



**TESFA INTERNATIONAL SCHOOL  
BOARD PACKET**

*6:00 p.m. February 3, 2015*

**Meeting Location:** Global Academy, 4065 Old Central Ave, Columbia Heights, MN 55421

1. Call to order
2. Approve Agenda\*
3. Review Draft of Minutes from December 2, 2014\*
4. Financial Report
  - A. December 2014 monthly financial report\*
  - B. Personnel Recommendation\*
    - I. Staffing Plan
    - II. Job Descriptions
  - C. Procurement Procedure
5. New Business
  - A. Proposed Length of School Day 2015-2016
  - B. Proposed School Calendar 2015-2016
  - C. Required Background Checks of Board Members
6. Director Update \*
7. VOA authorizer input/update
8. Approval of New Policies \*
  - A. **HAZING PROHIBITION (526)**
  - B. **EARLY ENTRANCE AND GRADE ACCELERATION POLICY (590)**
  - C. **CHECK SIGNERS POLICY (790)**
  - D. **ACCESS TO SCHOOL FACILITIES (801)**
  - E. **HEALTH AND SAFETY POLICY (807)**
9. Public Comments
10. Adjournment

\*Indicates additional written materials to be distributed at the board meeting.

**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

January 6, 2015: 6:00 PM

Location of Meeting: Global Academy

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:04 PM on January 6, 2015.

Board	Name	Present/Absent
	Tanya Heifort (Board Chair)	Present
	Helen Fisk (Board Treasurer)	Present
	Julian Stanke (Board Secretary)	Present
	Becky Magnuson (Director and ExOfficio)	Present
	Emily Schmidt (Community Member and Licensed Teacher)	Present
	Emily Snodgrass (Community Member)	Present
	Midi Hansen (Community Member and Licensed Teacher)	Present
	Dylan Donnelly (Community Member) (as of 6:07pm)	Present
	Lauren Ryan (Assistant Director and ExOfficio) (as of 6:18pm)	Present

Members/Director Present or Absent:

Name	Position/Role
Lauren Ryan	Charter School Specialist

## 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	January 6, 2015						
Motion	Motion to approve the agenda for January 6, 2015 school board meeting.						
Made by	Helen Fisk	Seconded	Julian Stanke				
Discussion	None						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion approved unanimously						

<b>Subject</b>	<b>Board Membership</b>						
<b>Motion</b>	Motion to add Dylan Donnelly as a board member						
<b>Made by</b>	Helen Fisk	Seconded		Emily Snodgrass			
<b>Discussion</b>	None						
<b>Vote</b>		Yea	5	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

\*Emily Schmidt arrived at 6:08pm.

<b>Subject</b>	<b>Approval of 12/2/14 Minutes</b>						
<b>Motion</b>	Motion to approve board minutes for December 2, 2014.						
<b>Made by</b>	Midi Hansen	Seconded		Emily Schmidt			
<b>Discussion</b>	None						
<b>Vote</b>		Yea	4	Nay	0	Abstain	2
<b>Decision</b>	Motion approved						

### FINANCIAL REPORT

<b>Subject</b>	<b>Financial Report</b>						
<b>Motion</b>	Motion to accept Financial Report as presented in the board packet.						
<b>Made by</b>	Emily Snodgrass	Seconded		Midi Hansen			
<b>Discussion</b>							
<b>Vote</b>		Yea	7	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	<b>Hiring Procedure</b>						
<b>Motion</b>	Motion to approve Hiring Procedure as presented with stated amendments to section III.						
<b>Made by</b>	Helen Fisk	Seconded		Emily Schmidt			
<b>Discussion</b>							
<b>Vote</b>		Yea	7	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	<b>Hiring of Assistant Director</b>						
<b>Motion</b>	Motion to hire Lauren Ryan as Assistant Director for Tesfa International School.						
<b>Made by</b>	Helen Fisk	Seconded		Emily Schmidt			
<b>Discussion</b>							
<b>Vote</b>		Yea	7	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	<b>Lauren Ryan as ExOfficio</b>						
<b>Motion</b>	Motion to approve Lauren Ryan as an ExOfficio member of the Tesfa School Board.						
<b>Made by</b>	Helen Fisk	Seconded		Midi Hansen			
<b>Discussion</b>							
<b>Vote</b>		Yea	7	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						



<b>Subject</b>	<b>Approval of Personnel Positions</b>						
<b>Motion</b>	Motion to approve 10.0 FTE classroom teacher positions Kindergarten through Grade 6 effective of August 1, 2015 through June 30, 2016, and 1.0FTE Office Manager position effective July 1, 2015 through June 30, 2016.						
<b>Made by</b>	Emily Snodgrass	Seconded	Dylan Donnelly				
<b>Discussion</b>	None						
<b>Vote</b>		Yea	7	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

<b>Subject</b>	<b>Job Descriptions</b>						
<b>Motion</b>	Motion to approve job descriptions as presented and give director latitude to make minor adjustments as necessary.						
<b>Made by</b>	Emily Snodgrass	Seconded	Julian Stanke				
<b>Discussion</b>	None.						
<b>Vote</b>		Yea	7	Nay	0	Abstain	0
<b>Decision</b>	Motion passed unanimously.						

#### AUTHORIZER INPUT

<b>Subject</b>	<b>None</b>
<b>Discussion</b>	No authorizer present.

