	370 OPERATING LEASE COPY MACHINES	8,000		
	370 CAM PAYMENTS	16,555		
	370 BUILDING LEASE	230,580		
	401 CUSTODIAL SUPPLIES	10,000		
	520 LEASEHOLD IMPROVEMENT	-		
	530 BUILDING EQUIPMENT	1,200		
	TOTAL- SITE, BLDG & EQUIPMENT	355,335		395,739

FISCAL & OTHER COST

INSURANCE	14,500
INTEREST	-
TOTAL	14,500

<u>LAST</u>	<u>FIRST</u>	<u>DESCRIPTION</u>		<u>FTE</u>
<u>School Support Services</u>				
		Director	85,000.00	1
		Assistant Director	65,000.00	1
		Office Manager	37,000.00	1
		Admin Asst		
			<hr/>	
			187,000.00	
<u>Regular Instruction</u>				
		KG Teacher	43,000.00	1
		1-Teacher	49,500.00	1
		Arabic	54,000.00	1
		2-Teacher	35,000.00	1
		PE	39,500.00	1
		3-Teacher	35,000.00	1
		4-Teacher	38,000.00	1
		ESL	65,000.00	1
		KG Teacher	43,000.00	1
		5-Teacher	39,500.00	1
		6-Teacher	35,000.00	1
			<hr/>	
			476,500.00	
<u>Instructional Support</u>				
		Assistant		
<u>Student Support Services</u>				
		Kitchen	15,600.00	0.6
			15,600.00	0.6
			<hr/>	
			31,200.00	
<u>Custodian</u>				
<u>SPED TEACHERS</u>				
		SPED Teacher	35,000.00	1
		Sped Para	26,000.00	1
		Sped Para		
			<hr/>	
			61,000.00	
GRAND TOTAL			755,700.00	

NUMBERS IN BOXED YELLOW AREAS
CAN BE EDITED.

	FY 2015 ADJUSTED	FY 2016 ADJUSTED	WEIGHT
1 ADM, PRE-KGN	0.00	0.00	1.000
2 ADM, HCP-KGN	0.00	0.00	1.000
3 ADM, KGN HALF DAY	0.00	0.00	0.550
4 ADM, KGN FULL DAY	0.00	40.00	1.000
5 ADM, GRADES 1-3	0.00	66.00	1.000
6 ADM, GRADES 4-6	0.00	44.00	1.000
7 ADM, GRADES 7-12	0.00	0.00	1.200
8 ADM, TOTAL	0.00	150.00	N/A

9 PUPIL UNITS, NEW LAW = (8) - 0.45 X (3) + 0.20 X (7) =	0.00	150.00
10 DECLINE IN PUPIL UNITS FROM PRIOR YEAR		0.00

11 ADM, SERVED FOR ENGLISH LEARNER (EL) CONCENTRATION	120.00
12 ADM, EL ELIGIBLE	48.00
13 PORTION OF STUDENTS FOR WHOM THE SCHOOL IS RESPONSIBLE FOR TRANS	0.0000
14 TRANSITION REVENUE PER PUPIL UNIT	0.00
15 REFERENDUM REVENUE PER PUPIL UNIT (SEE REFER WORKSHEET)	0.00
16 TRANSPORTATION SPARSITY REVENUE/PU BASED ON THE LOCAL SCHOOL DIST	0.00
17 COMPENSATORY REVENUE (SEE COMPENSATORY WORKSHEET)	329,472.00
18 SHORT YEAR FACTOR (= 1.00000000 UNLESS THE SCHOOL CLOSES EARLY):	0.00000000

