



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. July 13, 2015

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

1. Call to Order
2. Approve Agenda
3. Review Draft of Minutes from June 2, 2015 and Special Board meeting June 10, 2015.
4. Financial Report
 - A. June 2015 Monthly Financial Report
 - B. Donations Received
 - C. Contracted Services
 - D. Personnel Recommendations
5. Old Business
 - A. Correction of Minutes
6. Director Update
7. VOA authorizer input/update
8. Approval of New Policy
 - A. **EMPLOYEE USE OF SOCIAL MEDIA (470)**
9. Public Comments
10. 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

June 2, 2015: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:02 PM on June 2, 2015.

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present (Arrived at 6:05pm)
Helen Fisk (Board Treasurer)	Present
Julian Stanke (Board Secretary)	Present
Becky Magnuson (Director and ExOfficio)	Present
Emily Schmidt (Community Member, Licensed Teacher)	Present
Emily Snodgrass (Community Member)	Present
Midi Hansen (Community Member, Licensed Teacher)	Present (Arrived at 6:04pm)
Dillon Donnelly (Community Member)	Present
Lauren Ryan (Assistant Director and ExOfficio)	Present
Christina Ticer (Board Member)	Present
Mike McFadden (Board Member)	Absent

Guests and Community Members Present:

Name	Position/Role
Stephanie Olsen	Authorizer Representative -VOA

Tesfa International School

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AGENDA and MINUTES

Subject	Approve Agenda for June 2, 2015.					
Motion	Motion to approve the agenda as presented, with the amendment to item numbers 4e and 5b.					
Made by	Emily Snodgrass	Seconded	Emily Schmidt			
Discussion	None					
Vote		Yea 6	Nay 0	Abstain	0	
Decision	The motion unanimously passed.					

Subject	Review draft Minutes from May 5, 2015					
Motion	Motion to approve draft minutes from May 5, 2015 as presented.					
Made by	Christina Ticer	Seconded	Dillon Donnelly			
Discussion	None					
Vote		Yea 6	Nay 0	Abstain	0	
Decision	The motion passed unanimously.					

**Please note the arrival of two board members in the attendance log.*

Subject	Addition of Agenda Item					
Motion	Motion to add the offering of director contract.					
Made by	Helen Fisk	Seconded	Midi Hansen			
Discussion	None					
Vote		Yea 8	Nay 0	Abstain	0	
Decision	The motion passed unanimously.					

FINANCIAL REPORT

Subject	Financial Report					
Motion	Motion to accept the financial report as presented.					
Made by	Emily Schmidt	Seconded	Midi Hansen			
Discussion	None					
Vote		Yea 8	Nay 0	Abstain	0	
Decision	Motion passed unanimously.					

Subject	Donations					
Motion	Motion to accept the donations as presented.					
Made by	Helen Fisk	Seconded	Emily Snodgrass			
Discussion	None					
Vote		Yea 8	Nay 0	Abstain	0	
Decision	Motion passed unanimously.					

Subject	Preliminary Draft Budget for 2015-2016						
Motion	Motion to approve the budget for 2015-16 as presented with the amendment to the cam fees to the proper category.						
Made by	Helen Fisk		Seconded		Midi Hansen		
Discussion							
Vote		Yea	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Personnel Recommendations						
Motion	Motion to approve the hiring of: <ul style="list-style-type: none"> ▪ Kia Brittan as a 1.0 F.T.E. classroom teacher ▪ Rebecca Laird as a 1.0 F.T.E. classroom teacher ▪ Justine Tomlinson as 1.0 F.T.E. Special Education Teacher ▪ Nikki Loria as a 1.0 F.T.E. Classroom Teacher ▪ Kamel Retnani 1.0 F.T.E. as the Arabic Language Teacher. 						
Made by	Emily Snodgrass		Seconded		Dillon Donnelly		
Discussion	None						
Vote		Yea	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Food Service Provider					
Decision	Contract with Done Right Foods for School Nutrition Program catering services for the 2015-2016 school year.					

Subject	Statement of Assurances						
Motion	Motion to adhere to the statement of assurances as presented in the board packet.						
Made by	Midi Hansen		Seconded		Helen Fisk		
Discussion	None						
Vote		Yea	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Lauren left the room at 6:54pm.

Lauren returned at 6:55pm.