#### DIRECTOR UPDATE

<b>Subject</b>	<b>Director Update</b>
<b>Discussion</b>	<p><u>CSP GRANT</u> Tesfa has been awarded the federal CSP grant of \$225,000 pending negotiations requested by MDE. Becky Magnuson to be named Program Coordinator.</p> <p><u>HANDBOOKS</u> Handbooks are being developed for Tesfa International School perspective. The Social Curriculum Handbook draft was shared in an effort to articulate school culture and to use for recruitment.</p> <p><u>FINANCES</u> Plans have been made to work with Mohammed Egeh with BMO Inc for January 2015 through June 2015. Tesfa will be working with the Bearnence Management Group for insurance purposes of liability and work comp. Health Insurance Coverage search is in process.</p> <p><u>CHARTER NUMBER ASSIGNMENT</u> Tesfa has been approved by MDE as District 4239.</p>

#### POLICY UPDATES

<b>Subject</b>	<b>Policies 515, 516, 521, 522, 524</b>		
<b>Motion</b>	Motion to approve policies 515, 516, 521, 522, and 524 as presented. Board authorizes the administration to change language of "Principal" or "Superintendent" to Director in all policies when applicable.		
<b>Made by</b>	Julian Stanke	Seconded	Dylan Donnelly
<b>Discussion</b>	None		



Vote		Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

**PUBLIC COMMENTS**

Subject	None.
Discussion	No public present.

**ADJOURNMENT**

Motion	Motion to adjourn the board meeting at 7:03pm						
Made by	Emily Snodgrass	Seconded	Helen Fisk				
Discussion	None						
Vote		Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously.						



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

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**TESFA INTERNATIONAL SCHOOL**

CHECK REGISTER

January 2015

Check Number	Check Date	Vendor	Amount
6105	1/13/15	Health Partners	1702.17
6106		VOID	
6107	1/14/15	SFM- Work Comp Insurance	987.00
6108	1/15/15	Lauren Ryan- Reimbursement	94.06
6109		VOID	
6110	1/15/15	Becky Magnuson-Reimbursement	1428.30
Deposit	1/16/15	McFadden Family Donation	2500.00
6111	1/22/15	Auction Masters	525.11
6112	1/26/15	Lauren Ryan-Reimbursement	154.73
6113	1/26/15	Becky Magnuson-Reimbursement	537.57



TESFA INTERNATIONAL SCHOOL INC <T> 30  
 1385 ASHLAND AVE 0  
 ST PAUL MN 55104 0

=====  
 Core Business Checking ACCOUNT XXXXXXXXXXX32761  
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MINIMUM BALANCE	248,247.22	LAST STATEMENT 11/28/14	248,247.22
AVG AVAILABLE BALANCE	248,247.22	CREDITS	.00
AVERAGE BALANCE	248,247.22	DEBITS	.00
		THIS STATEMENT 12/31/14	248,247.22

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

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*                                     |          TOTAL FOR          |          TOTAL          *
*                                     |          THIS PERIOD          |          YEAR TO DATE          *
*-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
* TOTAL OVERDRAFT FEES:                |          $ .00                |          $ .00                *
*-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
* TOTAL RETURNED ITEM FEES:             |          $ .00                |          $ .00                *
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- END OF STATEMENT -

WALTON GRANT BUDGET January 29 2015

CODE	SCHOOL SUPPORT SERVICES	Budget	Balance 12/31/15	Monthly Deductions 11-14	Remaining Balance
300	<b>Contracted</b>	<b>9,000</b>	<b>7,938.36</b>	<b>2162.00</b>	<b>5,776.36</b>
	Accounting	6,000			
	Copy Services	2,000			
	Filing Fees	1,000			
320	<b>Communication Services</b>	<b>3,000</b>	<b>2,842.84</b>	<b>77.02</b>	<b>2,765.82</b>
	Website/phone	3,000			
329	<b>Postage</b>	<b>1,000</b>	<b>836.09</b>	<b>98.00</b>	<b>738.09</b>
401	<b>Non Instructional Supplies</b>	<b>11,000</b>	<b>10,629.92</b>	<b>845.88</b>	<b>9,784.04</b>
	Office Supplies	9,000			
	Paper	2,000			
401	<b>Equipment</b>	<b>4,000</b>	<b>3,950.01</b>	<b>525.11</b>	<b>3,424.90</b>
	Fire King	3,000			
	Furniture	1,000			
300	<b>Technology</b>	<b>2,000</b>	<b>2,000.00</b>	<b>0</b>	<b>2,000.00</b>
	Printer	2,000			
	<b>REGULAR INSTRUCTION</b>				
305	<b>Contracted</b>	<b>3,000</b>	<b>3,000.00</b>	<b>0</b>	<b>3,000.00</b>
	ENVoY	3,000			
530	<b>Equipment</b>	<b>35,000</b>	<b>35,000.00</b>	<b>0</b>	<b>35,000.00</b>
	Classroom furniture	35,000			
555	<b>Technology</b>	<b>90,000</b>	<b>90,000.00</b>	<b>0</b>	<b>90,000.00</b>
	Interactive White Boards	40,000			
	Student Computers	35,000			
	Teacher Computers	15,000			
	<b>SITE AND BUILDING</b>				
530	<b>Equipment</b>	<b>10,000</b>	<b>10,000.00</b>	<b>0</b>	<b>10,000.00</b>
	Kitchen	10,000			
	<b>PAYROLL</b>				
110	<b>Salaries/Benefits</b>	<b>82,000</b>	<b>82,000.00</b>	<b>6395.7</b>	<b>75,604.30</b>
	<b>Total</b>	<b>250,000</b>	<b>248,197.22</b>	<b>10,103.71</b>	<b>238,093.51</b>