REVENUES BASED ON PUPIL UNITS		PUPIL UNITS REVENUE PER (SEE ABOVE) PUPIL UNIT	REVENUE
19 BASIC INCLUDING TRANSPORT STATUTE	150.00	5,831.00	874,650.00
20 DECLINING ENROLLMENT REVENUE STATUTE	0.00	1,632.68	0.00
21 GIFTED & TALENTED STATUTE	150.00	13.00	1,950.00
22 SPARSITY STATE AVE	150.00	27.48	4,122.00
23 OPERATING CAPITAL STATE AVE	150.00	225.25	33,787.50
24 EQUITY STATE AVE	150.00	115.09	17,263.50
25 PENSION ADJUSTMENT STATE AVE	150.00	7.40	1,110.00
26 TRANSITION SEE LINE (14)	150.00	0.00	0.00
27 REFERENDUM SEE LINE (15)	150.00	0.00	0.00
28 TRANSPORTATION SPARSITY SEE LINE (16)	150.00	0.00	0.00
29 TRANSPORTATION PORTION OF ABOVE REVENUE = .0466 X (19) + (28) =			40,758.69
30 REVENUE REDUCTION FOR SCHOOLS THAT DON'T PROVIDE THEIR OWN TRANSI			40,758.69
31 COMPENSATORY REVENUE = (17) =			329,472.00
32 EL ADJUSTED COUNT: IF (12)=0 THEN (32)=0; ELSE (32) = GTR OF 20 OR (12)			48.00
33 EL REVENUE = \$704 X (32)=			33,792.00
34 EL CONCENTRATION PORTION = (12)/(11) =			0.4000
35 EL CONCENTRATION FACTOR = LESSER OF 1 OR (34)/.115 =			1.0000
36 EL PUPIL UNITS = (12) X (35) =			48.00
37 EL CONCENTRATION REVENUE = \$250 X (36) =			12,000.00
38 PRORATED ANNUAL ENTITLEMENT = [TOTAL OF REVENUES SHOWN IN (19) TO (28)]-(30)+(31)+(33)+(37) =			1,267,388.31
39 FY 2014 ADJUSTED ADM FOR CALCULATING ENDOWMENT			0.00
40 FY 2016 ENDOWMENT REVENUE PER ADM			#VALUE!
41 ENDOWMENT REVENUE = (39) X (40) =			0.00

NOTE THAT ENDOWMENT REVENUE IS OVER AND ABOVE THE AMOUNT SHOWN IN LINE (38).

4239- TESFA International School YTD Budget vs. Actual 7/31/2015					
PROJECTED ENROLLMENT: 120 ADM		TRACKING PERIOD		JULY	
		BENCHMARK		8%	
UFARS	YTD REVENUES & EXP. BY PROGRAM	FY 2015-2016 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 07/31/2015	UNEXPENDED BALANCE	% YTD RECEIVED/SPENT
GENERAL FUND REVENUE SOURCES:					
348-30	LEASE AID	207,522		207,522	0%
000-21	STATE GEN EDUCATION AID	1,088,963	53,076	1,035,887	5%
740-36	SPECIAL ED - STATE	167,010		167,010	0%
000-21	LITERACY INCENTIVE AID			-	0%
419-40	FEDERAL SPEC ED	18,000		18,000	0%
401-40	TITLE I	54,000		54,000	0%
414-40	TITLE II			-	0%
417-40	TITLE III			-	0%
452-40	FEDERAL START UP GRANT	225,000		225,000	0%
000-64	FOOD SERVICE TRANSFER	(12,000)		(12,000)	0%
000-09	MISC GRANTS- WALTON CARRYOVER	165,000	165,000	-	100%
000-09	E-RATE	10,800		10,800	0%
TOTAL GEN FUND REVENUE		1,924,295	218,076	1,706,219	11%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-20	ADMIN. STAFF SALARIES & BENEFITS	239,575	17,854	221,721	7%
000-30	CONTRACTED SERVICES	106,800	5,125	101,675	5%
000-32	COMMUNICATION SERVICES	21,100	585	20,515	3%
000-32	POSTAGE AND PARCEL SERVICES	1,500		1,500	0%
000-36	STAFF TRAINING	1,200		1,200	0%
000-40	GENERAL SUPPLIES- NON INSTRUC	21,000		21,000	0%
000-40	GENERAL SUPPLIES- UNIFORMS	2,000		2,000	0%
000-53	EQUIPMENT	1,000		1,000	0%
000-55	TECHNOLOGY EQUIPMENT	500		500	0%
000-82	DUES & MEMBERSHIP & FEES	29,020		29,020	0%
000-89	MISCELLANEOUS	-	-	-	0%
TOTAL		423,695	23,564	400,131	6%
REGULAR INSTRUCTION (200-299)					
100-20	INSTRUCTIONAL SALARIES	421,846	-	332,399	0%
000-30	CONTRACTED SERVICES-	28,730		28,730	0%
000-43	INSTRUCTIONAL MATERIALS	64,000	15,400	48,600	24%
000-46	TEXTBOOKS & WORKBOOKS	2,000		2,000	0%
000-46	TESTING SERVICES	6,600		6,600	0%
000-47	MEDIA BOOKS & RESOURCES	-		-	0%
000-53	EQUIPMENT	3,700		3,700	0%
000-55	TECHNOLOGY EQUIPMENT	87,700	17,510	70,190	20%
TOTAL		614,576	32,910	492,219	5%

