



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

## BOARD MEETING AGENDA

**6:00 p.m. January 22, 2017**

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

1. Call to Order
2. Approve Agenda
3. Review Draft of Minutes from December 11
4. Financial Report
  - a. Enrollment/ADM 173/170.82
  - b. Fiscal Year 2017 Audit
  - c. December Financial Reports
  - d. Personnel Recommendations
  - e. Accept Smikis Foundation Donation \$25,000
5. Old Business
  - a. School Name
  - b. Reauthorization
6. New Business
  - a. Positive School-Wide Engagement Plan & Progress
  - b. Academic Progress Report
  - c. Academic Growth Plan
  - d. IB Site Visit
7. Policy Review
  - a. 418 Drug Free School and Workplace -  
<https://tesfainternationalschool.files.wordpress.com/2014/08/418-drugfree-workplace-school-2014.pdf>
  - b. 501 School Weapons Policy  
<https://tesfainternationalschool.files.wordpress.com/2015/03/501-school-weapons-policy-2014.pdf>
  - c. 502 Search of Student Property  
<https://tesfainternationalschool.files.wordpress.com/2015/03/502-search-of-student-property-2014.pdf>
8. VOA authorizer input/update
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

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Tanya Heifort called to order the meeting at  
6:07 PM on December 11, 2017

Board Members/Director Present or Absent:

Tanya Heifort (Board Chair/Community Member)	Present
Midi Hansen (Board Secretary/Community Member)	Present
Dillon Donnelly (Board Treasurer/Community Member)	Absent
Patrick Exner (Community Member)	Present
Helen Fisk (Community Member)	Present
Mike McFadden (Community Member)	Present
Jonas Beugen (Director/Ex-officio)	Present
Mohamed Selim (Assistant Director/Ex-Officio)	Absent

Guests and Community Members Present: Sarah Laupin and Malaney Peterson

## Tesfa International School

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

**Vision:** Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for them and their communities.

## BOARD MEMBERSHIP

Subject	Board				
Motion	Motion moved to add Amir Orandi to the board.				
Made by	Helen Fisk	Seconded	Patrick Exner		
Discussion					
Vote	Yea	5	Nay	0	Abstain

## AGENDA and MINUTES

<b>Subject</b>	<b>Approval of the Agenda</b>					
<b>Motion</b>	Motion to approve the agenda with the discussed changes.					
<b>Made by</b>	Mike McFadden	Seconded		Midi Hansen		
<b>Discussion</b>	We are moving #6, the Presentation on Guided Language Acquisition Development, up so that the teachers can present first. The mid-year summary report will be added after the Director Update. The Director Evaluation process will also be added to the agenda.					
<b>Vote</b>		<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0		
<b>Decision</b>	Motion passed unanimously.					

<b>Subject</b>	<b>Approval of the Minutes</b>					
<b>Motion</b>	Motion to approve the minutes as presented from November 20, 2017.					
<b>Made by</b>	Helen Fisk	Seconded		Patrick Exner		
<b>Discussion</b>	Change was made to the leader of the meeting					
<b>Vote</b>		<b>Yea</b> 4	<b>Nay</b> 0	<b>Abstain</b> 2		
<b>Decision</b>	Motion passed unanimously.					

### PRESENTATION ON GUIDED LANGUAGE ACQUISITION DEVELOPMENT

<b>Subject</b>	<b>Guided Language Acquisition Development</b>					
<b>Discussion</b>	2 teachers shared about their professional development. The staff had 2 professional development days, and then the presenters came and modeled a lesson in the room. The strategies work with ELL students and SIOP. The strategies work really well with differentiation. The teachers found it very valuable and something that they could immediately apply. The visuals are interactive and it has heightened the level of student engagement.					