**Tesfa International School**  
 Staffing Plan Assumptions 2015-2016 -Draft

POSITION	2015-2016	BUDGET	Notes
Director	1.0	90,000	
Assistant Director	1.0	70,000	
Office Manager	1.0	37,000	
Custodial/Kitchen Aide	0.5	15,000	
Classroom Teachers	8.0	320,000	Average of 40,000 per classroom teacher
Physical Education	1.0	37,000	
World Language	1.0	37,000	
Technology Coordinator	0.5	25,000	
EL/Academic Specialist	1.0	40,000	
Special Education Teachers	1.0	42,500	
Educational Assistants-SPED	2.0	52,000	
TOTAL FTE Salary	18	765,500	
Benefits		235,465	30% of salaries
Total Salaries+ Benefits		\$1,000,965	
Total Expenditures \$2,135,754		* Salaries+ Benefits account for 47% of budget	



# Tesfa International School

## Teacher Compensation and Benefits -Draft

Years	Tesfa BA 2014-2015	Global	MPS	SPPS	Tesfa MA 2014-2015	Global	MPS	SPPS
<b>1</b>	35,000	35,880	41,292	38,642	38,000	38,725	47,596	40,514
<b>2-4</b>	39,500	39,225	43,394	40,197	43,000	43,075	49,698	43,467
<b>5-8</b>	45,500	45,950	48,000	45,929	49,500	49,800	55,000	52,105
<b>9+</b>	Negotiated	x	x	x	Negotiated	x	x	x

\*Special Education teacher salary subject to negotiation.

\*Pro-rated master's pay rate: At the time of the offer letter signing, if the applicant informs Tesfa International School that they will be finishing their master's degree during the current calendar year, they can start receiving master's rate pay January 15th of the following calendar year for the remaining duration of that school year. All transcripts reflecting a completed master's degree must be turned in to the Director by December 31<sup>st</sup> of the current calendar year.

\*\*Benefits:

- Health and dental insurance
- Long Term Disability
- Short Term Disability option
- Life Insurance option
- TRA contribution
- 403B option
- HSA option
- Dependent Care option

\*\*Employees who are 0.5 FTE or greater are eligible to receive all benefits.



**180 Student Projection Budget**  
**Tesfa International School**

Line Item	Dollar Amount/ Comments and Underlying Assumptions Number	
<b>Major Assumptions:</b>		
Number of students	180	Assumes 2 classes of 20 in grades k, 1 class of 20 in grade 1, 5 classes of 24 students in grade 2-6- 8 classrooms total
Total pupil units	180	Based on MN state funding formula: 1.0 per K-6 student student
Student: teacher ratio	15:01	Assumes 8 classrooms in grades k-6; 1 language teacher, 1 PE teacher, 1 SPED teacher, 1 ELL teacher
Number of teachers	12	Assumes 8 classrooms in grades k-6, 1 language teacher, 1 PE teacher, 1 SPED teacher, 1 ELL teacher
Number of other non-admin support staff	5	1 Office Mgr, .5 Custodian, 2 SPED para, 0.5 Tech Coordinator
Number of admin	2	1 Director, 1 Assistant Director
Facility square footage	21,420	Assumes ~ 100 sq. ft. per student
Average classroom/ELL teacher salary	\$ 40,000	
Average specialist teacher salary	\$ 37,000	
SPED teacher salary	\$ 42,500	
Base State Aid/Student	5,831.00	
State Categorical Funding/Student	380.00	conservative estimate
Percentage of Free/Reduced students	90Free/Reduced	Based on avg. of neighborhood public schools and Global Academy
Number of Free/Reduced students	162 Free/Reduced	
Adjusted Free/Reduced Count	162	
MN Compensatory Funding per Free/Reduced student	\$ 2,600	
Percentage of LEP students	40%	Based on avg. of neighborhood public schools and Global Academy
Number of LEP students	72	
MN LEP funding per LEP student	\$ 700	
Lease Aid Revenue per pupil	\$ 1,314	Assumes 90% of per pupil lease expense
Percentage of SPED students	12%	Based on avg. of neighborhood public schools and Global Academy
<b>REVENUES</b>		
State aid: Base state and categorical aid	\$ 1,118,128	(Base state aid + state categorical aid) X 140 pupil units
State aid: MN total compensatory aid (based on Free/Reduced)	\$ 421,200	Adjusted Free/Reduced Count X \$2600/student
State aid: MN total LEP aid	\$ 50,400	Number of LEP students X MN LEP funding per LEP student
State aid: Total lease aid	\$ 236,520	Total pupil units X \$1314 /pupil unit
State aid: State SPED revenue	\$ 103,050	90% of expected state expenditures (SPED teacher, SPED para salaries and associated benefits; \$20K for SPED contracted services)
State aid: State endowment aid	\$ 5,098	\$28.32 per pupil unit
Federal aid: Federal SPED revenue	\$ 18,000	Based on conservative estimate of \$100 per student
Federal aid: Federal title funds	\$ 54,000	Based on estimate of \$300/student
Federal aid: Federal CSP grant	\$ 225,000	Assumes receiving federal CSP grant for pre-op, Y1 and Y2 @ \$225,000 each year
Food service revenue	\$ 153,000	Assumes 90% reimbursement of expenditures; includes a transfer in from general fund of \$15,300
<b>Total Revenues</b>	<b>\$ 2,384,395</b>	