4239 TESFA International School YTD Budget vs. Actual 7/31/2015					
PROJECTED ENROLLMENT: 120 ADM		TRACKING PERIOD BENCHMARK		JULY 8%	
UPFARS	YTD REVENUES & EXP. BY PROGRAM	FY 2015-2016 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 07/31/2015	UNEXPENDED BALANCE	% YTD RECEIVED/SPENT
SPECIAL EDUCATION INSTRUCTION (400-499)					
100-20	STAFF SALARIES & BENEFITS	115,866		115,866	0%
305	CONTRACTED SERVICES	60,000		60,000	0%
433	SPEC ED SUPPLIES	2,000		2,000	0%
530	EQUIPMENT	2,500		2,500	0%
555	TECH EQUIPMENT	5,200		5,200	0%
	TOTAL	185,566	-	185,566	0%
INSTRUCTIONAL SUPPORT SERVICES: (600-699)					
100-20	SALARIES-	33,670		33,670	0%
305	CONTRACTED SERVICES			-	0%
366	TRAINING, TRAVEL, CONVEN. & CONV.			-	#DIV/0!
389	STAFF TUITION REIMBURSEMENTS			-	0%
	TOTAL	33,670	-	33,670	0%
PUPIL SUPPORT SERVICES (700-799)					
100-20	SALARIES	33,670		33,670	0%
305	CONTRACTED SERVICES- HEALTH	2,500		2,500	0%
360	PUPIL TRANSPORTATION	104,180		104,180	0%
360	SPEC ED TRANSPORTATION	25,000		25,000	0%
555	TECH EQUIPMENT	-		-	#DIV/0!
	TOTAL	165,350	-	140,350	0%
SITE, BLDG, & EQUIPMENT (800-899)					
100-20	PERSONNEL COSTS	-		-	#DIV/0!
305	CONTRACTED SERVICES-	34,000		34,000	0%
330	UTILITY SERVICES	43,000		43,000	0%
350	REPAIRS & MAINTENANCE	12,000		12,000	0%
370	OPERATING LEASES- COPIERS	6,384	575	5,809	9%
370	CAM PAYMENTS	16,555	1,380	15,175	8%
370	BLDG LEASE	230,580	22,779	207,801	10%
401	CUSTODIAL SUPPLIES	10,000		10,000	0%
520	LEASEHOLD IMPROVEMENTS	-		-	#DIV/0!
530	EQUIPMENT	1,200		1,200	0%
555	TECH EQUIPMENT	-		-	#DIV/0!
	TOTAL	353,719	24,734	328,985	7%
FISCAL & OTHER FIXED COSTS (900-999)					
000-34	INSURANCE	14,500		14,500	0%
000-74	PRINCIPAL PAYMENT			-	0%
000-74	INTEREST			-	0%
	TOTAL	14,500	-	14,500	0%
	TOTAL EXPENDITURES	1,791,079	81,208	1,709,871	6%
	GENERAL FUND PROFIT (LOSS)	133,217	136,868	(3,651)	
701-47	FOOD SERVICE REVENUE	80,910		80,910	0%
025-77	FRESH FRUIT&VEG GRANT	-		-	#DIV/0!