NEW BUSINESS

Subject	Identify Official for External user Access Recertification System						
Motion	Motion to approve Becky Magnuson as the Identified official with authority to grant access to the external user access recertification system.						
Made by	Helen Fisk		Seconded		Julian Stanke		
Discussion	None						
Vote		Yea	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	2015-16 School Board Calendar
Discussion	The 2015-16 Board meetings will be the second Monday of every month starting on July 13,2015 at Tesfa International School.

DIRECTOR UPDATE

Subject	Director update from Becky Magnuson
Discussion	<ul style="list-style-type: none"> • Enrollment • Funding • Teacher interviews • Curriculum and Materials Purchasing • Marketing and Outreach • Upcoming Dates to Note: June 3, June 8, June 16, July 18

AUTHORIZER INPUT

Subject	Stephanie Olsen
Discussion	Authorizer checked in and discussed current topics.

ADDITIONAL AGENDA ITEM

Subject	Director Contract for 2015-2016						
Motion	Motion to offer Becky Magnuson a renewed contract as the Director of Tesfa International School at the stated salary rate in the proposed budget.						
Made by	Helen Fisk	Seconded	Christina Ticer				
Discussion	None						
Vote		Yes	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

POLICY UPDATES

Subject	Policies 695 and 593						
Motion	Motion to approve the adoptions of policies 695 World's Best Work Force, and 593 Read Well By Third Grade as presented.						
Made by	Julian Stanke	Seconded	Emily Schmidt				
Discussion	None						
Vote		Yes	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

BOARD PERSONNEL

Subject	Board Resignation
Discussion	Emily Snodgrass resigned from the board, as she is moving out of state. Her contributions and expertise have been greatly appreciated. Julian Stanke is resigning from the board effective June 3, 2015.

PUBLIC COMMENTS

Subject	None
Discussion	None

ADJOURNMENT

Motion	Motion to adjourn at 7:31						
Made by	Emily Snodgrass	Seconded	Julian Stanke				
Discussion	None						
Vote		Yea	8	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

BOARD MEETING MINUTES-Draft

June 10, 2015: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Treasurer, Helen Fisk, called to order the meeting at 6:16 PM on June 10, 2015

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Chair)	Absent
Helen Fisk (Treasurer)	Present
Midi Hansen (Secretary)	Present
Emily Schmidt	Present
Dillon Donnelly	Present

Guests and Community Members Present:

Name, Position & Role	Name Position/Role
Becky Magnuson, Ex-Officio	Present
Lauren Ryan, Ex-Officio	Present

Tesfa International School

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AGENDA AND MINUTES

Subject	Move to approve agenda					
Motion	Motion to approve the agenda for 6/10/15.					
Made by	Emily	Seconded	Midi			
Discussion						
Vote		Yea 4	Nay 0	Abstain 0		
Decision	Approved.					

FINANCIAL REPORT

Subject	Financial Report					
Motion	Motion to approve the adjusted preliminary budget for 2015-2016.					
Made by	Midi	Seconded	Emily			
Discussion						
Vote		Yea 5	Nay 0	Abstain 0		
Decision	Approved.					

AUTHORIZER INPUT

Subject	None					
Discussion	No authorizer representative present.					

PUBLIC COMMENTS

Subject	None.					
Discussion	No public representative present.					

ADJOURNMENT

Motion	Motion to adjourn the meeting at 6:27pm.					
Made by	Emily	Seconded	Dillon			
Discussion						
Vote		Yea 5	Nay 0	Abstain 0		
Decision						



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 1
 ACCOUNT: XXXXXXXXXXXX32761 06/30/2015

TESFA INTERNATIONAL SCHOOL INC
 1385 ASHLAND AVE
 ST PAUL MN 55104

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Federal law requires us to tell you how we collect, share, and protect your information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at www.sunrisebanks.com or we will mail you a free copy upon request if you call us at 651-265-5600

Core Business Checking ACCOUNT XXXXXXXXXXXX32761

MINIMUM BALANCE	193,241.87	LAST STATEMENT 05/29/15	225,463.29
AVG AVAILABLE BALANCE	207,385.33	1 CREDITS	17,050.00
AVERAGE BALANCE	207,918.14	29 DEBITS	48,698.83
		THIS STATEMENT 06/30/15	193,814.46

DEPOSITS			
REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	
06/18 17,050.00			