180 Student Projection Budget  
Tesfa International School

<b>EXPENDITURES</b>		
<b>Salaries</b>		
Director	\$ 90,000	
Assistant Director	\$ 70,000	
Teachers	\$ 476,500	Assumes 8 classroom teachers in grades K-6@ 40K per teacher; 1 ELL @ 40K ; 1 SPED @ 42.5K; 1 Language, 1 PE all @ 37K
Non-teaching staff	\$ 129,000	Assumes Office Mgr @ 37K; .5 Custodian @ 15K; 2 SPED para @ 26K; 1 Tech Coordinator @ 50K
Other: Hourly wages	\$ 5,000	Assumes 200 hours @\$25/hr for various administrative tasks
Other: Substitutes	\$ 7,500	Assumes 5 absences per classroom teacher, language and PE @ \$150/sub day
<b>Benefits</b>		
FICA	\$ 58,561	Assumes 7.65% per employee
TRA/PERA (blended rate)	\$ 57,413	Assumes 7.50% per employee
Insurance per employee	\$ 62,700	Assumes \$3300 per employee X 19 employees
Unemployment/WC	\$ 11,483	Assumes 1.5% per employee
<b>Instructional and Other Supplies</b>		
Textbooks/Curriculum Materials	\$ 100,000	Literacy, Math and IB Units of Inquiry
Classroom libraries	\$ 4,000	Assumes \$500 per K-6 classroom
Media library	\$ 14,000	Assumes \$1750 per K-6 classroom for software
Enrichment	\$ 9,000	Assumes \$50/student to defray enrichment costs (field trips, etc.)
Computer curriculum	\$ 9,600	Assumes \$1200 per K-6 classroom for licenses
Classroom paper and supplies	\$ 27,000	Assumes \$150 per student
Office supplies	\$ 18,000	Assumes \$1500 per month
Janitorial supplies	\$ 3,600	Assumes \$300/month
Postage	\$ 1,440	Assumes \$120 per month
Technology	\$ 60,000	Assumes one computer/or iPad for every 3 students @ \$1000 each (staff tech needs are purchased during pre-op year with pre-op funds)
Standardized tests	\$ 8,250	\$25/student + \$3750 set-up fee
SPED equipment and instructional materials expenditures	\$ 19,872	OT equipment, curriculum materials, technology--estimate based on surveys of other schools' first year SPED expenses
Field trips	\$ 1,800	Assumes \$10/student
Board material expenses	\$ 1,000	copies, mailings, etc.
<b>Services and Contracts</b>		
<i>Please add a line for each anticipated service contracts.</i>		
Volunteers of America MN authorizer fees	\$ 9,000	Estimate of just over \$50/student based on state formula
Transportation	\$ 175,000	Assumes 40 students per bus--5 buses @ \$35,000 per bus
Teacher recruitment	\$ 2,500	Ads, pay for flights of out-of-town candidates
PD: IB training	\$ 24,000	Assumes 8 classroom teachers trained in first year @ \$3000/teacher (other teachers trained in later years)
PD: ENVOY training	\$	-Assumes 2 all-day training sessions at school building @ paid by Walton*
PD: Science House	\$	-Assumes 3 all-day training sessions at Science House of MN @ \$1500/day

**180 Student Projection Budget**  
**Tesfa International School**

PD: Other	\$ 5,000	Reserve fund for individualized needs
IB Constulant Fee	\$ 5,000	Canidacy phase
Board Training: High Bar	\$ 5,000	National org for training boards in best-practice governance
SPED contracted services	\$ 20,000	Assumes \$5000 for SPED director; \$15000 for other contracted services (OT, PT, etc.)
Contracted Printing	\$ 1,800	Assumes \$150/month
Copier lease	\$ 4,800	Assumes \$400/month
HR Services	\$ 12,500	Contract HR/Policy review
Student Recruiting	\$ 12,500	Assumes 500 hrs @ \$25/hr
PowerSchool-information system	\$ 4,420	Assumes \$19/student for the year +\$500 set-up fee +\$500 per year for service hosting
Membership Fees	\$ 6,000	Miscellaneous dues and membership fees
Annual Audit	\$ 12,000	
Financial Services/Accounting	\$ 72,440	
Legal services	\$ 5,000	
Miscellaneous business support fees	\$ 10,000	
Technology support	\$ 5,500	Assumes 4-5 hr/month @ \$100/hr
Nursing	\$ 12,500	Assumes \$1250.month for 10 months
Internet service provider	\$ 3,996	Assumes \$333/month
Liability and property insurance	\$9,000	
Food service	\$153,000	Assumes \$850 per student
Food service transfer out from general funds	\$15,300	
<b>Facilities and Capital</b>		
Building Lease	\$ 230,580	Assumes 90% of lease reaches state aid maximum of \$1314 per pupil unit; 10% not covered by state aid (\$23,058)
Phone service	\$ 1,800	Assumes \$150/month
Waste and disposal	\$ 2,400	Assumes \$200/month
Gas/electric	\$ 60,000	Assumes \$5000/month plus snow removal, upkeep, etc.
Security alarm	\$ 1,200	Assumes \$100/month
Furniture	\$ 50,000	Desks, chairs, bookshelves, etc
Repairs and maintenance	\$ 2,500	Additional miscellaneous repairs and maintenance
<b>Total Expenditures</b>	<b>\$ 2,090,454</b>	
<b>Surplus (Deficit)</b>	<b>\$ 293,941</b>	14.06%

Uncommitted Income (Fundraising Goals) Comments and Underlying Assumptions		
All Committed \$ (line 40)	\$ -	
<b>Total Uncommitted \$ to be raised</b>	<b>\$ -</b>	
<b>INCOME TOTAL (Projected)</b>	<b>\$ -</b>	



## **Personnel Recommendation February 3, 2015**

*The following personnel items are recommended for approval at the February 3, 2015 school board meeting:*

### **Request for Position**

- 1.0 F.T.E**    **ESL Teacher** *serving students in Kindergarten through Grade 6 effective August 3, 2015 through June 30, 2016*
  
- 1.0 F.T.E.**    **Physical Education Teacher** *serving students in Kindergarten through Grade 6 effective August 3, 2015 through June 30, 2016*



**About Tesfa International School:** Tesfa International School is designed to close the achievement gap between low-income students and their middle-class and affluent peers through establishing a high standards K-6 charter school in St. Paul, Minnesota. Tesfa plans to open in August 2015 and initially serve 220 students in grades K-6, expanding to a full enrollment of close to 300 students in grades K-6 by 2018. Tesfa International School will serve the Midway area of St. Paul, a community in which a majority of low-income children are currently performing well below grade level proficiency. Tesfa International School will engage in a new model of charter school start-up by working in partnership with Global Academy, a high-performing, high-poverty charter school in Columbia Heights from start-up through operational years; Tesfa's academic program and school culture systems are modeled after the highly successful ones in place at Global Academy.