4239- TESFA International School YTD Budget vs Actual 7/31/2015					
PROJECTED ENROLLMENT: 120 ADM		TRACKING PERIOD		JULY	
		BENCHMARK		8%	
UFARS	YTD REVENUES & EXP. BY PROGRA	FY 2015-2016 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 07/31/2015	UNEXPENDED BALANCE	% YTD RECEIVED/SPENT
000-64	GENERAL FUND TRANSFER	12,000		12,000	0%
		92,910	-	92,910	
701-49	FOOD SERVICE EXPENDITURES	99,806	-	99,806	0%
	FOOD SERVICE FUND BALANCE	(6,896)	-	(6,896)	
	TOTAL EXPENDITURES- ALL FUNDS	1,890,885	81,208	1,809,677	4%
	CURRENT YEAR FUND BALANCE	126,321			
	ADD: FUND BALANCE, BEG		6/30/2015		
	FUND BALANCE, ENDING	126,321	6/30/2016		
	Fund Balance Percentage	7%			
	MDE Hold-back 10%	192,430			

239-TESFA International School
CHECK REGISTER
7/31/2015

CHK #	CHK DATE	VENDOR	AMOUNT
10031	7/6/2015 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 1,000.00
10032	7/6/2015 00:00:00	1745 UNIVERSITY LLC	\$ 24,159.45
10033	7/6/2015 00:00:00	PEARSON	\$ 15,400.00
10034	7/16/2015 00:00:00	CONNECTING POINT COMPUTER	\$ 17,510.00
10035	7/16/2015 00:00:00	FROGTOWN GREEN	\$ 585.00
10036	7/16/2015 00:00:00	JULIAN STANKE	\$ 1,800.00
10037	7/16/2015 00:00:00	LOFFLER	\$ 575.00
10038	7/16/2015 00:00:00	MIDTWEST EDUCATIONAL CONSULTANTS,II	\$ 2,100.00
10039	7/16/2015 00:00:00	TECHNOLOGY BY DESOIGN LLC	\$ 665.00
10040	7/16/2015 00:00:00	WEY-HAGER INC	\$ 69.47
TOTAL			\$ 63,863.92

YTD Financials- July 2015
 Cash Flow Analysis
 7/1/2015-6/30/2015

Month	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016
July 2015	8,992	22,506	-	31,488									
Aug 2015	8,995	41,306	-	50,301									
Sept 2015	12,506	55,206	-	67,712									
Oct 2015	26,854	45,602	-	72,456									
Nov 2015	26,854	35,401	-	62,255									
Dec 2015	26,854	55,208	-	82,062									
Jan 2016	26,854	24,562	-	51,416									
Feb 2016	26,854	55,602	-	82,456									
Mar 2016	26,854	45,203	-	72,057									
Apr 2016	26,854	55,206	-	82,060									
May 2016	26,854	65,025	-	91,879									
Jun 2016	26,854	72,641	-	99,495									
Jul 2016	26,865	73,901	-	100,766									
Aug 2016	26,865	45,803	-	72,668									
Sept 2016	26,865	65,209	-	92,074									
Oct 2016	26,865	55,236	-	82,101									
Nov 2016	26,865	56,920	-	83,785									
Dec 2016	26,865	29,905	-	55,770									
Jan 2017	26,865	55,690	-	82,555									
Feb 2017	26,865	65,980	-	92,845									
Mar 2017	26,865	65,201	-	92,066									
Apr 2017	26,865	85,205	-	112,070									
May 2017	26,865	58,905	-	85,770									
Jun 2017	26,865	65,902	-	92,767									
Jul 2017	664,669	1,298,325	-	1,890,884									