CHECKS					
CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT			
*06/08 11,847.36	6142*06/29 527.16	10019*06/25 1,000.00			
*06/09 375.00	6144*06/24 1,557.00	10021 06/23 2,500.00			
6135 06/10 1,969.58	10011*06/01 1,699.89	10022 06/24 45.00			
6136 06/29 1,035.12	10014 06/09 1,754.95	10023 06/30 418.00			
6137*06/11 1,241.33	10015 06/08 5,831.00	10024 06/30 1,754.95			
6139*06/22 350.00	10016 06/12 412.50				
6141 06/19 336.52	10017*06/12 569.91				

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
MN Teachers Ret MNTRA TRATRA000058087	06/02	843.76
STOP ITEM CHARGE(S)	06/09	10.00
PAYCHEX INC. PAYROLL 61001500014979X	06/12	3,804.97
PAYCHEX EIB INVOICE X61010900001634	06/15	253.39

* * * C O N T I N U E D * * *



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 2
 ACCOUNT: XXXXXXXXXXX32761 06/30/2015

TESFA INTERNATIONAL SCHOOL INC

=====
 Core Business Checking ACCOUNT XXXXXXXXXXX32761
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----- OTHER DEBITS -----

DESCRIPTION	DATE	AMOUNT
PAYCHEX TPS TAXES 61003300034189X	06/15	1,607.78
MN Teachers Ret MNTRA TRATRA000058842	06/25	468.76
MN Teachers Ret MNTRA TRATRA000058841	06/25	843.76
PAYCHEX INC. PAYROLL 61502800005133X	06/29	3,804.97
PAYCHEX EIB INVOICE X61509800002026	06/30	228.39
PAYCHEX TPS TAXES 61503500016369X	06/30	1,607.78

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

	TOTAL FOR	TOTAL	
	THIS PERIOD	YEAR TO DATE	
* TOTAL OVERDRAFT FEES:	\$.00	\$.00	*
* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*

----- DAILY BALANCE -----

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
06/01	223,763.40	06/12	195,103.04	06/24	205,503.35
06/02	222,919.64	06/15	193,241.87	06/25	203,190.83
06/08	205,241.28	06/18	210,291.87	06/29	197,823.58
06/09	203,101.33	06/19	209,955.35	06/30	193,814.46
06/10	201,131.75	06/22	209,605.35		
06/11	199,890.42	06/23	207,105.35		

- END OF STATEMENT -



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

TESFA INTERNATIONAL SCHOOL
 CHECK REGISTER
 6/30/15

Check Number	Check Date	Vendor	Deposits	Expenditures
6135	6/5/15	Lauren Ryan		1,969.58
6136	6/5/15	Becky Magnuson		1,035.12
6137	6/9/15	Julian Stanke		1,241.33
6138	6/15/15	Rondo Days		50.00
6139	6/15/15	Rondo Days		350.00
6140	6/15/15	Hamline Midway Coalition		25.00
6141	6/17/15	Lauren Ryan		336.52
6142	6/17/15	Becky Magnuson		527.16
10026	6/23/15	Town and Country		8,564.80
10024	6/23/15	Health Partners		1,754.95
10016	6/5/15	Ayan Isse		412.50
10018	6/5/15	Selamawit Ayalkebet		375.00
10025	6/23/15	Loffler		573.90
10023	6/23/15	Continental Western Group		418.00
	6/12/15	Somali Media		2,500.00
	6/12/15	Selamawit Ayalkebet		45.00
		Voided- Somali Media	2,500.00	
10028	6/25/15	Benchmark Literacy		38,213.00
6144	6/18/15	Apple		1,557.00
	6/9/15	Stop item charge		10.00
	5/28/15	Paychex Payroll		3,804.97
	5/29/15	Paychex EIB invoice		258.39
	5/29/15	Paychex TPS taxes		1,607.78
	6/18/15	Deposit- donations and grants	17,050.00	
		TOTAL DEPOSITS/EXPENSES	\$19,550.00	\$65,630.00