**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.

**Job Responsibilities:**

- Articulate the mission and vision of Tesfa International School to students, parents and the greater community.
- Create language-rich classroom environments in which every child can succeed and which establishes high academic and behavior standards.
- Coordinate and collaborate in planning for language and content teaching and learning.
- Share responsibility so that all teachers are language teachers and support one another within communities of practice.
- Capitalize on the resources and experiences that ELs bring to school to build and enrich their academic language.
- Apply the background knowledge of ELs in planning differentiated language teaching.
- Connect language and content to make learning relevant and meaningful for ELs.
- Provide opportunities for all ELs to engage in higher-order thinking.
- Implement and support the School Wide Positive Behavior System established by the school.
- Demonstrate the attributes of a lifelong learner.
- Assess the progress of each student
- Communicate with parents during the school day and outside the normal classroom hours as required
- Identify student needs and make appropriate referrals for students services
- Help to promote and maintain a professional environment

- Direct paraprofessionals and volunteers as necessary
- Participate successfully in the faculty professional development and evaluation system
- Perform other duties as may be reasonably assigned by the administration

**Required Experience Prerequisites:**

- Must be licensed to teach by the State of Minnesota
- Excellent verbal and written communication skills
- Familiarity with educational technology
- Exhibit a growth mindset
- Ability to work with diverse student populations

**Preferred Experience:**

- A minimum of 2 years teaching in a high-need school with demonstrated record of achieving results
- Experience working with EL population
- Knowledge of or experience with the International Baccalaureate Primary Years Program

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**Compensation:**

Tesfa International School offers competitive salaries and benefits for its teaching faculty

**To Apply:**

Interested candidates should submit the following:

- Cover letter
- Resume
- 3 letters of recommendation
- College transcripts
- Copy of teaching license
- 20 minute video showing the candidate teaching

***Submit to:*** [becky.magnuson@tesfainternationalschool.org](mailto:becky.magnuson@tesfainternationalschool.org) or

***Mail to Tesfa International School:***

Becky Magnuson, Director  
4065 Central Ave. NE  
Columbia Heights, MN 55421

**Applications due:** Position open until filled

**Position begins:** August 3, 2015

Check us out on the web at [tesfainternationalschool.org](http://tesfainternationalschool.org)

Tesfa International School is an Equal Opportunity Employer and does not discriminate among applicants on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.

**About Tesfa International School:** Tesfa International School is designed to close the achievement gap between low-income students and their middle-class and affluent peers through establishing a high standards K-6 charter school in St. Paul, Minnesota. Tesfa plans to open in August 2015 and initially serve 220 students in grades K-6, expanding to a full enrollment of close to 300 students in grades K-6 by 2018. Tesfa International School will serve the Midway area of St. Paul, a community in which a majority of low-income children are currently performing well below grade level proficiency. Tesfa International School will engage in a new model of charter school start-up by working in partnership with Global Academy, a high-performing, high-poverty charter school in Columbia Heights from start-up through operational years; Tesfa's academic program and school culture systems are modeled after the highly successful ones in place at Global Academy.

**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.

**Job Responsibilities:**

- Articulate the mission and vision of Tesfa International School to students, parents, and the greater community.
- Create a classroom environment in which every child can succeed and which established high academic and behavior standards
- Follow Minnesota school law as it pertains to teaching
- Motivate each student to develop his/her full potential
- Create a positive rapport with students and parents
- Demonstrate high proficiency and expertise in content areas
- Create effective lesson plans and instructional materials
- Differentiate instruction to meet the needs of all students
- Provide individualized and small group instruction as needed
- Teach all approved curricula
- Translate lesson plans into developmentally appropriate learning experiences
- Maintain a safe classroom environment
- Implement and support the School Wide Positive Behavior System established by the school
- Assess the progress of each student
- Prepare and maintain appropriate records and progress reports
- Communicate with parents during the school day and outside the normal classroom days as required
- Identify student needs and make appropriate referrals for students services
- Help to promote and maintain a professional environment
- Supervise and direct paraprofessionals and volunteers as necessary



- Be supportive and collaborative with colleagues and administrators
- Demonstrate the attributes of a life long learner
- Stay current with best teaching practices
- Successfully participate in the faculty professional development and evaluation system
- Perform other duties as may be reasonably assigned by the administration

**Required Experience Prerequisites:**

- Must hold a valid MN Physical Education/Health teaching license
- Proficient in educational technology
- Ability to work with diverse student populations

**Preferred Experience:**

- Elementary teaching experience
- Knowledge of or experience with the International Baccalaureate Program Primary Years Program

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**Compensation**

Tesfa International School offers competitive salaries and benefits for its full time staff members.

**To Apply:**

Interested candidates should submit the following:

- Cover letter
- Resume
- 3 letters of recommendation
- College transcripts
- Licensed teachers who apply should also send a copy of their license.

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*or*

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# TESFA INTERNATIONAL SCHOOL PROCUREMENT PROCEDURE

## I. PURPOSE

The purpose of this procedure is to outline the requirements Tesfa International School will follow when using federal funds to purchase materials, product or service under Minnesota's Federal Charter School Program (CSP).