Month	School Disbursements				Total Disbursements	Monthly Cash Flow	Estimated Ending Cash Balance
	Payroll Outlays	General Outlays	YR 15-16 Fed. Grant Outlays	YR 15-16 Regimining Cash Balance			
July 2015	8,992	22,506	-	31,488	(28,787)	121,059	
Aug 2015	8,995	41,306	-	50,301	(67,712)	97,232	
Sept 2015	12,506	55,206	-	67,712	(87,157)	56,058	
Oct 2015	26,854	45,602	-	72,456	(26,241)	10,075	
Nov 2015	26,854	35,401	-	62,255	(39,358)	39,358	
Dec 2015	26,854	55,208	-	82,062	(12,980)	(12,980)	
Jan 2016	26,854	24,562	-	51,416	(40,834)	(40,834)	
Feb 2016	26,854	55,602	-	82,456	(58,289)	(58,289)	
Mar 2016	26,854	45,203	-	72,057	81,087	40,253	
Apr 2016	26,854	55,206	-	82,060	2,976	2,976	
May 2016	26,854	65,025	-	91,879	(82,170)	(41,917)	
Jun 2016	26,854	72,641	-	99,495	(55,561)	(55,561)	
Jul 2016	26,865	73,901	-	100,766	(30,710)	(72,627)	
Aug 2016	26,865	45,803	-	72,668	(109,099)	(109,099)	
Sept 2016	26,865	65,209	-	92,074	(41,471)	(114,098)	
Oct 2016	26,865	55,236	-	82,101	(28,351)	(142,281)	
Nov 2016	26,865	56,920	-	83,785	(39,902)	(142,449)	
Dec 2016	26,865	29,905	-	55,770	(59,345)	(95,809)	
Jan 2017	26,865	55,690	-	82,555	(92,932)	(152,277)	
Feb 2017	26,865	65,980	-	92,845	(67,333)	(189,445)	
Mar 2017	26,865	65,201	-	92,066	(92,767)	(219,610)	
Apr 2017	26,865	85,205	-	112,070			
May 2017	26,865	58,905	-	85,770			
Jun 2017	26,865	65,902	-	92,767			
Jul 2017	664,669	1,298,325	-	1,890,884			

**4239-TESFA International School
Balance Sheet
Jul-15**

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	000	CASH / GENERAL	\$ 98,275.00
01	101	001	CASH / MAIN CHECKING	\$
01	101	002	CASH / SAVINGS	\$
01	101	009	CASH / PAYROLL DATA	
01	104	000	INVESTMENTS	
01	115	000	Accounts Receivable	
01	116	000	Interest Receivable	
01	118	000	Due From Other Funds	\$
01	120	000	DUE FROM OTHER MN SCHOOLS	\$
01	121	000	DUE FROM CFL	\$
01	122	000	DUE FROM FED THRU CFL	\$
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$
01	201	000	SALARIES AND WAGES PAYABLE	\$
01	202	000	SHORT-TERM INDEBTEDNESS	\$
01	205	000	Due To Other Funds	
01	206	000	ACCOUNTS PAYABLE-OTHER	\$
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	
01	210	000	DUE TO OTHER MN SCHOOLS	
01	215	000	PAYROLL DEDUCTS / GENERAL	\$
01	230	000	Deferred Revenue	\$
01	422	000	UNRESERVED FUND BALANCE	\$
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$
02	120	000	DUE FROM OTHER MN SCHOOLS	
02	121	000	DUE FROM CFL	\$
02	122	000	DUE FROM FED THRU CFL	\$
02	205	000	Due To Other Funds	\$
02	206	000	ACCOUNTS PAYABLE-OTHER	\$
02	422	000	UNRESERVED FUND BALANCE	\$



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

<i>Date</i>	<i>Description of Revenue Source</i>	<i>Purpose</i>	<i>Amount</i>
7/14/15	ECOLAB	Matching Grant from Fundraiser	1,950.00
7/14/15	Loy Hoff	Fundraiser donation	75.00
7/14/15	Scott Honour	Fundraiser donation	100.00
7/14/15	Lollie Eidsness	Fundraiser donation	470.00
7/14/15	Michael Neuberger	Fundraiser donation	100.00
	Paypal fees		-15.64
Total			2,604.36\$



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Personnel Recommendation

The following personnel items are recommended for approval at the August 17, 2015 school board meeting:

Licensed Staff Employment

Meghan Meyers- 1.0 F.T.E. Classroom Teacher @ \$35,000 plus benefits effective August 3, 2015 through June 30, 2016.

Zachary Singleton- 1.0 Classroom Teacher @ \$35,000 plus benefits effective August 10, 2015- June 30, 2016.

Contracted Services

MVNA- Minnesota Visiting Nurses Association for nursing services for the 2015-2016 School Year.

LOAN APPLICATION
THIS APPLICATION IS AVAILABLE AT
WWW.NONPROFITSASSISTANCEFUND.ORG



Date: August 13, 2015

Organization Name: Tesfa International School

Mailing Address: 1745 University Ave W, 1st Floor

Street Address (if different):

City: Saint Paul State: MN Zip Code: 55104

County: Ramsey

Phone Number: 651-717-4844 Fax Number: 651-641-4052

Federal Tax Identification Number: 47-1553568

Contact Person for Loan: Becky Magnuson

Title: Director

Direct Phone: 651-717-4844

Email Address: becky.magnuson@tesfainternational.org

I. BACKGROUND INFORMATION

A. Mission of Organization:

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 themselves and their communities.

The scholars of Tesfa will perform above state average in all subject areas and on all standardized assessments. Our students will show great career and college readiness and our rigorous international curriculum will provide our students access to great opportunities beyond their K-12 education. Tesfa students will enjoy an experience free from the equity gap prevalent in many other Minnesota schools.

Tesfa's students will grow to be active citizens in their community. Our goal is to prepare students to know how to be inquirers and thinkers, and how to apply their knowledge to real world situations. Through an appreciation for others, the arts, different perspectives, and a common humanity, students will put into practice their actions by contributing to positive change in their communities and their world.

- B. Year Incorporated: 2014 C. State of Incorporation: MN
- D. Number of Full Time Equivalent (FTEs) Employees: 15
- E. Name of any Affiliate, Subsidiary, or Parent Organization:
- F. Executive Director/President: Becky Magnuson, Director Years with Org. 1
- G. Board Chairperson: Tanya Heifort

II. CLIENT INFORMATION

This information is used by Nonprofits Assistance Fund for internal reporting of the fund's activities and is NOT a factor in the loan approval process.

- A. Describe the population you serve: 90+% Free/reduced lunch qualifying, 60% English Language Learners, 92% Black, 7% White, 1% Hispanic/other
- B. Approximately what percentage of the organization's clients are low- or moderate-income (defined as below 80% of the local or regional average family income)?
0% Less than 20% 20-50% Over 50%
- C. Approximate number of clients served annually (if applicable): 150
- D. What is your geographic service area? We serve students in St Paul, Minneapolis, Columbia Heights, Roseville, St Anthony, Fridley, Shoreview, and other surrounding communities
- E. What is your gross annual revenue? **2,029,719**

III. LOAN REQUEST

- A. Amount requested: \$150,000
- B. Describe the purpose for which the loan is being requested and the use of the funds.
We are resubmitting a Bridge Loan to assist us with cash flow in order to access our CSP grant awarded money.
- C. When do you need the loan: September 1, 2015
- D. Proposed term or repayment period:
- E. Nonprofits Assistance Fund requires collateral to secure its loans. List assets you will use to secure this loan.
FY16 holdback- Approximately **\$191,474**

Is this collateral used to secure any other loan? Yes No

IV. FINANCIAL INFORMATION

- A. Fiscal or accounting year ends: June 30
- B. Staff member responsible for financial reporting and management: Becky Magnuson
- C. Financial statements are prepared: Internally By outside service or firm
- D. Board Treasurer: Helen Fisk
- E. Does the Board have a Finance Committee? Yes No
- F. External audit or accounting firm and contact: Mohamed Egeh, BMO Inc
- G. Primary bank: Sunrise