### FINANCIAL REPORT

<b>Subject</b>	<b>Fiscal Year 2017 Audit</b>					
<b>Discussion</b>	The auditors were not here to present and the board hasn't received the information regarding the audit. It is preferred that the board receive their findings prior to the meeting. It was discussed that Tesfa change auditors. It is good practice to periodically change auditors and the board is not pleased with the lack of communication between the auditor and Tesfa. A board member and the current director have not been interviewed regarding the information necessary for the audit. Patrick met with the Tesfa Business Manager regarding the auditor's presentation. The auditor's are a private company who then give their findings to our Business Manager. A new auditor will be put on the March agenda so we have a plan going forward.					

<b>Subject</b>	<b>November Financials</b>					
<b>Motion</b>	Motion was made to accept the budget as presented.					
<b>Made by</b>	Helen Fisk	Seconded		Jonas Beugen		
<b>Discussion</b>	Patrick, our Treasurer, met with the Business Manager, and he felt that many of the budget questions were centered around communication. The Business Manager needs to be more proactive with the financials, as monies come in and out of the budget, so that the Director is aware of how they relate to the budget.					
<b>Vote</b>		<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0		
<b>Decision</b>	Motion passed unanimously.					

<b>Subject</b>	<b>Personnel Recommendation</b>					
<b>Motion</b>	Motion to approve the personnel recommendation as presented.					
<b>Made by</b>	Patrick Exner	Seconded		Midi Hansen		
<b>Discussion</b>						
<b>Vote</b>		<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0		

<b>Decision</b>	Motion passed unanimously.
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### BOARD MEETING CALENDAR

<b>Subject</b>	<b>Board Meeting Schedule for 2018</b>		
<b>Motion</b>	Motion to approve the board meeting calendar with the proposed changes for Jan. and April.		
<b>Made by</b>	Helen Fisk	Seconded	Amir Orandi
<b>Discussion</b>	The proposed June meeting wasn't approved because we can't have a board meeting after the last day of school.		
<b>Vote</b>	<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0
<b>Decision</b>	Motion passed unanimously.		

### POLICY REVIEW

<b>Subject</b>	Review of policies 410, 413.		
<b>Motion</b>	Motion to approve Policies 410, 413, with the discussed changes to 7A and 7B and 417 as presented.		
<b>Made by</b>	Helen Fisk	Seconded	Mike McFadden
<b>Discussion</b>	Change A on the policy to say that the policy will be available to Tesfa employees. B will be reworded to say that it will be reviewed as needed.		
<b>Vote</b>	<b>Yea</b> 6	<b>Nay</b> 0	<b>Abstain</b> 0
<b>Decision</b>			

### DIRECTOR UPDATE

<b>Subject</b>	<b>Enrollment</b>
<b>Discussion</b>	The ADM is 172/170.4. The ADM is down slightly but still above the number used for budgeting. Tanya questioned the plan for the recruiter regarding ADM. Patrick brought up the concern about the students that tend to get recruited in January and would like the focus to become on how we are best serving the students that are currently enrolled. ADM will now be reflected on the budget section and will be part of that conversation.

<b>Subject</b>	<b>School Name Process</b>
<b>Discussion</b>	There is an assembly on Tuesday, the 18th presenting the idea to the students and letting them know that there will be a contest to come up with the new names.

<b>Subject</b>	<b>FY 19 Budget Timeline and Staffing Process</b>
<b>Discussion</b>	Jonas is planning on having a process and timeline to help retain the quality teachers that they have hired. He wants to have the budget and the salary schedule in place so that there is an orderly way to plan for the fall of 18.

<b>Subject</b>	<b>VOA Reauthorization Timeline</b>
<b>Discussion</b>	Contract is up at the end of the year and Jonas needs to apply for reauthorization. There was board was concerned that VOA hasn't communicated with him yet about the process. In January, the board will receive an update about the site visit.

<b>Subject</b>	<b>Smikis Foundation Grant</b>
<b>Discussion</b>	Tesfa had applied for a challenge grant, with a matching \$25,000 grant. Smikis gave Tesfa the grant again.