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### FEDERAL CHARTER SCHOOLS PROGRAM (CSP) PROCUREMENT AND CONTRACTING

This handout outlines the requirements when using federal funds to purchase materials, products, or services under Minnesota's federal Charter Schools Program (CSP). Whether you are purchasing occasional office supplies or consultant services, the requirements governing the purchasing process are designed to ensure that CSP subgrantees:

- Follow a **free and open competitive process** in securing those products or services.
- Properly **document** your purchasing activities and decisions.
- Observe the special **rules for particular kinds of purchases** typically used under the federal Charter School Program.

The federal requirements for these administrative areas are found in the Code of Federal Regulations (CFR) at **34 CFR 80.36 for governmental subrecipients** and **34 CFR 74.40-48 for subrecipients that are non-profit organizations (e.g. CSP subgrantees)**. These regulations are found at [www.ed.gov/policy/fund/reg](http://www.ed.gov/policy/fund/reg).

By observing the basic rules, you'll also find your purchasing decisions can be more efficient. For example, if you set up a standardized purchasing system for securing price quotations and preparing purchase orders, you won't have to reinvent the wheel every time you want to buy materials and supplies. These efficiencies in turn can help make your limited purchasing budgets go much farther. You'll also have the satisfaction of knowing you paid a fair price for every purchase.

In addition, when you use federal funds to purchase materials or services, it is not sufficient simply to *state* that you got the lowest possible price and followed the rules. You have to be able to *prove it*. Therefore, to avoid disallowed costs and/or recapture of payments, it is necessary that you document the background, need, and the details of every purchasing decision, whether it involves buying a copier or buying reams of paper. At first, this may appear burdensome, but full documentation can only help you avoid serious problems and a lot of extra work in the long run.

## THE THREE PERMITTED PROCUREMENT METHODS

Depending on the scarcity of the item or service desired, and the size of the purchase, different methods of procurement are available for use by CSP subgrantees under federal regulations.

- **Small purchases** (34 CFR 80.36(d)(1)):
  - May be used for procurement of **\$100,000 or less** in the aggregate;
  - Small purchases are usually made through the use of purchase orders for purchases of goods and written contracts for purchases of consultant vendor services;
  - Proposals must be solicited from an adequate number of qualified sources (three to five) consistent with the nature and requirements of the procurement;
  - Competition is sought through oral or written price quotations; and
  - For procurement of goods, catalogs or price lists may also be used.
  
- **Competitive Proposals** (34 CFR 80.36(d)(3)):
  - A procurement in excess of the small purchase threshold (**more than \$100,000**) may not be inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the “small purchases” approach.
  - Contact Cecilia Cannon at (651) 582-8449 for guidance on competitive proposal procedures.
  
- **Noncompetitive proposals/sole source procurement** (34 CFR Part 80.36(d))

Noncompetitive negotiations may be utilized only under **very limited circumstances**. The CSP subgrantee must show that another method of procurement was infeasible because:

- The item or service was only available from a single source;
- A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or
- Competition was determined to be inadequate after receiving proposals from numerous sources.

## CONTRACTING WITH SMALL AND MINORITY FIRMS AND WOMEN’S BUSINESS ENTERPRISES 34 CFR Part 80.36 (e))

Grantees and subgrantees will take all necessary affirmative steps to assure that small and minority firms and women’s business enterprises are used when possible. Affirmative steps include:

- Placing qualified small and minority business and women’s business enterprises on solicitation lists;
- Assuring that small and minority business and women’s business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s business enterprises;
- Establishing delivery schedules, where the requirements permits, which encourage

- participation by small and minority business and women's' business enterprises; and
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

## **DEBARRED AND SUSPENDED PARTIES (24CFR Sec. 80.35)**

Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." (Authority: 20 U.S.C. 3474; OMB Circular A-102)

The EPLS database located at <https://explore.data.gov/is> part of the federal System for Awards Management (SAM) as required by FAR Subpart 9.4 and Executive Orders 12549 and 12689.

- Prior to contract award financed in whole or part with federal CSP grant funds, CSP grantees **should use the EPLS database to ensure proposed contractors are not debarred or suspended** or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.
- In order to document compliance with this requirement, CSP grantees should file with each CSP financed contract:
  - Results of EPLS search; and
  - Certification as part of contract from the contractors that they have not been debarred or suspended from participation in federal programs.

## **THE ADMINISTRATIVE PROCESS**

Your administrative procedures must include a *system of contract administration* that includes the following:

### **A. WRITTEN PROCUREMENT PROCEDURES**

For procurements within the small purchase threshold (**\$100,000**) your written procurement procedures must:

- Ensure that the purchase of unnecessary or duplicate items is avoided; and
- Make sure a cost or price analysis is performed for every proposed procurement action, including contract modifications, and **documentation to that effect is maintained in the procurement file.**
  - Check with other schools and charter school resource organizations for current best procurement methods, sources for goods, products or services, and current cost or price trends.

### **B. SELECTION PROCEDURES**

Your selection procedures must ensure that:

- Awards are to be made to the bidder/offeror whose offer is responsive to the solicitation and is most advantageous to the CSP subgrantee, price and other factors considered;
- Any and all offers may be rejected when it is in the CSP subgrantee's interest to do so;
- The CSP subgrantee must ensure that the award is only made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;

- Consideration should be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources; and
  - Check references, contact current and prior clients, check resource organization web sites, etc.
- There are *protest procedures in place* to handle and resolve disputes relating to procurement and in all instances report such disputes to the State (34 CFR 80.36(b)(12)).