TESFA INTERNATIONAL SCHOOL

Global Minds with Minnesota Hearts

CODE	SCHOOL SUPPORT SERVICES	Budget	Balance 5/31/15	Monthly Deductions 11-14	Remaining Balance
300	Contracted	9,000	-12,150.90	991.90	-13,142.80
	Accounting	6,000			
	Copy Services	2,000			
	Filing Fees	1,000			
320	Communication Services	3,000	2,452.29	299.00	2,153.29
	Website/phone	3,000			
329	Postage	1,000	474.09	147.00	327.09
401	Non Instructional Supplies	11,000	7,052.16	451.97	6,600.19
	Office Supplies	9,000			
	Paper	2,000			
401	Equipment	4,000	2,927.06	0.00	2,927.06
	Fire King	3,000			
	Furniture	1,000			
300	Technology	2,000	-9,847.36	0.00	-9,847.36
	Printer	2,000			
	REGULAR INSTRUCTION				
305	Contracted	3,000	3,000.00	0	3,000.00
	ENVoY	3,000			
530	Equipment	35,000	27,200.78	41189.27	-13,988.49
	Classroom furniture	35,000			
555	Technology	90,000	90,000.00	1557.00	88,443.00
	Interactive White Boards	40,000			
	Student Computers	35,000			
	Teacher Computers	15,000			
	SITE AND BUILDING				
530	Equipment	10,000	10,000.00	0	10,000.00
	Kitchen	10,000			
	PAYROLL				
110	Salaries/Benefits	82,000	15,851.06	24989.01	-9,137.95
	Walton Total	250,000	136,959.18		67,334.03
	Donations Received	45,350.91	44,368.90	8,564.80	35,804.10
	ETI	20,000.00	17,964.04	2,443.06	15,520.98
	CSP	5,000.00	5,000.00	0.00	5,000.00
	Graves Grant	15,000.00	15,000.00	0.00	15,000.00
	Tesfa Total	320,350.91		8,564.80	123,659.11



TESFA INTERNATIONAL SCHOOL

Global Minds with Minnesota Hearts

Donations Received

<i>Date</i>	<i>Description of Revenue Source</i>	<i>Purpose</i>	<i>Amount</i>
6/18/15	Margaret A Cargill Foundation	Matching Grant from Fundraiser	1,500.00
6/18/15	John and Denise Graves	Graves Grant- Equity Training	15,000.00
6/18/15	Dan and Bernice Amberg	Fundraiser donation	50.00
6/18/15	Daniel Gray	Fundraiser donation	500.00
Total			\$17,050.00



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Transportation Service

Contracting with Monarch Bus Service for the 2015-2016 School Year @ \$200 per bus per day.

Technology Contracted Services

Contracting with Technology by Design for the 2015-2016 school year for technology support.



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Personnel Recommendation

The following personnel items are recommended for approval at the July 13, 2015 school board meeting:

Licensed Staff Employment

Amanda Jagdeo- 1.0 F.T.E. Classroom Teacher @ \$43,000 plus benefits effective August 3, 2015 through June 30, 2016.

Sarah Rogers-Tanner- 1.0 Classroom Teacher @ \$38,000 plus benefits effective August 3, 2015- June 30, 2016.

Declined Position

Nikki Loria- 1.0 F.T.E. Classroom Teacher

To be amended: BOARD MEETING MINUTES

May 5, 2015: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at
6:01 PM on May 5, 2015.

Board Members/Director Present or Absent:

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, Licensed Teacher)	Present
Emily Snodgrass (Community Member)	Present (6:09pm)
Midi Hansen (Community Member, Licensed Teacher)	Absent
Dillon Donnelly (Community Member)	Present
Lauren Ryan (Assistant Director and ExOfficio)	Present
Christina Ticer (Board Member)	Present
Mike McFadden (Board Member)	Present (6:14pm) via phone

Guests and Community Members Present:

Name	Position/Role
Shane Weinand (Not present)	VOA Authorizer Representative
Vivian	Community Member of St. Paul

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AGENDA and MINUTES

Subject	Approval of Agenda		
Motion	Motion to approve the agenda for May 5, 2015, as presented in the board packet.		
Made by	Helen Fisk	Seconded	Emily Schmidt
Discussion			
Vote	Yea 6	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

Subject	Approval of 4.7.15 Minutes		
Motion	Motion to approve the minutes from April 7, 2015 as presented in the board packet.		
Made by	Christina Ticer	Seconded	Dillon Donnelly
Discussion			
Vote	Yea 5	Nay 0	Abstain 1
Decision			