### MIDYEAR SURVEY SUMMARY

<b>Subject</b>	<b>Results of midyear survey summary.</b>
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<b>Discussion</b>	<p>Positives noted were how well the staff worked together and collaborated (8 comments). 4 comments about Director support. 2 comments about ENVOY and how that has been implemented.</p> <p>Challenges noted were around behavior management. Teachers felt that there needed to be more support and that consequences needed to be clear and consistent. There was also a comment regarding ELL support and SPED paperwork not being completed in a timely manner and that students weren't receiving the services that they needed. There was a lot of discussion around the best way to address the concerns mentioned in the survey. Helen mentioned that if an additional PD day or time is needed to work on these issues, the board would support this idea.</p>
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<b>Subject</b>	<b>2018 Director Evaluation</b>
<b>Discussion</b>	Tanya gave out the Director Evaluation. It gives the board tips on where to find information to support scoring on a 4 point scale. Tanya is open to feedback on the form. The form will be given to board members so that they can work on it at their own rate. It will need to be completed

**AUTHORIZER INPUT**

<b>Subject</b>	<b>None</b>
<b>Discussion</b>	

**PUBLIC COMMENTS**

<b>Subject</b>	<b>None</b>
<b>Discussion</b>	

**ADJOURNMENT**

<b>Motion</b>	Motion to adjourn the school board meeting at 8:01 pm.						
<b>Made by</b>	Midi Hansen	<b>Seconded</b>		Patrick Exner			
<b>Discussion</b>							
<b>Vote</b>		<b>Yea</b>	6	<b>Nay</b>	0	<b>Abstain</b>	0
<b>Decision</b>	Motion passed unanimously.						

4239- TESFA International School YTD Budget vs. Actual 12/31/2017					
PROJECTED ENROLLMENT: 170 ADM		TRACKING PERIOD: JULY-DECEMBER BENCHMARK 50%			
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 12/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK
<b>GENERAL FUND REVENUE SOURCES:</b>					
348-300	LEASE AID	201,042	87,159	113,883	43%
000-211	STATE GEN EDUCATION AID	1,681,089	784,251	896,838	47%
740-360	SPECIAL ED - STATE	218,440	47,097	171,343	22%
401-400	TITLE I	49,150	16,383	32,767	33%
414-400	TITLE II	7,111	2,370	4,741	33%
417-400	TITLE III	9,800	-	9,800	0%
419-400	FEDERAL SPEC ED	20,000	8,592	11,408	43%
452-400	FEDERAL GRANT- IMPL II	93,567	93,383	184	100%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	E-RATE	10,000	-	10,000	0%
000-099	MISC GRANTS	8,500	8,272	228	97%
<b>TOTAL GEN FUND REVENUE</b>		<b>2,286,699</b>	<b>1,035,506</b>	<b>1,251,193</b>	<b>45%</b>
<b>GEN FUND EXPENDITURES:</b>					
<b>SCHOOL SUPPORT SERVICES (000-199)</b>					
100-200	ADMIN. STAFF SALARIES & BENEFITS	354,592	173,273	181,319	49%
000-305	CONTRACTED SERVICES	141,600	86,638	54,963	61%
000-320	COMMUNICATION SERVICES	8,000	5,204	2,796	65%
000-329	POSTAGE AND PARCEL SERVICE	1,000	757	243	76%
000-366	STAFF TRAINING	1,000	-	1,000	0%
000-401	GENERAL SUPPLIES- NON INSURANCE	8,000	1,275	6,725	16%
000-401	GENERAL SUPPLIES- UNIFORMS	10,000	9,513	487	95%
000-530	EQUIPMENT	-	-	-	0%
000-555	TECHNOLOGY EQUIPMENT	4,600	2,199	2,401	48%
000-820	DUES & MEMBERSHIP & FEES	27,000	10,165	16,835	38%
000-899	MISCELLANEOUS	-	-	-	0%
<b>TOTAL</b>		<b>555,792</b>	<b>289,024</b>	<b>266,768</b>	<b>52%</b>
<b>REGULAR INSTRUCTION (200-299)</b>					
100-200	INSTRUCTIONAL SALARIES	758,989	357,356	332,399	47%
000-305	CONTRACTED SERVICES-	30,050	26,168	3,882	87%
000-430	INSTRUCTIONAL MATERIALS	20,000	20,762	(762)	104%
000-460	TEXTBOOKS & WORKBOOKS	-	-	-	0%
000-461	TESTING SERVICES	500	-	500	0%
000-470	MEDIA BOOKS & RESOURCES	-	-	-	0%
000-530	EQUIPMENT	-	804	(804)	0%
000-555	TECHNOLOGY EQUIPMENT	3,600	2,391	1,209	66%
<b>TOTAL</b>		<b>813,139</b>	<b>407,480</b>	<b>336,425</b>	<b>50%</b>