### C. CONTRACT ADMINISTRATION PROCEDURES

Your contract administration procedures must:

- Insure all purchase orders (and contracts) are signed by the authorized official(s) of the CSP subgrantee;
- Determine the adequacy of contractor performance (34 CFR 80.36(b)(2)); and
  - Establish reasonable payment schedules defining amount and timing of funds to be paid (we recommend payment *after* services rendered).
  - Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services;
- Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

Written contracts with vendors must include the following:

- In addition to the contract certification provision under **DEBARRED AND SUSPENDED PARTIES** above, and in accordance with 34CFR 80.36(i) and 34CFR 74.48(e), written contracts with vendors must include the following:
  - For CSP financed contracts (which may only be non-construction), contracts must include provisions found in 34CFR 80.36(i):
    - Paragraph (7) Notice of awarding agency requirements and regulations pertaining to reporting;
    - Paragraph (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract;
    - Paragraph (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data;
    - Paragraph (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions;
    - Paragraph (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed; and
    - Paragraph (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94 163, 89 Stat. 871). §      For CSP financed non-construction contracts of \$10,000 or



more, contracts must include, in addition to above, provision found in paragraph (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement.

- For CSP financed non-construction contracts of \$100,000 or more, contracts must include in addition to above, the following provisions found in:
  - Paragraph (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate; and
  - Paragraph (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
  - Appendix A to Part 74-Contract Provisions, paragraph (8) Byrd Anti-Lobbying Amendment (31U.S. C. 1332)

## RECORDS TO BE MAINTAINED

According to 34 CFR 80.36(b) (9), a CSP subgrantee must maintain *records to detail the significant history of a procurement*. These records include, but are not limited to documentation on:

- The rationale for selecting the *method* of procurement used;
- The rationale for selecting/rejecting the *contractor*;
- The rationale for selecting the *type* of contract;
- The basis for the *cost or price* of a contract;
- The receipt of an adequate number of price or rate quotations from qualified sources; and
- Justification for lack of competition when competitive bids or offers are not obtained.

Charter Schools Office, Division of School Choice Programs & Services  
Minnesota Department of Education  
April 2013



**Tesfa International School**  
**Proposed School Calendar 2015-2016**

	<b>Tesfa International School</b>	<b>St. Paul Public Schools</b>
Student Contact Days	174 days	173 days
Student School Day	8:15 - 3:30 pm 7.25 hours/day	8:30 - 3:00 pm 6.5 hours/day
Student Contact Hours	1,261.5 hours	1,124.5 hours
	137 more hours per year	
	21 more days per year	
	147 more days of school during an academic career (K-6)	
Staff Days (including PD)	199 staff days	187 staff days
Staff Professional Development Days	25 PD days	16 Kinder PD days 14 Elementary PD days

# 2015-2016 Tesfa International School Calendar-DRAFT

Key

- Purple = School Celebration
- Green = Assessment Window
- Yellow = Professional Day/No Students
- Blue = Planner Timeline
- Red = No School

August 2015						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**  
 3 Staff Reports- First Day!  
 6-7 ENVOY Staff Training  
 13 Open House  
 20 Global Visit first day  
 26 First Day of School for Students  
 Start Planner 1

September 2015						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**September**  
 7 No School-Holiday  
 14-18 NWEA Testing  
 21 No School- Professional Development/Data Day  
 22-25 No School- Holiday  
 30 All School Celebration

October 2015						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**October**  
 15-16 No School- MEA Break  
 19 Start Planner 2  
 28 PM Conferences  
 29 Early Release- Conferences/Assembly- Integrity and Respect  
 30 No School- Professional Development

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**November**  
 25 Early Release/Assembly-Cooperation and Appreciation  
 26-27 No School- Holiday

December 2015						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**December**  
 7 Planner 3 Starts  
 22 Assembly- Tolerance  
 23-31 No School- Holiday

January 2016						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January**  
 1 No School- Holiday  
 11 NWEA Winter Testing  
 15 No School- Holiday  
 18 No School- Holiday  
 19 No School- Reporting/Data Day  
 29 Assembly- Independence and Curiosity  
 Report cards sent home

February 2016						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**February**  
 1 Start Planner 4  
 15 No School- Professional Development  
 26 Assembly- Commitment and Empathy

March 2016						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**March**  
 2 PM Conferences  
 3 Early Release- Conferences  
 4 No School- Conferences/Professional Development  
 14 Start Planner 5  
 25 No School- Professional Development  
 30 Assembly- Enthusiasm

April 2016						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**April**  
 4 No School- Spring Break  
 8 MCA State Testing  
 18-22 Assembly- Confidence

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**May**  
 2 Start Planner 6  
 9-13 NWEA Testing  
 27 No School- Data/Day/Professional Development  
 30 No School- Holiday  
 26 Assembly- Creativity

June 2016						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**June**  
 3 Last Day of School for Students-Report Cards Sent Home  
 All School Celebration  
 6-10 Staff Development



## Tesfa International School

### Director Update- February 3, 2015

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- I. Financial Donation
  - a. Tesfa International School received a financial donation of \$2,500 from the McFadden Family.
  
- II. Marketing and Student Recruitment
  - a. Reached out to 60+ families this past month and with 52 students re-confirming intent to enroll, totaling 118 with a phone commitment. Next step door to door visits to remove the barriers.
  - b. Visited with various apartment complexes and local business along the cultural corridor in St Paul and in the Cedar Riverside area of Mpls. Tesfa will be featured in a local apartment complex newsletter in the month of March to promote our school.
  - c. On January 17 Tesfa was at the Ethiopian Kids Community Genna event. Great responses from families.
  - d. Will be at St Paul Childhood Center in St Paul to market potential kindergarteners on Feb 11 from 4:00-6:00 pm
  
- III. Teacher Recruitment Process
  - a. Posted on EdPost, School Website, Indeed, Craigslist, Social Media, St Catherines University, St Thomas University, University of Minnesota Twin Cities, Concordia, Hamline and connected to the TFA Talent Exchange
  - b. Registered for the Minnesota Job Education Fair, Monday April 13 at the Mpls Convention Center 10:00-3:00 pm.
  
- IV. World Language Survey
  - a. Of those surveyed -34 would prefer Arabic, 2 would prefer Spanish, 2 would prefer either Arabic or French
  
- V. Vendor search
  - a. Finalizing search for food and bus vendors. We have met with Done Right Foods, Ali's catering, Bille Bus, Metro Transportation Network and Monarch Bus Service.
  
- VI. Tesfa Photo shoot
  - a. Tesfa will begin the process of creating marketing materials featuring kids
  
- VII. Fundraiser
  - a. Tesfa will be having a fundraiser on May 8 at Town and Country Golf Club in St Paul.



## **TESFA INTERNATIONAL SCHOOL**

### **HAZING PROHIBITION (526)**

#### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Tesfa International School and are prohibited at all times.

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

- A. No student, teacher, administrator, volunteer, contractor, or other employee of Tesfa International School shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of Tesfa International School shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. Tesfa International School will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Tesfa International School who is found to have violated this policy.

#### **III. DEFINITIONS**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of Tesfa International School policies or regulations.
- B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate Tesfa International School official designated by this policy.

- B. The director or the director's designee is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the director or the assistant director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the board chair or the Tesfa International School human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of the Tesfa International School shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. Tesfa International School personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Tesfa International School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Tesfa International School's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. SCHOOL ACTION

- A. Upon receipt of a complaint or report of hazing, Tesfa International School shall undertake or authorize an investigation by Tesfa International School officials or a third party designated by Tesfa International School.
- B. Tesfa International School may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, Tesfa International School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. Tesfa International School action taken for violation of this policy will be

consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, Tesfa International School policies, and regulations.

- D. Tesfa International School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Tesfa International School. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

Tesfa International School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Tesfa International School who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's family handbook and be referenced in staff handbooks.
- B. Tesfa International School will develop a method of discussing this policy with students and employees as needed.

*Adopted:*



**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 for kindergarten is not allowed at Tesfa International School. Prospective students must be 5 by September 1 of the year in which they wish to start kindergarten.
- 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-8 experience. The decision made by the administration shall be final.

**III. PROCEDURES**

**A. 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**

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:*  
*Reviewed:*

**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 Secretary, Board Treasurer, Director.

*Adopted:*

*Revised:*

**TESFA INTERNATIONAL SCHOOL**  
**ACCESS TO SCHOOL FACILITIES (801)**

**I. PURPOSE**

The purpose of this policy is to define Tesfa International School's policy regarding use of school facilities by student groups, or other groups, during non-instructional time.

**II. GENERAL STATEMENT OF POLICY**

- A. Tesfa International School's building and classrooms are available only for use directly related to the educational and instructional mission of the school as defined by the school's administration.
  
- B. Tesfa International School will not rent or allow use of its classrooms or grounds for outside groups or for student activities not related to the educational program of the school as defined by the school's administration.

*Adopted:*



**TESFA INTERNATIONAL SCHOOL**  
**HEALTH AND SAFETY POLICY (807)**

**I. PURPOSE**

The purpose of this policy is to assist Tesfa International School in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of Tesfa International School is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter Tesfa International School buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to Tesfa International School staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train Tesfa International School staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All Tesfa International School employees have a responsibility for maintaining a safe and healthy environment within Tesfa International School and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, Tesfa International School has a Wellness and Safety Committee appointed by the Director. The Wellness and Safety Committee is composed of employees and other individuals with specific knowledge of related issues. The committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training Tesfa International School staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.

**III. PROCEDURES**

- A. Based upon recommendations from the Wellness and Safety Committee and subject to the budget adopted by the Tesfa International School school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within Tesfa International School in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the Director on an annual basis. The Director will oversee compliance with each specific plan or procedure.
  
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the Wellness and Safety Committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions, which through experience or research, have consistently proven to lead to specific positive outcomes.
  
- C. Tesfa International School shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the Tesfa International School school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the Wellness and Safety Committee. Areas to be considered are listed below with the appropriate policy or information included:
  - 1. Fire and Life Safety  
Refer to board policy 806-Crisis Management
  
  - 2. Employee Right to Know  
Refer to board policy 407-Employee Right to Know: Exposure to Hazardous Substances
  
  - 3. Emergency Action Planning  
Refer to board policy 806-Crisis Management

4. Indoor Air Quality

Tesfa International School will conduct an annual indoor air quality inspection. The Director will report any concerns to the board.

5. Infectious Waste/Bloodborne Pathogens

Refer to board policy 407-Employee Right to Know: Exposure to Hazardous Materials

6. Electrical Safety

Ramsey County Fire Marshall conducts an annual fire inspection, including electrical safety.

7. Food Safety Inspection

Ramsey County conducts two food safety inspections per year. Notice of Safe Facilities is posted in office.

8. Integrated Pest Management

Tesfa International School contracts with a company for pest management services. The school complies with all parent notification requirements per federal and state law.

9. Safety Committee

Tesfa International School has an established Wellness and Safety Committee that meets at least twice per year.

10. Playground Safety

Tesfa International School conducts an annual playground safety inspection. The Director will report any concerns to the board. If a risk is not present in Tesfa International School, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and

potential hazards may occur.

- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, Tesfa International School shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The Director shall be responsible to provide for periodic Tesfa International School school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The Director, or such other school official as designated by the Director, each year shall prepare preliminary revenue and expenditure budgets for Tesfa International School's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the Tesfa International School school board and the public. The Tesfa International School school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the Tesfa International School school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.



## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of Tesfa International School's health and safety program to be achieved. Within applicable budget limitations, Tesfa International School employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable Tesfa International School policies.

*Adopted:*