FINANCIAL REPORT

Subject	April 2015 Monthly Financial Report		
Motion	Motion to accept the financial report as presented		
Made by	Emily Schmidt	Seconded	Christina Ticer
Discussion			
Vote	Yea 6	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

Subject	Personnel Recommendations		
Motion	Motion to approve the hiring of Natalie Barnard at \$39,500, Katherine Dudley at \$43,000, and Lisa Linnell at \$35,000, all plus benefits effective August 3, 2015 through June 30, 2016 as presented in the personnel recommendations.		
Made by	Helen Fisk	Seconded	Emily Schmidt
Discussion			
Vote	Yea 6	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

Emily Snodgrass arrived at 6:09pm.
Mike McFadden arrived via phone at 6:14pm.

Subject	Contracted Services		
Motion	Motion to approve the contract services of Independent Special Education Services for one year at \$15,000 for special education director services and professional development.		
Made by	Helen Fisk	Seconded	Emily Snodgrass
Discussion			
Vote	Yea 8	Nay 0	Abstain 0
Decision	Motion approved unanimously.		

Subject	Contracted Services		
Motion	Motion to approve Vanguard Cleaning Systems Contracted Services for a two-year contract. Year one at the cost of \$13,950.00, and year two at 19,180.00, and the extension of Becky's research for catering options beyond presented caterers at the April 7, 2015 meeting.		
Made by	Helen Fisk	Seconded	Mike McFadden
Discussion			
Vote	Yes 8	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

NEW BUSINESS

Subject	Family Handbook		
Motion	Motion to approve the Tesfa International School Family Handbook as presented, with the discretion of updates as needed by Becky Magnuson and Lauren Ryan.		
Made by	Mike McFadden	Seconded	Helen Fisk
Discussion			
Vote	Yes 8	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

Subject	Board Picture
Discussion	

DIRECTOR UPDATE

Subject	Director Update -- Becky Magnuson and Lauren Ryan
Discussion	<ul style="list-style-type: none"> I. Enrollment II. Funding III. Teacher Interviews IV. Marketing and Outreach V. Fire Marshall Update VI. E-Rates application submission VII. Playground VIII. Tesfa International School Fundraiser IX. Upcoming dates to note

Subject	Hiring Authorization -- Recruiters		
Motion	Motion to authorize the hiring of community recruiters as needed. Becky Magnuson and Lauren Ryan have the authority to spend as necessary to forward recruitment.		
Made by	Helen Fisk	Seconded	Julian Stanke
Discussion			
Vote	Yes 8	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

AUTHORIZER INPUT

Subject	No authorizer representative present.
Discussion	No discussion.

POLICY UPDATES

Subject	Policies 532, 612,614, 616, and 691		
Motion	Motion to approve policies 532, 612, 614, 616, and 691 as presented in the board packet.		
Made by	Emily Schmidt	Seconded	Julian Stanke
Discussion			
Vote	Yea 8	Nay 0	Abstain 0
Decision	Motion passed unanimously.		

PUBLIC COMMENTS

Subject	Reciprocity
Discussion	Questions asked what the role of reciprocity was in the enrollment process, and then vision for parent involvement and collaboration.

ADIJOURNMENT

Motion	Motion to adjourn the board meeting at 7:07 pm.		
Made by	Emily Snodgrass	Seconded	Helen Fisk
Discussion			
Vote	Yea 8	Nay 0	Abstain 0
Decision	Motion passed unanimously.		



Director Update- June 2, 2015

I. Ready to Open Standards Meeting Update

II. Enrollment

a. **67** new students this month, 100% of projected enrollment for proposed budget

III. Funding

- a. Lease Aid
- b. ADM reported to MDE

Grade	Enrolled	Spots Remaining per Classroom	Spots per grade
k	20	0	
k	10	10	10
1	14	10	10
2	17	7	7
3	13	11	11
4	18	6	6
5	17	7	7
6	13	11	11
Total Enrollment	122		
Percentage	120		100%
Percentage	180		68%

IV. Teacher Interviews

- a. Hired 2 teachers this month!
- b. Continuing our search for one more highly qualified teacher in intermediate grades

V. Building updates/Purchasing

- a. Main Floor and Basement update
- b. Curriculum
- c. Interactive Whiteboards
- d. Classroom furniture
- e. Communication/Technology Services

VI. Marketing and Outreach

- a. Hamline Midway Spring Festival and Open Houses
- b. Home visits by Community Outreach workers
- c. Family tours of building