4239-TESFA International School YTD Budget vs. Actual 12/31/2017					
PROJECTED ENROLLMENT: 170 ADM		TRACKING PERIC JULY-DECEMBER BENCHMARK 50%			
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 12/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT
	<b>SPECIAL EDUCATION INSTRUCTION (400-499)</b>				
100-200	STAFF SALARIES & BENEFITS	171,611	76,806	94,805	45%
305	CONTRACTED SERVICES	65,000	48,229	16,771	74%
430	SPEC ED SUPPLIES	4,600		4,600	0%
530	EQUIPMENT	1,000		1,000	0%
555	TECH EQUIPMENT	500		500	0%
	<b>TOTAL</b>	<b>242,711</b>	<b>125,035</b>	<b>117,676</b>	<b>52%</b>
	<b>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</b>				
100-200	SALARIES-	-		-	0%
401	TRAINING MATERIALS			-	0%
366	TRAINING, TRAVEL, CONVEN.	15,000	14,237	763	95%
0	STAFF TUITION REIMBURSEM	-		-	0%
	<b>TOTAL</b>	<b>15,000</b>	<b>14,237</b>	<b>763</b>	<b>95%</b>
	<b>PUPIL SUPPORT SERVICES ( 700-799)</b>				
100-200	SALARIES	112,428	52,079	60,349	46%
305	CONTRACTED SERVICES- HE	6,025	1,045	4,980	17%
360	PUPIL TRANSPORTATION	274,000	98,200	175,800	36%
360	SPEC ED TRANSPORTATION			-	0%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE				
	<b>TOTAL</b>	<b>392,453</b>	<b>151,324</b>	<b>241,129</b>	<b>39%</b>
	<b>SITE, BLDG, &amp; EQUIPMENT (800-899)</b>				
100-200	PERSONNEL COSTS	-	-	-	0%
305	CONTRACTED SERVICES-	28,625		28,625	0%
330	UTILITY SERVICES	19,200	8,852	10,348	46%
350	REPAIRS & MAINTENANCE	10,000	8,483	1,517	85%
370	OPERATING LEASES- COPIERS	20,000	8,108	11,892	41%
370	CAM PAYMENTS-DEPOSIT	5,000	2,502	2,498	50%
370	BLDG LEASE	228,380	105,211	123,169	46%
401	CUSTODIAL SUPPLIES	2,000	7,056	(5,056)	353%
520	LEASEHOLD IMPROVEMENTS	-		-	0%
530	EQUIPMENT	1,000	627	373	63%
555	TECH EQUIPMENT	-		-	0%
	<b>TOTAL</b>	<b>314,205</b>	<b>140,839</b>	<b>173,366</b>	<b>45%</b>
	<b>FISCAL &amp; OTHER FIXED COSTS (900-999)</b>				
000-340	INSURANCE	13,500	1,709	11,791	13%
000-740	PRINCIPAL PAYMENT			-	
000-741	INTEREST	1,100	3,017	(1,917)	274%
	<b>TOTAL</b>	<b>14,600</b>	<b>4,726</b>	<b>9,874</b>	<b>32%</b>
	<b>TOTAL EXPENDITURES- GEN</b>	<b>2,347,900</b>	<b>1,132,663</b>	<b>1,215,237</b>	<b>48%</b>
	<b>GENERAL FUND PROFIT (LOSS)</b>	<b>(61,201)</b>	<b>(97,157)</b>	<b>35,956</b>	
701-472	FOOD SERVICE REVENUE	113,475	52,142	61,333	46%

4239-TESFA International School YTD Budget vs. Actual 12/31/2017					
PROJECTED ENROLLMENT: 170 ADM			TRACKING PERIC JULY-DECEMBER BENCHMARK 50%		
UFARS	YTD REVENUES & EXP. BY PR	FY 2017-2018 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 12/31/2017	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		125,475	64,142	61,333	
701-490	FOOD SERVICE EXPENDITURE	126,478	66,555	59,923	53%
	<b>FOOD SERVICE FUND BALANCE</b>	<b>(1,003)</b>	<b>(2,412)</b>	<b>-</b>	
	<b>TOTAL EXPENDITURES- ALL F</b>	<b>2,474,378</b>	<b>1,199,218</b>	<b>1,275,160</b>	<b>48%</b>
	CURRENT YEAR FUND BALANCE	(62,204)			
	<b>ADD: FUND BALANCE, BEG</b>	<b>356,903</b>	<b>6/30/2017</b>		
	<b>FUND BALANCE, ENDING</b>	<b>294,699</b>	<b>6/30/2018</b>		
	<b>Fund Balance Percentage</b>	<b>12%</b>			
	<b>MDE Hold-back 10%</b>	<b>228,670</b>			



# A INTERNATIONAL SCHOOL CHECK REGISTER 12/31/2017

CHK #	CHK DATE	VENDOR	AMOUNT
10995	12/7/2017 00:00:00	ANDREA BEAUCHAMP	\$ 1,500.00
10996	12/7/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
10998	12/7/2017 00:00:00	FIRST LUTHERAN CHURCH	\$ 23,317.84
10999	12/7/2017 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 1,239.00
11000	12/7/2017 00:00:00	Minnesota Bureau of Criminal Apprehensio	\$ 25.00
11001	12/7/2017 00:00:00	Office Depot	\$ 369.24
11002	12/7/2017 00:00:00	PERA	\$ 1,503.97
11003	12/7/2017 00:00:00	PK PROPERTY SERVICES . LLC	\$ 147.12
11004	12/7/2017 00:00:00	SAFAARI TRANSPORTATION LLC	\$ 25,500.00
11005	12/7/2017 00:00:00	TEACHERS ON CALL	\$ 663.00
11006	12/7/2017 00:00:00	TeachersASAP	\$ 1,023.52
11007	12/7/2017 00:00:00	WordPlay Speech & Language Services	\$ 2,083.65
11008	12/13/2017 00:00:00	BENCHMARK EDUCATION COMPANY	\$ 1,535.00
11009	12/13/2017 00:00:00	BUSINESS ESSENTIALS	\$ 166.32
11010	12/13/2017 00:00:00	CAPITAL RESEARCH & MANAGEMENT C	\$ 312.50
11011	12/13/2017 00:00:00	CPI	\$ 150.00
11012	12/13/2017 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 16,648.98
11013	12/13/2017 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 483.00
11014	12/13/2017 00:00:00	Minnesota Bureau of Criminal Apprehensio	\$ 25.00
11015	12/13/2017 00:00:00	MOVING MATTERS LLC	\$ 3,542.56
11016	12/13/2017 00:00:00	Office Depot	\$ 237.09
11017	12/13/2017 00:00:00	PK PROPERTY SERVICES . LLC	\$ 337.64
11018	12/13/2017 00:00:00	SCHOOL SPECIALTY	\$ 2,073.14
11019	12/13/2017 00:00:00	SFM	\$ 1,175.00
11020	12/13/2017 00:00:00	TEACHERS ON CALL	\$ 663.00
11021	12/13/2017 00:00:00	TeachersASAP	\$ 1,999.17
11022	12/13/2017 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 2,225.00
11023	12/13/2017 00:00:00	WordPlay Speech & Language Services	\$ 1,869.63
11024	12/13/2017 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 3,166.67
11025	12/22/2017 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 873.58
11026	12/22/2017 00:00:00	HEALTH PARTNERS	\$ 15,477.43
11027	12/22/2017 00:00:00	HOUGHTON MIFFLIN	\$ 226.03
11028	12/22/2017 00:00:00	PK PROPERTY SERVICES . LLC	\$ 390.22
11029	12/22/2017 00:00:00	SCHOOL SPECIALTY	\$ 92.91
11031	12/22/2017 00:00:00	TeachersASAP	\$ 1,136.13
11032	12/22/2017 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 2,225.00
11033	12/22/2017 00:00:00	Unum Life Insurance Company of America	\$ 1,037.80
11034	12/22/2017 00:00:00	PERA	\$ 1,513.97
11035	12/22/2017 00:00:00	TEACHERS ON CALL	\$ 884.00
<b>TOTAL</b>			<b>\$ 121,005.78</b>

4239-TESFA  
Cash Flow Analysis  
FY 2017-2018

		Estimated Receipts By Category					School Disbursements					
	FY 2017-2018 State Rev.	FY 16-17 Hold-Back	FY 2017-2018 Federal Speed/Title Programs	Other Local Receipts	Debt & Other Financing	FY 2017-2018 Federal Grant	Total Revenues	FY 2017-2018 General Outlays	FY 2017-2018 Fed. Grant Outlays	Total Disbursements	Monthly Cash Flow	Estimated Ending Cash Balance
2017												
Jul 1-15	61,350						61,350	46,602	-	82,404	(38,632)	172,358
Aug 1-15	47,225						47,225	28,902	-	64,703		154,860
Sep 1-15	54,303						54,303	61,205	-	96,406		112,777
Oct 1-15	54,303	315,175			(150,000)		119,478	25,603	-	62,107	15,268	170,148
Nov 1-15	54,303						54,303	53,203	-	89,707		134,744
Dec 1-15	54,303	73,669					129,993	28,501	-	65,005	29,584	199,732
Jan 1-15	54,303					85,002	139,252	45,203	-	81,707	115,109	257,277
Feb 1-15	54,303						179,094	45,206	-	121,530		314,841
Mar 1-15	54,303						179,094	55,203	-	81,710		293,552
Apr 1-15	54,303						179,094	36,601	-	91,707	44,617	359,458
May 1-15	54,303						179,094	33,602	-	70,106	43,327	395,222
Jun 1-15	54,303						179,094		-			402,785
2018												
Jan 1-15	77,483	3,164					80,647	35,201	-	71,705	5,017	411,727
Feb 1-15	77,483		20,300				97,783	65,204	-	101,708		407,802
Mar 1-15	77,483						77,483	36,902	-	73,406		411,879
Apr 1-15	77,483						77,483	38,502	-	75,006	6,554	414,356
May 1-15	77,483						77,483	55,203	-	91,707	(18,454)	400,132
Jun 1-15	77,483						77,483	45,209	-	81,713		395,902
Jul 1-15	77,483						77,483	85,410	-	121,914		351,471
Aug 1-15	77,483						77,483	65,201	-	101,705	(60,537)	335,365
Sep 1-15	77,483	6,116	19,506				96,989	75,201	-	111,705	(59,144)	320,649
Oct 1-15	77,483						77,483	95,801	-	132,305		276,221
Nov 1-15	77,483						77,483	85,406	-	121,910	(99,249)	221,399
Dec 1-15	77,483						77,483		-			176,972
2017-2018 Total	1,788,278	376,066	70,006		(150,000)	85,002	2,169,352	873,388	1,312,504	2,185,892		193,512

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**4239-TESFA International School**  
**Balance Sheet**  
**Dec-17**

Fund	Acct	Sub Acct	Description	Amount
<b>GENERAL FUND</b>				
01	101	004	CASH / GENERAL	\$ 291,130.00
01	101	001	CASH / MAIN CHECKING	\$ -
01	101	002	CASH / SAVINGS	\$ -
01	101	009	CASH / PAYROLL DATA	
01	104	000	INVESTMENTS	\$ -
01	115	000	Accounts Receivable	\$ -
01	116	000	Interest Receivable	\$ -
01	118	000	Due From Other Funds	\$ -
01	120	000	DUE FROM OTHER MN SCHOOLS	
01	121	000	DUE FROM CFL	\$ 68,856.00
01	122	000	DUE FROM FED THRU CFL	\$ -
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$ -
01	201	000	SALARIES AND WAGES PAYABLE	\$ (3,000.00)
01	202	000	SHORT-TERM INDEBTEDNESS	\$ -
01	205	000	Due To Other Funds	
01	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	\$ -
01	210	000	DUE TO OTHER MN SCHOOLS	
01	215	000	PAYROLL DEDUCTS / GENERAL	\$ (83.00)
01	230	000	Deferred Revenue	\$ -
01	422	000	UNRESERVED FUND BALANCE	\$ (356,903.00)
<b>FOOD SERVICE FUND</b>				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -

## **Personnel Recommendations:**

*The following personnel items are recommended for the approval at the January 22, 2018 school board meeting.*

### **Licensed Staff:**

Jennifer Goplen 1.0 FTE Elementary Teacher @ a salary of \$51,000 effective 02/05/2018

### **Non Licensed Staff:**

Jared Stulen 1.0 FTE Special Education Paraprofessional @ a salary of \$28,988.40 effective 01/03/2018.

### **Licensed Staff Resignation:**

Mekinna Rahn 1.0 FTE Physical Education Teacher @ a salary of \$40,894.00 effective 12/20/2017.

### **Change of Assignment**

James Cosgrove 1.0 FTE Special Education Paraprofessional @ a salary of \$28,988.40 to 1.0 FTE Regular Education Paraprofessional @ a salary of \$28,988.40 effective 01/03, 2018.

### **Request to Create Additional Positions**

1.0 FTE Regular Education Paraprofessional effective 01/03/2018

1.0 FTE Regular Education Paraprofessional effective 02/05/2018

**TESFA INTERNATIONAL SCHOOL  
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL (418)**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

**II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other Tesfa International School personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. Tesfa International School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

**III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport

students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Tesfa International School; or during any period of time such employee is supervising students on behalf of Tesfa International School or otherwise engaged in Tesfa International School business.

#### **IV. EXCEPTIONS**

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with Tesfa International School's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to Tesfa International School's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the director.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

### A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Tesfa International School's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a Tesfa International School federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by Tesfa International School. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Tesfa International School policies.

### C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

*Adopted: 10/7/14*

*Revised:*





**TESFA INTERNATIONAL SCHOOL  
SCHOOL WEAPONS POLICY (501)**

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The Tesfa International School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**III. DEFINITIONS**

**A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

**B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of Tesfa International School.

**C. "Possession"** means having a weapon on one's person or in an area subject to one's

control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Director's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Director's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student falls within one of the following categories:
1. licensed peace officers, military personnel, or students or non-students participating in military training, who are on duty performing official duties;
  2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  4. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  6. a gun or knife show held on school property;

7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the Director or other person having general control and supervision of the school or the director of a child care center; or

8. persons who are on unimproved property owned or leased by a child care center or Tesfa International School unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While Tesfa International School takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

Tesfa International School may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. Tesfa International School takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Director of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While Tesfa International School takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

**A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Tesfa International School policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

**B. Other Non-students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

*Adopted: 12/02/14*

*Reviewed:*

**TESFA INTERNATIONAL SCHOOL  
SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND  
STUDENT'S PERSON (502)**

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Tesfa International School's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of Tesfa International School. At no time does Tesfa International School relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of Tesfa International School. At no time does Tesfa International School relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### **III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by Tesfa International School policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to Tesfa International School, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of Tesfa International School policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. Tesfa International School shall provide a copy of this policy to a student when the student is given use of a locker.

#### **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of Tesfa International School, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

#### **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

#### **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with Tesfa International School's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

*Adopted: 12/02/14*

*Reviewed:*