**IF ASSISTANCE IS REQUIRED IN COMPLETING THIS LOAN APPLICATION, PLEASE CONTACT THE
NONPROFITS ASSISTANCE FUND OFFICE AT 612.278.7180.**

V. ATTACHMENTS

Please attach copies of the following:

- A. Current list of Board of Directors with contact information and length of association.
- B. Last two years' audits or, if those are not available, 990s.
- C. Current year's operating budget.
- D. Most current financial report, including balance sheet and income statement.
- E. If loan request is for cash flow or working capital (not required for real estate projects):
Cash flow projections for at least 12 months or the requested term of the loan (whichever is less). The cash flow should reflect the use of the proposed loan and the loan repayment. (You may use the format of your choice, or download the Excel template for cash flow at www.nonprofitsassistancefund.org).

The loan officer may request additional information specific to the loan requested.

VI. LOAN CLOSINGS

If this loan request is approved, a loan closing will be scheduled by the Loan Officer. The following documents must be obtained for the loan file when closing a loan

- A. Loan documentation and loan closing fee of \$500. Generally, lines of credit carry a 1% annual fee.
- B. Signed Corporate Borrowing Resolution (see attached).
- C. IRS tax-exempt letter establishing federal tax exemption.
- D. Corporate articles of incorporation and bylaws.

CERTIFICATION OF LOAN APPLICATION	
<p>By my signature below, I certify that the information contained herein and submitted in support of this loan request is complete and accurate. I also agree to comply with requirements of the loan closing as described above, including payment of the loan documentation and closing fee of \$500.00.</p> <p>I understand that the Nonprofits Assistance Fund is a supporting organization of The Minneapolis Foundation, and that the Annual Report of Nonprofits Assistance Fund and/or the Foundation may list the names of all organizations who are involved in Nonprofits Assistance Fund programs. I understand that if this loan request is approved and disbursed, this organization will be listed as a recipient of loan funds from Nonprofits Assistance Fund and hereby agree to allow Nonprofits Assistance Fund to use our name, and name only, as part of its community marketing efforts. I understand that, if our organization accepts the loan terms of the Nonprofits Assistance Fund, we will be required to fill out an annual survey about our organization and its work.</p>	
<p>_____ SIGNATURE</p>	<p>_____ SIGNATURE</p>
<p>_____ TYPE OR PRINT NAME AND TITLE</p>	<p>_____ TYPE OR PRINT NAME AND TITLE</p>
<p>_____ DATE</p>	<p>_____ DATE</p>

In-Office Use Only	
Date Application Received:	Lender:
Type of Loan:	

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>
_____		x _____
_____		x _____
_____		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 Nonprofits Assistance Fund, 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



Director Update- August 17, 2015

I. Enrollment

- a. **51** new students this month, 100% of projected enrollment for proposed budget

Grade	Enrolled	Spots Remaining per Classroom	Spots per Grade	Percentage Enrolled
K	20	0	20	100%
K	20	0	20	100%
1	25*	0	24	100%
2	24	0	24	100%
3	24	0	24	100%
4	20	4	24	83.33%
5	21	3	24	87.50%
6	19	5	24	79%
Total Enrollment	173	11	184	94%

II. First Day with Staff- August 3

- a. Professional Development
b. Meet the Teacher-August 13

III. Building Updates

- a. Activity Space/gym
b. Classroom
c. Exterior

IV. Teacher Interviews

- a. Hired 2 more teachers this month!

V. Marketing and Outreach

- a. Rondo Days
b. Social Media
c. Somali TV
d. GO 96.3 FM (K-TWIN) Radio
e. Social Media

VI. Upcoming Date to Note:

- a. August 24- First day with Students
b. August 28- Twins Wives Backpack Event

TESFA INTERNATIONAL SCHOOL
CHECK SIGNERS POLICY (790)

I. PURPOSE

To identify whom the board authorizes to sign checks for the school.

II. GENERAL STATEMENT OF POLICY

It is appropriate for the Board to maintain fiscal control of the school by authorizing who may sign checks on behalf of Tesfa International School.

III. SIGNERS

All checks will be signed by *two* of the following four individuals: Board Chair, Board Treasurer, Director, Board Member Teacher representative.

Adopted: 02/03/2015

Revised: 08/17/2015

**TESFA INTERNATIONAL SCHOOL
EARLY ENTRANCE AND GRADE ACCELERATION POLICY (590)**

I. PURPOSE

The purpose of this policy is to provide procedures for the consideration of early entrance for students in kindergarten and grade acceleration for students in grades 1-6.

II. GENERAL STATEMENT OF POLICY

- A. Early Entrance into kindergarten is allowed and determined on a case-by case basis. Tesfa International School has adopted the following policy for early kindergarten enrollment for students who attain the age of five by October 15th of the enrollment year.
- B. Grade Acceleration is allowed and determined on a case-by-case basis. Students who have met the criteria set by Tesfa International School will be allowed to accelerate one grade level during their K-6 experience. The decision made by the administration shall be final.

III. PROCEDURES

A. Early Entrance into Kindergarten

a. Process

- i. Children will be considered for early entrance into kindergarten if their fifth birthday falls between September 2 and October 15.
- ii. All early entrance applicants must participate in an individual kindergarten readiness assessment at Tesfa International School prior to the first day of school according to a schedule adopted by the administration and kindergarten teachers.
- iii. A Tesfa International School teacher and/or administrator will conduct the readiness assessment, which will include teacher observations and evaluations in the areas of cognitive, social and emotional development and self-regulation. All elements of the readiness assessment will use valid and reliable instrumentation consistent with the kindergarten curriculum and program at Tesfa International School and consistent with Minnesota state standards.
- iv. During or before the readiness assessment (at the direction of the evaluator), the applicant's parent/guardian must answer a survey that aids in assessing applicants' cognitive, social, and emotional readiness for kindergarten.

b. Determination

- i. After the readiness assessment, the determination for eligibility for early entrance to kindergarten is made by a consensus decision of the evaluator in consultation with the Director of the school. Children must demonstrate superior intellectual ability.
 1. Children must demonstrate pre-academic/academic skills above average when compared to the skills of the majority of entering kindergartners.
 2. Children must demonstrate socialization and behavioral skills more advanced than the majority of entering kindergartners, based upon results of a normative behavior rating scale, parent report, and kindergarten teacher observations made during a simulated kindergarten experience.
- ii. Results and the final determination will be shared with parents and through a written assessment report promptly and before the first day of school.
- iii. If accepted for early entrance, students may then be enrolled for kindergarten.

B. Grade Acceleration

It is the policy of Tesfa International School to allow grade acceleration providing that the elementary and middle school student meets the following criteria:

1. The parent initiates the request with the Director, Assistant Director, or teacher. All requests should be submitted by April 1 for the following school year. Parents will be notified regarding the dispensation of the request no later than June 15. Requests will not be considered after April 1.
2. The Assistant Director will arrange a meeting with the parent and the student's teacher(s).
3. The purpose of the meeting will be to gather data regarding the student's current achievement and abilities. It may be necessary to request further testing in order to make a decision. If that is the case, the parent is responsible for any costs incurred in this process.
4. After all necessary data has been collected the Director, Assistant Director, and teacher(s), will make a decision as to whether the student shall be accelerated. The Assistant Director is responsible for communicating the decision to the parent.
5. If the student meets the criteria set by Tesfa International School, additional testing may be necessary to determine correct placement within the new grade level.

B. Evaluation and Review

1. Placement decisions made via early entrance will be reviewed within six weeks of placement. The administration retains the right to revoke the decision if the student is not successful in the new placement.
2. Placement decisions made via grade acceleration will be reviewed within six weeks of placement. The administration retains the right to revoke the decision if the student is not successful in the new placement.

Adopted: 02/03/2015

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