VII. Upcoming Date to Note:

- a. July 18- Rondo Days 9:00am -6:00pm
- b. July 22- Open House 5:00 pm-7:00 pm
- c. August 3- Tesfa Staff First Day!
- d. August 13- Meet Your Teacher
- e. August 16- Twins Game Book Drive
- f. August 24- First day with Students

June 18, 2015

Tesfa International School 4239-07
1745 University Ave W, 1st Floor
St. Paul, MN 55104

The Minnesota Department of Education has received your request for FY 2016 building lease aid pursuant to Minnesota Statutes, section 124D.11, Subdivision 4. Your approved lease cost is:

4239	Tesfa International School	
FY 2016	Approved Lease Cost	\$230,580.00

The approved lease cost is one formula component of the state lease aid entitlement calculated by Bill Kiesow according to the formula specified in Minnesota Statutes, section 124D.11, Subdivision 4. State aid entitlements are calculated initially based on the approved lease cost and estimated pupil units and may be updated throughout the school year. Final aid entitlements are determined in the following school year based upon final MARSS student reporting, UFARS expenditures and approved lease cost.

For charter schools with approved leases, the current estimated entitlements for FY 2016 are posted to the Minnesota Department of Education website at:

- <http://w20.education.state.mn.us/MDEAnalytics/Data.jsp>
- Under School Finance Spreadsheets, choose Charter Schools, then select Charter Schools from the Category dropdown menu, then Building Lease Aid from the subcategory dropdown menu, then 2016 under the year dropdown menu.
- Follow the instructions on the spreadsheet.

For questions regarding the application process or the approved lease cost, please contact me at 651-582-8257. For questions regarding the state lease aid entitlement, please contact Bill Kiesow at 651-582-8801.

Sincerely,



David J. Abrahamson – Education Finance Specialist

cc. Bill Kiesow, School Finance

TESFA INTERNATIONAL SCHOOL
EMPLOYEE USE OF SOCIAL MEDIA (470)

I. PURPOSE

The purpose of this policy is to address employees' use of publicly available social media networks including, but not limited to: personal websites, blogs wikis, social networks, online forums, virtual worlds, and any other social media. Tesfa International School takes no position on employees' decision to participate in the use of social media networks for personal use on personal time.

II. GENERAL STATEMENT OF POLICY

Tesfa International School recognizes the importance of online social media networks as a communication and e-learning tool. To that end, Tesfa International School provides password-protected social media tools and Tesfa International School approved technologies for e-learning and encourages use of Tesfa International School tools for collaboration by employees. However, public social media networks, outside of those sponsored by the Tesfa International School may not be used for classroom instruction or school-sponsored activities without the prior authorization of the administration, or designee, and parental consent for student participation on social networks.

When employees choose to join or engage with Tesfa International School students, families or employees in a social media context they are advised to maintain their professionalism as Tesfa International School employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

III. DEFINITIONS

- A. "Public social media networks" includes, but is not limited to web sites, blogs, wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers and which do not fall within Tesfa International School's electronic technologies network

- B. "School approved password-protected social media tools" mean tools that fall within the Tesfa International School's electronic technologies network or which Tesfa International School has approved for educational use.

IV. REQUIREMENTS

Because readers of social media networks may view the employee as a representative of Tesfa International School, employees are required to observe the following when referring to Tesfa International School, its students, programs, activities, employees, volunteers and/or communities on any social media networks:

A. Compliance with State and Federal Law

1. An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable Tesfa International School policies.
2. Employees must avoid posting any information or engaging in communications that violate state or federal laws or Tesfa International School policies.

B. Tesfa International Email Address

1. Employees should not use their Tesfa International School e-mail address for communications on public social media networks that have not been approved by the Tesfa International School.

C. Social Media Published Content

1. Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the Tesfa International School.
2. Employees may not post images of students on any social media network without written parental consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
3. Employees may not post any nonpublic images of Tesfa International School premises and property, including floor plans.

D. Employee-Student Relationships

1. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

E. Information of Employment at Tesfa International School

1. Work information included in a personal profile to include school name, job title, and job duties; Status updates regarding an employee's own job promotion; Personal participation in Tesfa International School-sponsored events, including volunteer activities.

F. Disciplinary Action

1. An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network.

Approved:

