



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. December 14, 2015

Meeting Location: 1745 University Ave W, 1st Floor, Saint Paul, MN 55104

1. Call to Order
2. Approve Agenda
3. Review Draft of Minutes from October 12, 2015
4. Financial Report
 - A. October 2015 Monthly Financial Report
 - B. November 2015 Monthly Financial Report
 - C. Donations Received
 - D. Personnel Recommendations
 - E. Proposed Adjusted Budget for 2015-2016
5. Old Business
 - A. Board Goals and Self-Evaluation
 - B. Director Evaluation
6. Director Update
7. VOA authorizer input/update
8. Public Comments
9. Adjournment

Mission

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

BOARD MEETING MINUTES-Draft

October 12, 2015: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:00 PM on October 12, 2015

Name	Present/Absent
Tanya Heifort (Chair)	Absent
Helen Fisk (Treasurer)	Present
Midi Hansen (Secretary)	Absent
Emily Schmidt	Present
Christina Muldowney	Present
Dillon Donnelly	Present
Julian Stanke (Secretary)	Absent
Mike McFadden (Attended via phone, did not vote.)	

Guests

Name, Position & Role	Name Position/Role
Becky Magnuson, Ex-Officio	Present
Lauren Ryan, Ex-Officio	Present
Liban (Accounting Assistant)	Present
Mohamed Egeh (Accountant)	Present

AGENDA AND MINUTES

Subject	Move to approve agenda			
Motion	Motion to approve the agenda for 10/12/15.			
Made by	Christina	Seconded	Dillon	
Discussion	Helen made a motion to table the agenda item of Board Goals and Self-Evaluation until November 2015.			
Vote	Yea	5	Nay	0
Decision	Approved.			
	Abstain	0		

FINANCIAL REPORT

Subject	Financial Report			
Motion	Motion to accept the financial report as presented. Current enrollment is 138. Current ADM 138.76			
Made by	Emily	Seconded	Christina	
Discussion				
Vote	Yea	5	Nay	0
Decision	Approved.			
	Abstain	0		

DONATIONS RECEIVED

Motion	Motion to accept the donation.						
Made by	Helen	Seconded	Christina				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Approved.						

PERSONNEL RECOMMENDATIONS

Motion	Motion to accept the personnel recommendation with the change in the start date of her contract.						
Made by	Helen	Seconded	Emily				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Approved.						

VOA REVISED CONTRACT

Motion	Motion to accept the VOA revised contract.						
Made by	Emily	Seconded	Helen				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Approved.						

AUTHORIZER INPUT

Subject	None.
Discussion	

PUBLIC COMMENTS

Subject	None.
Discussion	No public representative present.

ADJOURNMENT

Motion	Motion to adjourn the meeting.						
Made by	Christina	Seconded	Helen				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Approved.						

4239- TESFA International School YTD Budget vs. Actual 10/31/2015					
PROJECTED ENROLLMENT: 160 ADM		TRACKING PERIOD JULY-OCT BENCHMARK 33%			
UFAMS	FED REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2015	UNEXPENDED BALANCE	% YTD RECEIVED/SPENT BENCHMARK 33%
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	207,522	-	207,522	0%
000-211	STATE GEN EDUCATION AID	1,267,388	364,501	902,888	29%
740-360	SPECIAL ED - STATE	142,916	68,604	74,311	48%
419-400	FEDERAL SPEC ED	18,000	-	18,000	0%
401-400	TITLE I	54,000	-	54,000	0%
414-400	TITLE II	-	-	-	0%
417-400	TITLE III	-	-	-	0%
452-400	FEDERAL START UP GRANT	185,320	164,536	20,785	89%
452-400	FEDERAL GRANT- IMPL	200,000	-	200,000	0%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	MISC GRANTS- WALTON CARRYOVER	126,893	126,893	-	100%
000-099	E-RATE	-	-	-	0%
TOTAL GEN FUND REVENUE		2,190,039	712,533	1,477,505	33%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	242,165	78,723	163,442	33%
000-305	CONTRACTED SERVICES	150,401	47,816	102,585	32%
000-320	COMMUNICATION SERVICES	23,100	3,539	19,561	15%
000-329	POSTAGE AND PARCEL SERVICES	2,000	663	1,337	33%
000-366	STAFF TRAINING	1,200	-	1,200	0%
000-401	GENERAL SUPPLIES- NON INSURANCE	21,000	18,122	2,878	86%
000-401	GENERAL SUPPLIES- UNIFORMS	2,000	-	2,000	0%
000-530	EQUIPMENT	1,000	2,916	(1,916)	292%
000-555	TECHNOLOGY EQUIPMENT	7,000	4,371	2,629	62%
000-820	DUES & MEMBERSHIP & FEES	17,520	965	16,555	6%
000-899	MISCELLANEOUS	-	-	-	0%
TOTAL		467,386	157,115	310,271	34%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	617,068	169,476	332,399	27%
000-305	CONTRACTED SERVICES-	14,600	1,526	13,074	10%
000-430	INSTRUCTIONAL MATERIALS	50,000	24,940	25,060	50%
000-460	TEXTBOOKS & WORKBOOKS	2,000	6,530	(4,530)	327%
000-461	TESTING SERVICES	6,600	3,484	3,116	53%
000-470	MEDIA BOOKS & RESOURCES	-	-	-	0%
000-530	EQUIPMENT	13,200	12,109	1,091	92%
000-555	TECHNOLOGY EQUIPMENT	96,700	97,719	(1,019)	101%
TOTAL		800,168	315,784	369,191	39%

4239- TESFA International School YTD Budget vs. Actual 10/31/2015					
PROJECTED ENROLLMENT: 150 ADA		TRACKING PERIOD BENCHMARK		JULY-OCT 33%	
UNAPPORTIONED	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2015	UNEXPENDED BALANCE	% YTD RECEIVED/SPENT
	SPECIAL EDUCATION INSTRUCTION (400-499)				
100-200'S	STAFF SALARIES & BENEFITS	88,995	23,545	65,450	26%
305	CONTRACTED SERVICES	60,000	6,098	53,902	10%
433	SPEC ED SUPPLIES	2,100	595	1,505	28%
530	EQUIPMENT	2,500	-	2,500	0%
555	TECH EQUIPMENT	5,200	1,148	4,052	22%
	TOTAL	158,795	31,387	127,408	20%
	INSTRUCTIONAL SUPPORT SERVICES: (600-699)				
100-200's	SALARIES-	-	-	-	0%
305	CONTRACTED SERVICES	-	-	-	0%
366	TRAINING, TRAVEL, CONVEN.	15,000	2,977	12,023	20%
389	STAFF TUITION REIMBURSEMENTS	-	-	-	0%
	TOTAL	15,000	2,977	12,023	20%
	PUPIL SUPPORT SERVICES (700-799)				
100-200	SALARIES	-	-	-	0%
305	CONTRACTED SERVICES- HE/	2,500	-	2,500	0%
360	PUPIL TRANSPORTATION	179,000	65,733	113,267	37%
360	SPEC ED TRANSPORTATION	25,000	-	25,000	0%
555	TECH EQUIPMENT	-	-	-	0%
	TOTAL	206,500	65,733	115,767	32%
	SITE, BLDG, & EQUIPMENT (800-899)				
100-200's	PERSONNEL COSTS	40,404	12,455	27,949	31%
305	CONTRACTED SERVICES-	34,000	4,110	29,890	12%
330	UTILITY SERVICES	43,000	-	43,000	0%
350	REPAIRS & MAINTENANCE	12,000	-	12,000	0%
370	OPERATING LEASES- COPIERS	8,000	-	8,000	0%
370	CAM PAYMENTS	16,555	1,176	15,379	7%
370	BLDG LEASE	230,580	96,638	133,942	42%
401	CUSTODIAL SUPPLIES	10,000	222	9,778	2%
520	LEASEHOLD IMPROVEMENTS	-	-	-	0%
530	EQUIPMENT	1,200	139	1,061	12%
555	TECH EQUIPMENT	-	-	-	0%
	TOTAL	395,739	114,740	280,999	29%
	FISCAL & OTHER FIXED COSTS (900-999)				
000-340	INSURANCE	14,500	2,919	11,581	20%
000-740	PRINCIPAL PAYMENT	-	-	-	0%
000-741	INTEREST	-	285	-	0%
	TOTAL	14,500	3,204	11,581	22%
	TOTAL EXPENDITURES- GEN F	2,058,090	690,940	1,367,150	34%
	GENERAL FUND PROFIT (LOSS)	131,949	21,594	110,356	
701-472	FOOD SERVICE REVENUE	80,910	3,702	77,208	5%

4239- TESFA International School YTD Budget vs. Actual 10/31/2015					
PROJECTED ENROLLMENT: 150 ADM			TRACKING PERIOD: JULY-OCT BENCHMARK: 33%		
UFARS	UNEXPENDED REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2015	UNEXPENDED BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		92,910	15,702	77,208	
701-490	FOOD SERVICE EXPENDITURE	99,806	20,269	79,537	20%
	FOOD SERVICE FUND BALANCE	(6,896)	(4,567)	(2,329)	
	TOTAL EXPENDITURES- ALL FUNDS	2,157,896	711,209	1,446,686	33%
	CURRENT YEAR FUND BALANCE	125,053			
	ADD: FUND BALANCE, BEG				
	FUND BALANCE, ENDING	125,053			
	Fund Balance Percentage	6%			
	MDE Hold-back 10%	219,004			

4239-TESFA International School
CHECK REGISTER
10/31/2015

CHK #	CHK DATE	VENDOR	AMOUNT
6174	10/8/2015 00:00:00	MN REUSE CENTER	\$ 32.33
6175	10/14/2015 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 5,079.25
6176	10/8/2015 00:00:00	Minnesota Bureau of Criminal Apprehension	\$ 27.75
6178	10/8/2015 00:00:00	1745 UNIVERSITY LLC	\$ 24,159.45
10090	10/7/2015 00:00:00	DONALD'S	\$ 550.00
10091	10/7/2015 00:00:00	MONARCH BUS SERVICE, INC	\$ 17,400.00
10092	10/7/2015 00:00:00	SCIENCE MUSEUM OF MINNESOTA	\$ 1,300.00
10093	10/7/2015 00:00:00	SpEd Forms Inc.	\$ 595.00
10094	10/7/2015 00:00:00	TeachersASAP	\$ 852.00
10095	10/7/2015 00:00:00	TECHNOLOGY BY DESOIGN LLC	\$ 3,436.25
10096	10/14/2015 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 11,782.94
10097	10/14/2015 00:00:00	EMILY SCHMIDT	\$ 149.00
10098	10/14/2015 00:00:00	LOFFLER	\$ 393.93
10099	10/14/2015 00:00:00	MVNA	\$ 508.00
10100	10/14/2015 00:00:00	Office Depot	\$ 748.61
10101	10/14/2015 00:00:00	TeachersASAP	\$ 438.50
10102	10/14/2015 00:00:00	TECHNOLOGY BY DESOIGN LLC	\$ 4,450.00
10103	10/14/2015 00:00:00	Unum Life Insurance Company of America	\$ 1,236.68
10104	10/14/2015 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 1,350.00
10105	10/14/2015 00:00:00	WordPlay Speech & Language Services	\$ 888.25
10106	10/21/2015 00:00:00	BENCHMARK EDUCATION COMPANY	\$ 4,543.00
10107	10/21/2015 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10108	10/21/2015 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 495.13
10109	10/21/2015 00:00:00	HEALTH PARTNERS	\$ 8,531.54
10110	10/21/2015 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 907.52
10111	10/21/2015 00:00:00	LOFFLER	\$ 373.93
10112	10/21/2015 00:00:00	PEARSON	\$ 1,740.31
10113	10/21/2015 00:00:00	PERA	\$ 690.84
10114	10/21/2015 00:00:00	PURCHASE POWER	\$ 103.54
10115	10/21/2015 00:00:00	TEACHERS ON CALL	\$ 442.00
10116	10/21/2015 00:00:00	TeachersASAP	\$ 645.25
10117	10/21/2015 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 1,500.00
10118	10/22/2015 00:00:00	APPLE INC	\$ 50,655.95
10119	10/22/2015 00:00:00	BECKY MAGNUSON	\$ 557.73
10120	10/22/2015 00:00:00	ROSETTA STONE	\$ 7,996.00
10121	10/27/2015 00:00:00	MVNA	\$ 1,482.00
10122	10/27/2015 00:00:00	NONPROFITS ASSISTANCE FUND	\$ 284.93
10123	10/27/2015 00:00:00	Office Depot	\$ 65.59
10124	10/27/2015 00:00:00	PERA	\$ 680.84
10125	10/27/2015 00:00:00	WordPlay Speech & Language Services	\$ 722.50

**4239-TESFA International School
CHECK REGISTER
10/31/2015**

CHK #	CHK DATE	VENDOR	AMOUNT
TOTAL			\$ 160,629.87

4239- TESFA Unamortized Student Cash Flow Analysis
 FY 2015-2016

Date	FY 15-16 Student Rev.	FY 14-15 Budget/Book	Description of the Activity		FY 2015-16 Federal Grant	2015-16 Student Reimbursements
			FY 15-16 Federal Grant/FEET Program	Fund Type		
2015						
Jul 1-15	26,477					26,477
Aug 1-15	26,511					26,511
Sep 1-15	143,342				45,740	97,602
Oct 1-15	81,976					81,976
Nov 1-15	54,186			60,088	126,018	180,104
Dec 1-15	54,186					54,186
Jan 1-15	54,186					54,186
Feb 1-15	54,186					54,186
Mar 1-15	54,186					54,186
Apr 1-15	54,186					54,186
May 1-15	54,186					54,186
Jun 1-15	54,186					54,186
2016						
Jan 1-15	54,186					54,186
Feb 1-15	54,186					54,186
Mar 1-15	54,186					54,186
Apr 1-15	54,186					54,186
May 1-15	54,186					54,186
Jun 1-15	54,186					54,186
2015	1,260,019		79,828		385,495	1,615,342

Date	School Disbursements			Monthly Cash Flow	Estimated Ending Cash Balance
	Payroll Outlays	FY 15-16 General Grant Outlays	FY 15-16 Fed. Grant Outlays		
2015					
Jul 1-15	8,992	22,506	-	31,498	121,059
Aug 1-15	8,995	41,306	-	50,301	97,232
Sep 1-15	12,506	55,206	-	67,712	56,057
Oct 1-15	26,854	45,602	-	72,456	146,943
Nov 1-15	32,490	85,602	-	118,092	93,851
Dec 1-15	32,490	48,603	-	81,093	94,728
Jan 1-15	32,490	85,620	-	75,906	123,008
Feb 1-15	32,490	75,205	-	107,695	195,499
Mar 1-15	32,490	45,203	-	77,693	171,992
Apr 1-15	32,490	55,206	-	87,696	138,482
May 1-15	32,490	65,025	-	97,515	95,153
Jun 1-15	32,490	72,641	-	155,602	(6,263)
2016					
Jan 1-15	32,490	73,901	-	87,602	(8,159)
Feb 1-15	32,490	45,803	-	95,802	(43,512)
Mar 1-15	32,490	65,209	-	97,699	(30,788)
Apr 1-15	32,490	55,236	-	87,726	(42,828)
May 1-15	32,490	56,920	-	89,410	(78,052)
Jun 1-15	32,490	28,905	-	95,040	(118,906)
2015	32,490	55,630	-	88,180	(23,400)
2016	32,490	65,980	-	98,470	(49,884)
2015	32,490	65,201	-	97,691	(93,389)
2016	32,490	85,205	-	95,802	(135,005)
2015	32,490	58,905	-	120,500	(201,319)
2016	32,490	65,902	-	100,200	(178,723)
2015	707,147	1,420,682	-	2,177,381	\$ 126,019

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

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	000	CASH / GENERAL	\$ 186,566.00
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	\$ 99,850.00
01	122	000	DUE FROM FED THRU CFL	\$ -
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$ -
01	201	000	SALARIES AND WAGES PAYABLE	\$ -
01	202	000	SHORT-TERM INDEBTEDNESS	\$ (50,000.00)
01	205	000	Due To Other Funds	
01	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	
01	210	000	DUE TO OTHER MN SCHOOLS	
01	215	000	PAYROLL DEDUCTS / GENERAL	\$ -
01	230	000	Deferred Revenue	\$ -
01	422	000	UNRESERVED FUND BALANCE	\$ -
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	\$ -
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 1
 ACCOUNT: XXXXXXXXXXXX32761 10/30/2015

TESFA INTERNATIONAL SCHOOL INC
 1385 ASHLAND AVE
 ST PAUL MN 55104

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Core Business Checking ACCOUNT XXXXXXXXXXXX32761

MINIMUM BALANCE	123,935.67	LAST STATEMENT 09/30/15	177,920.17
AVG AVAILABLE BALANCE	183,541.25	5 CREDITS	257,192.82
AVERAGE BALANCE	183,541.25	60 DEBITS	270,622.32
		THIS STATEMENT 10/30/15	164,490.67

DESCRIPTION	OTHER CREDITS	DATE	AMOUNT
ACH MN State-MMB TRN*1*0002814752*1416007162\		10/05	72,473.88
ACH MN State-MMB TRN*1*0002826301*1416007162\		10/08	2,930.07
ACH MN State-MMB TRN*1*0002838184*1416007162\		10/15	62,254.35
ACH MN State-MMB TRN*1*0002854109*1416007162\		10/23	65,477.62
ACH MN State-MMB TRN*1*0002862848*1416007162\		10/30	54,056.90

CHECKS					
CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....	AMOUNT
*10/16	852.00	10081 10/06	580.00	10092 10/19	1,300.00
*10/23	438.50	10082 10/14	1,753.00	10093*10/20	595.00
*10/29	495.13	10083 10/06	712.20	10095 10/19	3,436.25
*10/30	645.25	10084 10/09	644.05	10096 10/23	11,782.94
6173 10/01	1,500.00	10085 10/06	7,798.71	10097 10/20	149.00
6174 10/01	32.33	10086 10/15	1,175.00	10098 10/22	393.93
6175 10/05	5,079.25	10087 10/06	17,400.00	10099 10/26	508.00
6176*10/22	27.75	10088 10/07	144.00	10100*10/26	748.61
6178*10/07	24,159.45	10089 10/08	2,833.33	10102 10/22	4,450.00
10077*10/08	36.99	10090 10/19	550.00	10103 10/23	1,236.68
10080 10/06	12,704.04	10091 10/16	17,400.00	10104 10/27	1,350.00

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

TESFA INTERNATIONAL SCHOOL INC

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Core Business Checking ACCOUNT XXXXXXXXXXXX32761
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CHECKS		
CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....
10105*10/26	888.25	10111 10/28
10107*10/28	2,833.33	10112 10/30
10109 10/27	8,531.54	10113*10/27
10110 10/28	907.52	10115*10/30
		10118 10/27
		10119 10/30
		10120 10/28

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
PAYCHEX EIB INVOICE X62760100004026	10/01	280.58
ALLIANCE BENEFIT PLAN FUND TIS849471553568	10/14	362.61
PAYCHEX PAYROLL 62937900001758X	10/14	1,671.86
PAYCHEX INC. PAYROLL 62930300001093X	10/14	19,342.59
ALLIANCE BENEFIT PLAN FUND TIS849471553568	10/15	4.54
PAYCHEX EIB INVOICE X62939300006504	10/15	274.94
PAYCHEX TPS TAXES 62935600020041X	10/15	8,831.56
MN Teachers Ret MNTRA TRATRA000063118	10/16	3,896.84
MN Teachers Ret MNTRA TRATRA000063115	10/16	3,961.64
PAYCHEX TPS TAXES 630039000058050X	10/20	159.66
ALLIANCE BENEFIT EMPL FEE TIS849471553568	10/27	32.00
PAYCHEX PAYROLL 63137800001268X	10/29	1,671.86
PAYCHEX INC. PAYROLL 63136900003161X	10/29	21,486.24
PAYCHEX EIB INVOICE X63139300005045	10/30	283.65
NONP ASSIST FUND CASH TRANS 3602	10/30	284.93
PAYCHEX TPS TAXES 63137000037680X	10/30	9,548.03

- - - 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.....
10/01	176,107.26	10/05
		10/06

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



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 3
ACCOUNT: XXXXXXXXXXXX32761 10/30/2015

TESFA INTERNATIONAL SCHOOL INC

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Core Business Checking ACCOUNT XXXXXXXXXXXX32761
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----- DAILY BALANCE -----					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
10/07	180,003.49	10/16	182,146.96	10/26	220,960.01
10/08	180,063.24	10/19	176,860.71	10/27	159,699.68
10/09	179,419.19	10/20	175,957.05	10/28	147,588.90
10/14	156,289.13	10/22	171,085.37	10/29	123,935.67
10/15	208,257.44	10/23	223,104.87	10/30	164,490.67

- END OF STATEMENT -

4239-TESFA International School YTD Budget vs. Actual 11/30/2015					
PROJECTED ENROLLMENT: 190 ADM		TRACKING PERIOD JULY-NOV BENCHMARK 42%			
UF#	YTD REVENUES & EXP. BY PR	FY 2016-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES 11/30/2015	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 42%
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	207,522	-	207,522	0%
000-211	STATE GEN EDUCATION AID	1,267,388	471,396	795,992	37%
740-360	SPECIAL ED - STATE	142,916	68,604	74,311	48%
419-400	FEDERAL SPEC ED	18,000	-	18,000	0%
401-400	TITLE I	54,000	-	54,000	0%
414-400	TITLE II	-	-	-	0%
417-400	TITLE III	-	-	-	0%
452-400	FEDERAL START UP GRANT	185,320	182,366	2,954	98%
452-400	FEDERAL GRANT- IMPL	200,000	-	200,000	0%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	MISC GRANTS- WALTON CARRYOVER	126,893	126,893	-	100%
000-099	E-RATE	-	-	-	0%
000-099	MISC GRANTS	-	42,410	-	0%
TOTAL GEN FUND REVENUE		2,190,039	879,669	1,352,780	40%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	242,165	100,088	142,077	41%
000-305	CONTRACTED SERVICES	150,401	52,800	97,601	35%
000-320	COMMUNICATION SERVICES	23,100	4,067	19,033	18%
000-329	POSTAGE AND PARCEL SERVICES	2,000	674	1,326	34%
000-366	STAFF TRAINING	1,200	-	1,200	0%
000-401	GENERAL SUPPLIES- NON INSURANCE	21,000	22,706	(1,706)	108%
000-401	GENERAL SUPPLIES- UNIFORMS	2,000	-	2,000	0%
000-530	EQUIPMENT	1,000	2,916	(1,916)	292%
000-555	TECHNOLOGY EQUIPMENT	7,000	4,371	2,629	62%
000-820	DUES & MEMBERSHIP & FEES	17,520	990	16,530	6%
000-899	MISCELLANEOUS	-	-	-	0%
TOTAL		467,386	188,614	278,772	40%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	617,068	243,167	332,399	39%
000-305	CONTRACTED SERVICES-	14,600	1,526	13,074	10%
000-430	INSTRUCTIONAL MATERIALS	50,000	24,940	25,060	50%
000-460	TEXTBOOKS & WORKBOOKS	2,000	6,530	(4,530)	327%
000-461	TESTING SERVICES	6,600	3,484	3,116	53%
000-470	MEDIA BOOKS & RESOURCES	-	-	-	0%
000-530	EQUIPMENT	13,200	12,109	1,091	92%
000-555	TECHNOLOGY EQUIPMENT	96,700	124,623	(27,923)	129%
TOTAL		800,168	416,379	342,287	52%

4239-TESFA International School YTD Budget vs. Actual 11/30/2015					
PROJECTED ENROLLMENT: 150 ADD		TRACKING PERIOD JULY-NOV BENCHMARK 42%			
UNFARS	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 11/30/2015	YTD BALANCE	% YTD RECEIVED/SPENT
	SPECIAL EDUCATION INSTRUCTION (400-499)				
100-200'S	STAFF SALARIES & BENEFITS	88,995	30,229	58,766	34%
305	CONTRACTED SERVICES	60,000	9,153	50,847	15%
430	SPEC ED SUPPLIES	2,100	595	1,505	28%
530	EQUIPMENT	2,500	-	2,500	0%
555	TECH EQUIPMENT	5,200	1,148	4,052	22%
	TOTAL	158,795	41,124	117,671	26%
	INSTRUCTIONAL SUPPORT SERVICES: (600-699)				
100-200's	SALARIES-	-	-	-	0%
305	CONTRACTED SERVICES	-	-	-	0%
366	TRAINING, TRAVEL, CONVEN.	15,000	2,977	12,023	20%
389	STAFF TUITION REIMBURSEMENTS	-	-	-	0%
	TOTAL	15,000	2,977	12,023	20%
	PUPIL SUPPORT SERVICES (700-799)				
100-200	SALARIES	-	-	-	0%
305	CONTRACTED SERVICES- HE	2,500	-	2,500	0%
360	PUPIL TRANSPORTATION	179,000	69,600	109,400	39%
360	SPEC ED TRANSPORTATION	25,000	3,936	21,064	16%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE	-	-	-	0%
	TOTAL	206,500	73,536	111,900	36%
	SITE, BLDG, & EQUIPMENT (800-899)				
100-200's	PERSONNEL COSTS	40,404	16,212	24,192	40%
305	CONTRACTED SERVICES-	34,000	5,460	28,540	16%
330	UTILITY SERVICES	43,000	-	43,000	0%
350	REPAIRS & MAINTENANCE	12,000	-	12,000	0%
370	OPERATING LEASES- COPIERS	8,000	2,063	5,937	26%
370	CAM PAYMENTS	16,555	-	16,555	0%
370	BLDG LEASE	230,580	120,797	109,783	52%
401	CUSTODIAL SUPPLIES	10,000	222	9,778	2%
520	LEASEHOLD IMPROVEMENTS	-	-	-	0%
530	EQUIPMENT	1,200	139	1,061	12%
555	TECH EQUIPMENT	-	-	-	0%
	TOTAL	395,739	144,893	250,846	37%
	FISCAL & OTHER FIXED COSTS (900-999)				
000-340	INSURANCE	14,500	2,919	11,581	20%
000-740	PRINCIPAL PAYMENT	-	-	-	0%
000-741	INTEREST	-	285	-	0%
	TOTAL	14,500	3,204	11,581	22%
	TOTAL EXPENDITURES- GEN F	2,058,090	870,728	1,187,362	42%
	GENERAL FUND PROFIT (LOSS)	131,949	8,942	165,418	
701-472	FOOD SERVICE REVENUE	80,910	21,556	59,354	27%

4239-TESFA International School YTD Budget vs. Actual 11/30/2015					
PROJECTED ENROLLMENT: 160 ADM		TRACKING PERIOD JULY-NOV BENCHMARK 42%			
UPERS	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 11/30/2015	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		92,910	33,556	59,354	
701-490	FOOD SERVICE EXPENDITURE	99,806	33,209	66,597	33%
	FOOD SERVICE FUND BALANCE	(6,896)	347	-	
	TOTAL EXPENDITURES- ALL F	2,157,896	903,937	1,253,959	42%
	CURRENT YEAR FUND BALANCE	125,053			
	ADD: FUND BALANCE, BEG				
	FUND BALANCE, ENDING	125,053			
	Fund Balance Percentage	6%			
	MDE Hold-back 10%	219,004			

4239-TESFA International School
CHECK REGISTER
11/30/2015

CHK #	CHK DATE	VENDOR	AMOUNT
6180	11/16/2015 00:00:00	Bureau of Criminal Apprehension	\$ 27.75
10126	11/6/2015 00:00:00	1745 UNIVERSITY LLC	\$ 24,159.45
10127	11/6/2015 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10128	11/6/2015 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 12,939.15
10129	11/6/2015 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 433.13
10130	11/6/2015 00:00:00	LOFFLER	\$ 887.00
10131	11/6/2015 00:00:00	MONARCH BUS SERVICE, INC	\$ 17,400.00
10132	11/6/2015 00:00:00	Office Depot	\$ 166.11
10133	11/6/2015 00:00:00	PERA	\$ 670.84
10134	11/6/2015 00:00:00	TECHNOLOGY BY DESOIGN LLC	\$ 2,225.00
10135	11/6/2015 00:00:00	WordPlay Speech & Language Services	\$ 878.05
10136	11/10/2015 00:00:00	BILLIE BUS	\$ 3,936.00
10137	11/10/2015 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 495.13
10138	11/10/2015 00:00:00	LOFFLER	\$ 887.00
10139	11/10/2015 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 1,350.00
10140	11/18/2015 00:00:00	HEALTH PARTNERS	\$ 12,892.84
10141	11/18/2015 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 680.63
10142	11/18/2015 00:00:00	Office Depot	\$ 521.73
10143	11/18/2015 00:00:00	PERA	\$ 670.84
10144	11/18/2015 00:00:00	WordPlay Speech & Language Services	\$ 1,062.50
			\$ 85,116.48

4239- TESFA Informational Sheet
 Cash Flow Analysis
 FY 2015-2016

Month	FY 15-16 Actual	FY 14-15 Budget	FY 15-16 Budget/Actual Variance	Delta Budget Variance	FY 15-16 Actual	Delta Budget Variance
Jul 1-15	25,525					
Aug 1-15	26,433					
Sep 1-15	26,854					
Oct 1-15	26,854					
Nov 1-15	26,854					
Dec 1-15	26,854					
Jan 1-15	26,854					
Feb 1-15	26,854					
Mar 1-15	26,854					
Apr 1-15	26,854					
May 1-15	26,854					
Jun 1-15	26,854					
Jul 1-15	26,854					
Aug 1-15	26,854					
Sep 1-15	26,854					
Oct 1-15	26,854					
Nov 1-15	26,854					
Dec 1-15	26,854					
2016						
Jan 1-15	26,854					
Feb 1-15	26,854					
Mar 1-15	26,854					
Apr 1-15	26,854					
May 1-15	26,854					
Jun 1-15	26,854					
Jul 1-15	26,854					
Aug 1-15	26,854					
Sep 1-15	26,854					
Oct 1-15	26,854					
Nov 1-15	26,854					
Dec 1-15	26,854					
2016						
Jan 1-15	26,854					
Feb 1-15	26,854					
Mar 1-15	26,854					
Apr 1-15	26,854					
May 1-15	26,854					
Jun 1-15	26,854					
Jul 1-15	26,854					
Aug 1-15	26,854					
Sep 1-15	26,854					
Oct 1-15	26,854					
Nov 1-15	26,854					
Dec 1-15	26,854					

School Disbursements				Total Disbursements	Monthly Cash Flow	Estimated Ending Cash Balance
Payroll Outlays	FY 15-16 General Outlays	FY 15-16 Fed. Grant Outlays	FY 2015 Beginning Cash Balance			
8,992	22,506	-	31,498	(28,787)	121,059	
8,995	41,306	-	50,301	56,057	97,232	
12,506	55,206	-	67,712	146,943	56,057	
26,854	45,602	-	72,456	93,851	146,943	
32,490	85,602	-	118,092	94,728	93,851	
32,490	48,603	-	81,093	(52,215)	94,728	
32,490	85,620	-	75,906	123,008	123,008	
32,490	75,205	-	107,695	195,499	195,499	
32,490	45,203	-	77,693	171,992	171,992	
32,490	55,206	-	87,696	138,482	138,482	
32,490	65,025	-	97,515	95,153	95,153	
32,490	72,641	-	155,602	(144,745)	(6,283)	
			-		2016	
32,490	73,901	-	87,602	(48,159)	Jan 1-15	
32,490	45,803	-	95,802	(49,775)	Jan 16-31	
32,490	65,209	-	87,699	(30,788)	Feb 1-15	
32,490	55,236	-	87,726	6,947	Feb 16-28	
32,490	56,920	-	89,410	(78,052)	Mar 1-15	
32,490	28,905	-	95,040	(76,078)	Mar 16-31	
32,490	55,690	-	88,180	(23,400)	Apr 1-15	
32,490	65,980	-	98,470	(93,884)	Apr 16-30	
32,490	65,201	-	97,691	(93,889)	May 1-15	
32,490	85,205	-	95,802	(135,005)	May 16-31	
32,490	58,905	-	120,500	(201,319)	Jun 1-15	
32,490	65,902	-	100,200	(178,728)	Jun 16-30	
707,147	1,420,582		2,177,381	(43,723)		

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

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	000	CASH / GENERAL	\$ 120,886.00
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	\$ 105,200.00
01	122	000	DUE FROM FED THRU CFL	\$ -
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$ -
01	201	000	SALARIES AND WAGES PAYABLE	\$ -
01	202	000	SHORT-TERM INDEBTEDNESS	\$ (50,000.00)
01	205	000	Due To Other Funds	
01	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	
01	210	000	DUE TO OTHER MN SCHOOLS	
01	215	000	PAYROLL DEDUCTS / GENERAL	\$ -
01	230	000	Deferred Revenue	\$ -
01	422	000	UNRESERVED FUND BALANCE	\$ -
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 1
 ACCOUNT: XXXXXXXXXXXX32761 11/30/2015

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

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	60,883.37	LAST STATEMENT 10/30/15	164,490.67
AVG AVAILABLE BALANCE	124,428.24	2 CREDITS	64,745.69
AVERAGE BALANCE	124,428.24	43 DEBITS	168,352.99
		THIS STATEMENT 11/30/15	60,883.37

----- OTHER CREDITS -----

DESCRIPTION	DATE	AMOUNT
ACH MN State-MMB TRN*1*0002891234*1416007162\	11/13	64,745.44
PAYCHEX TPS TAXES 63415700001545X	11/18	.25

----- CHECKS -----

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
*11/02 103.54	10126 11/10 24,159.45	10135 11/18 878.05
*11/10 4,543.00	10127 11/17 2,833.33	10136*11/20 3,936.00
*11/20 495.13	10128 11/13 12,939.15	10138 11/23 887.00
6180*11/27 27.75	10129 11/17 433.13	10139 11/24 1,350.00
10117*11/02 1,500.00	10130 11/17 887.00	10140 11/24 12,892.84
10121*11/04 1,482.00	10131 11/13 17,400.00	10141 11/25 680.63
10123 11/04 65.59	10132 11/18 166.11	10142 11/27 521.73
10124 11/04 680.84	10133 11/16 670.84	10143 11/27 670.84
10125 11/04 722.50	10134 11/16 2,225.00	10144 11/27 1,062.50

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE
 * * * C O N T I N U E D * * *



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

TESFA INTERNATIONAL SCHOOL INC

=====
 Core Business Checking ACCOUNT XXXXXXXXXXXX32761
 =====

DESCRIPTION	DATE	AMOUNT
- - - - - OTHER DEBITS - - - - -		
ALLIANCE BENEFIT PLAN FUND TIS849471553568	11/05	367.15
PAYCHEX PAYROLL 63347700000619X	11/12	1,671.86
PAYCHEX INC. PAYROLL 63345800014340X	11/12	20,643.91
PAYCHEX EIB INVOICE X63351600003102	11/13	278.01
PAYCHEX TPS TAXES 63345200041724X	11/13	488.25
PAYCHEX TPS TAXES 63333000001863X	11/13	542.17
MN Teachers Ret MNTRA TRATRA000064093	11/13	4,068.72
PAYCHEX TPS TAXES 63349400009994X	11/13	9,214.16
ALLIANCE BENEFIT PLAN FUND TIS849471553568	11/18	367.15
MN Teachers Ret MNTRA TRATRA000064374	11/20	4,390.60
ALLIANCE BENEFIT EMPL FEE TIS849471553568	11/27	32.00
PAYCHEX PAYROLL 63553500001213X	11/27	1,671.86
PAYCHEX INC. PAYROLL 63548300032212X	11/27	20,643.91
NONP ASSIST FUND CASH TRANS 3602	11/30	267.12
PAYCHEX EIB INVOICE X63558800000466	11/30	278.01
PAYCHEX TPS TAXES 63552000024667X	11/30	9,214.16

- - - 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
11/02	162,887.13	11/13	128,365.81	11/23	110,196.72
11/04	159,936.20	11/16	125,469.97	11/24	95,953.88
11/05	159,569.05	11/17	121,316.51	11/25	95,273.25
11/10	130,866.60	11/18	119,905.45	11/27	70,642.66
11/12	108,550.83	11/20	111,083.72	11/30	60,883.37

- END OF STATEMENT -



Donations Received November, December 2015

<i>Date</i>	<i>Description of Revenue Source</i>	<i>Purpose</i>	<i>Amount</i>
11/12/15	Give to the Max Jeff & Dennis Anderson & Wu Lisa Woodruff Tricia Runyon Benjamin Harkins Emily Tinawi Becky Magnuson Madeline Maurer Melissa Storbakken McLean Donnelly Donna Magnuson Dillon Donnelly Jean O'Connell Annette Diaz Kelly Veinfurt John Bisanz Virginia Bisanz Juvanee Bedminster	Donations	100.00 100.00 50.00 25.00 20.00 10.00 100.00 500.00 100.00 25.00 100.00 50.00 100.00 10.00 100.00 50.00 200.00 50.00
12/01/15	Smikis Foundation		25,000.00
12/01/15	John Kemper		100.00
12/09/15	The WEM Foundation		25,000.00
Total			51,790.00

*Lucy B. Hartwell
Smikis Foundation
Parkdale Plaza Suite 426, 1660 South Highway 100
St. Louis Park, MN 55416*

November 24, 2015

Becky Magnuson
Lauren Ryan
Tefsa International School
1715 University Avenue West
St. Paul, MN 55104

Re: Pledge

Dear Ms. Magnuson & Ms. Ryan:

Enclosed, please find a check for \$25,000 from the Smikis Foundation. This represents the first installment of our 3-year pledge.

I am delighted to make this contribution, and wish you continued success with this wonderful program.

Please send acknowledgement of your receipt of this gift to the address above.

Warmest Regards,

Lucy B. Hartwell

Lucy B. Hartwell

Enclosure

:mbw



November 30, 2015

Ms. Becky Magnuson
Director
Tesfa International School
1745 University Avenue
St. Paul MN 55104

Dear Becky,

On behalf of the WEM Foundation, I am writing to confirm a contribution of \$25,000 to Tesfa International School for 2015. Enclosed is our check in that amount. These funds may be used for general operating purposes.

I enjoyed meeting with you and Lauren recently and touring the school. I can appreciate your enthusiasm for your results to date and also your apprehension about future growth. You have a lot on your plate but a lot of potential. Hopefully our contribution can help provide some needed short-term support to strengthen your school and enable you to finish the year ahead of budget. The WEM Foundation is partnering with many schools and nonprofits to help youth get on the right path so they can achieve their potential. We think Tesfa is part of the solution and offers at-risk students a great opportunity.

I look forward to staying in touch. Please send me a written receipt of this contribution and confirm that no goods or services were received in exchange for this gift. I'd also like a copy of your 501(c)(3) letter of determination.

Sincerely,

Jim Hield
President

Enc.

cc: Lauren Ryan



TESFA INTERNATIONAL SCHOOL

Global Minds with Minnesota Hearts

Personnel Recommendations
December 2015

The following personnel items are recommended for approval at the December 14, 2015 school board meeting:

Licensed Staff Employment

Ayan Isse – 1.0 F.T.E Kitchen Staff effective 08/20/15 through 06/30/16 at a salary of \$26,000.00 - reduction to .49 F.T.E Kitchen effective 12/1/15 through 6/30/16 at a salary of \$13,000.00

TESFA
 FY 2015-2016 REVISED BUDGET
 12/10/15

UFARS	REVENUES & EXP. BY PROGRAM	FY 2015-2016 REVISED BUDGET %	
	PROJECTED ENROLLMENT- ADM	130	
	REVENUES		
	STATE AID:		
01-005-000-000-348-300	LEASE AID	207,522	90% lease cost
01-005-000-000-000-211	STATE GEN EDUCATION AID	1,148,438	based on 130 ADM
01-005-000-000-740-360	SPECIAL ED -STATE LITERACY INCENTIVE AID	151,398	
	TOTAL STATE AID	1,507,358	72%
	FEDERAL AID		
01-005-000-000-419-400	FEDERAL SPEC ED	18,000	estimate
01-005-216-000-401-400	TITLE I- REGULAR	54,000	estimate
01-005-204-000-414-400	TITLE II		
01-005-000-000-859-400	CSP Grant- START UP	185,230	CARRYOVER
01-005-000-000-859-400	CSP Grant-IMPLEMENTATION	200,000	YEAR 2
	TOTAL FEDERAL AID	457,230	22%
	LOCAL SOURCES & GRANTS		
01-005-000-000-000-096	FOOD SERVICE TRANSFER-OUT	(12,000)	cost of subsidizing Food
01-005-000-000-000-096	MISC GRANTS /DONATIONS	126,983	Walton, Graves, fundraisi
01-005-000-000-000-099	E-RATE	4,000	ADDED
	TOTAL LOCAL SOURCES	118,983	6%
	TOTAL REVENUES- ALL SOURCES	2,083,571	100%
	EXPENDITURES		
	SCHOOL SUPPORT SERVICES (000-199)		
001-005-050-000-000-110	ADMIN STAFF SALARIES & BENEFITS	242,165	
001-005-110-000-000-305	CONTRACTED SERVICES-	140,401	
001-005-110-000-000-320	COMMUNICATION SERVICES	15,350	
001-005-110-000-000-329	POSTAGE AND PARCEL SERVICES	2,000	
001-005-050-000-000-366	STAFF TRAINING	1,200	
001-005-105-000-000-401	GENERAL SUPPLIES- NON INSTRUCTION,	23,000	

**TESFA
FY 2015-2016 REVISED BUDGET
12/10/15**

UFARS	REVENUES & EXP. BY PROGRAM	FY 2015-2016	
		REVISED BUDGET	%
001-005-105-000-000-401	GENERAL SUPPLIES- UNIFORMS	2,000	
001-005-105-000-000-530	EQUIPMENT	1,000	
001-005-105-000-000-555	TECHNOLOGY EQUIPMENT	5,000	
001-005-105-000-000-820	DUES & MEMBERSHIP & FEES	15,500	
	TOTAL	447,616	22%
	<u>REGULAR INSTRUCTION (200-299)</u>		
001-010-203-000-000-100	STAFF SALARIES & BENEFITS	619,010	
001-010-203-000-000-305	CONTRACTED SERVICES-	12,720	
001-010-203-000-000-430	INSTRUCTIONAL MATERIALS	53,500	
001-010-203-000-000-460	TEXTBOOKS & WORKBOOKS	7,000	
001-010-203-000-000-461	TESTING SERVICES	6,600	
001-010-203-000-000-470	MEDIA BOOKS & RESOURCES	-	
001-010-203-000-000-530	EQUIPMENT	13,200	
001-010-203-000-000-555	TECHNOLOGY EQUIPMENT	96,700	
	TOTAL	808,730	39%
	<u>SPECIAL EDUCATION INSTRUCTION (400-499)</u>		
001-010-420-000-000-100	STAFF SALARIES & BENEFITS	108,420	
001-010-420-000-000-305	CONTRACTED SERVICES	50,000	
001-010-420-000-000-433	SPECIAL ED MATERIALS	2,100	
001-010-420-000-000-530	EQUIPMENT	2,500	
001-010-420-000-000-555	TECHNOLOGY EQUIPMENT	5,200	
	TOTAL	168,220	8%
	<u>INSTRUCTIONAL SUPPORT SERVICES: (600-699)</u>		
001-010-605-000-000-140	SALARIES-	-	
001-010-605-000-000-401	TRAINING MATERIALS	-	
001-010-640-000-000-366	TRAINING, TRAVEL, CONVEN., & CONF.	16,000	
001-010-640-000-000-389	STAFF TUITION REIMBURSEMENTS	-	
	TOTAL	16,000	1%
	<u>PUPIL SUPPORT SERVICES (700-799)</u>		
001-005-720-000-000-143	PERSONNEL COSTS	-	
001-005-720-000-000-305	CONTRACTED SERVICES-	2,500	
001-005-720-000-760-360	PUPIL TRANSPORTATION	175,000	
001-005-720-000-740-360	SPEC ED- TRANSPORTATION	40,000	
001-005-720-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	217,500	11%
	<u>SITE, BLDG, & EQUIPMENT (800-899)</u>		

TESFA
 FY 2015-2016 REVISED BUDGET
 12/10/15

UFARS	REVENUES & EXP. BY PROGRAM	FY 2015-2016 REVISED BUDGET	%
001-005-810-000-000-170	CUSTODIAL SALARIES	58,754	
001-005-810-000-000-305	CONTRACTED SERVICES	20,000	
001-005-810-000-000-330	UTILITY SERVICES	43,000	
001-005-810-000-000-350	REPAIRS & MAINTENANCE	4,000	
001-005-810-000-000-370	OPERATING LEASES- COPIERS	8,000	
001-005-850-000-000-370	CAM PAYMENTS	16,555	
001-005-850-000-348-370	BLDG LEASE	230,580	
001-005-810-000-000-401	CUSTODIAL SUPPLIES	5,000	
001-005-850-000-000-520	LEASEHOLD IMPROVEMENTS	-	
001-005-850-000-000-530	EQUIPMENT	1,200	
001-005-810-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	387,089	19%
	FISCAL & OTHER FIXED COSTS (900-999)		
001-005-940-000-000-340	INSURANCE	14,500	
001-005-920-000-000-741	INTEREST	-	
	TOTAL FISCAL & OTHER	14,500	1%
	TOTAL EXPENDITURES- GENERAL FUND	2,059,655	100%
	GENERAL FUND PROFIT (LOSS)	23,916	
02-005-770-000-701-472	FOOD SERVICE REVENUE	87,410	
02-005-770-000-701-473	FRESH FRUIT & VEG GRANT	-	
02-005-000-000-000-649	GEN FUND TRANSFER-IN	12,000	
	TOTAL FS FUND REVENUE	99,410	
02-005-770-000-701-490	FOOD SERVICE EXPENDITURES	99,806	
	FOOD SERVICE FUND PROFIT (LOSS)	(396)	
	CURRENT YEAR FUND BALANCE-ALL FU	23,520	
	ADD: FUND BALANCE-BEGINNING	-	06/30/15
	CUMULATIVE FUND BALANCE-ENDING	23,520	06/30/16
	FUND BALANCE PERCENTAGE	0	
	STATE HOLD-BACK -10%	196,459	

TESFA
Budget Cuts
11/9/15

Obj	Description	New	Prev
	305 Misc	\$ 10,000	\$ 15,000
	305 Audit/Taxes	7,500	\$ 12,000
	305 Shred It	-	\$ 500
	320 Eventis	8,000	\$ 14,000
	320 School Cell Phone	-	\$ 50
	320 Voice Shot	-	\$ 1,000
	320 website	300	\$ 1,000
	401 GEN SUPPLIES	23,000	\$ 21,000
	555 TECH EQUIPMENT	5,000	\$ 7,000
	820 LOC-Bank Fee	1,500	\$ -
	305 Field Trip Fees	-	\$ 1,500
	430 Classroom budgets	4,000.00	\$ 8,000
	430 Software	8,000.00	\$ 500
	366 TRAINING, TRAVEL, CONVENTIONS	16,000	\$ 15,000
	350 REPAIRS & MAINTENANCE	4,000	\$ 12,000
	401 CUSTODIAL SUPPLIES	5,000	\$ 10,000
	TOTAL	\$ 92,300	\$ 118,550

Change

\$	(5,000)
\$	(4,500)
\$	(500)
\$	(6,000)
\$	(50)
\$	(1,000)
\$	(700)
\$	2,000
\$	(2,000)
\$	-
\$	1,500
\$	-
\$	(1,500)
\$	-
\$	(4,000)
\$	7,500
\$	-
\$	1,000
\$	-
\$	(8,000)
\$	(5,000)

\$	(26,250)
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TESFA
FY 2015-2016 REVISED BUDGET
12/10/15

	SALARIES	Benefits-29.5%	Total	Semimonthly Total
General Payroll	786,370	241,979	1,028,349	42,848
Total General Fund	786,370	241,979	1,028,349	42,848
Verify Total			1,028,349	-

TESFA
 FY 2015-2016 REVISED BUDGET
 12/10/15

**ADMINISTRATION:
 SCHOOL SUPPORT
 SERVICES (000-199)**

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

FY15-16

CONTRACTED SERVICES

305 Misc	10,000	Copier lease to building
305 Audit/Taxes	7,500	Reduced
305 Business Mgt Services	68,000	
305 Tech Coordinator	40,000	
305 Accounting software	5,800	
305 Payroll Processing	3,601	
305 E Rate	3,500	
305 Shred It	-	cut
305 Legal	2,000	

CONTRACTED SERVICES 140,401

320 Communication

Eventis	8,000	Cut
School Cell Phone	-	Cut
Century Link	-	
Comcast	-	
Voice Shot	-	Cut
Gaggle	-	
Wireless Consulting	-	
Maintenance for Switches	550	
Phone System Maintenance	-	
website	300	Cut
New phones	6,000	
Misc	500	
Communications- Total	<u>15,350</u>	

329 POSTAGE	2,000	
366 STAFF TRAINING	1,200	
401 GEN SUPPLIES	23,000	Increased
401 UNIFORMS/BACKPACKS	2,000	
530 EQUIPMENT	1,000	

555 TECH EQUIPMENT	5,000	Cut	
	<u>34,200</u>		
820 Dues & Membership Fees			
Authorizer	13,000		
MSBA	-		
LOC-Bank Fee	1,500	Additional cost	
MACS	-		
Charter Sch partners	-		
Misc	<u>1,000</u>		
Dues & Membership	15,500		

GRAND TOTAL- ADMIN	447,616	447616	-
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TESFA
 FY 2015-2016 REVISED BUDGET
 12/10/15

REGULAR INSTRUCTION- (200-299)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	478,000	141,010.00	619,010.00

REGULAR INSTRUCTION			
305 Contracted Services			
Field Trip Fees	-	CUT	
Substitutes	5,250.00		
Placement Fee TT	-		
Powerschool	2,470.00		
Infrom	-		
Assemblies	-		
IB Night	-		
Carnival	-		
Graduation	0.00		
Lego League	-		
Staff Training	0.00		
IB Fees	5,000.00		
MN Association of IB	-		
IB Evaluation	-		
Cambridge Review	-		
Misc	-		
TOTAL	12,720.00		
430 Instructional Materials			
Classroom budgets	4,000.00	CUT	
Software	8,000.00	Increase	
Math	18,000.00		
Ipad Apps	500.00		
Planners/Journals	-		
Physical Education	10,000.00		
Testing Incentives	-		
Restmats	500.00		
Reading	6,000.00		
Lamination	4,000.00		
IB	-		
Arabic	1,000.00		
Classroom library	-		

Misc	1,500.00
TOTAL	53,500.00
460 Textbooks/Workbooks	
Math	-
Reading	7,000.00
Handwriting	-
ESL	-
Intervention-Math	-
Intervention - Writing	-
Intervention - reading	-
Misc	-
TOTAL	7,000.00
466 Testing Services	
NWEA	3,470.00
WIDA	400.00
FAST/WIDA	-
TOTAL	6,600.00
470 Media Services	
Library books	-
530 Equipment	
Teacher chairs/desks	200.00
Student chairs	6,000.00
Student tables	6,000.00
Bookcases	500.00
Fire King	-
File Cabinets	500.00
White Boards	-
Bulletin Boards	-
Carpet	-
Book displays/Carts	-
Misc	-
TOTAL	13,200.00
555 Technology	
Lease adjustment costs	-
Carts purchase	1,000.00
Ipads/computers	40,000.00
Ipads	40,000.00
Active Boards	5,000.00
General Maintenance	5,000.00
Projectors	-
Document cameras	-
Headphones	1,200.00
Access points	-
Projector Move	-

TESFA
FY 2015-2016 REVISED BUDGET

INSTRUCTIONAL SUPPORT SERVICES (600-699)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COST	-	-	-
	401 TRAINING MATERIALS	-	-	
	366 TRAINING, TRAVEL, CONVENTIONS	16,000		
	366 STAFF TUITION REIMBURSEMENTS	-		
	TOTAL	16,000		16,000

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

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	-	-	-
	General PPS			
	305 CONTRACTED SERVICES-	2,500		
720	360 TRANSPORTATION- REGULAR	174,000		
733	361 TRANSPORTATION- FIELD TRIPS	1,000	CUT	
723	360 TRANSPORTATION- SPEC ED	40,000	Increase	
720	534 VEHICLE- VAN	-		
	TOTAL -PUPIL SUPPORT SERVICES	217,500	0	217,500

SITE, BLDG, & EQUIPMENT

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	45,370	13,384.15	58,754
	General PPS			
370	305 CONTRACTED SERVICES	20,000	CUT	
373	330 UTILITIES-	43,000		
	350 REPAIRS & MAINTENANCE	4,000	CUT	
	370 OPERATING LEASE COPY MACHINES	8,000		
	370 CAM PAYMENTS	16,555		
	370 BUILDING LEASE	230,580		
	401 CUSTODIAL SUPPLIES	5,000	CUT	
	520 LEASEHOLD IMPROVEMENT	-		
	530 BUILDING EQUIPMENT	1,200		
	TOTAL- SITE, BLDG & EQUIPMENT	328,335		387,089

FISCAL & OTHER COST

	INSURANCE	14,500		
	INTEREST	-		
	TOTAL	14,500		

<u>LAST</u>	<u>FIRST</u>	<u>DESCRIPTION</u>		<u>FTE</u>
<u>School Support Services</u>				
		Director	85,000.00	1
		Assistant Director	65,000.00	1
		Office Manager	37,000.00	1
		Admin Asst	-	
			<u>187,000.00</u>	
<u>Regular Instruction</u>				
		KG Teacher	43,000.00	1
		1-Teacher	49,500.00	1
		Arabic	54,000.00	1
		2-Teacher	35,000.00	1
		PE	39,500.00	1
		3-Teacher	35,000.00	1
		4-Teacher	39,500.00	1
		ESL	65,000.00	1
		KG Teacher	43,000.00	1
		5-Teacher	39,500.00	1
		6-Teacher	35,000.00	1
			-	
			<u>478,000.00</u>	
<u>Instructional Support</u>				
		Assistant		
<u>Student Support Services</u>				
		Kitchen	19,370.00	PRORATED
			26,000.00	
			<u>45,370.00</u>	
<u>Custodian</u>				
			-	
<u>SPED TEACHERS</u>				
		SPED Teacher	35,000.00	1
		Sped Para	26,000.00	1
		Sped Para	15,000.00	PRORATED
			<u>76,000.00</u>	
GRAND TOTAL			786,370.00	

NUMBERS IN BOXED YELLOW AREAS
CAN BE EDITED.

	FY 2015 ADJUSTED	FY 2016 ADJUSTED	WEIGHT
1 ADM, PRE-KGN	0.00	0.00	1.000
2 ADM, HCP-KGN	0.00	0.00	1.000
3 ADM, KGN HALF DAY	0.00	0.00	0.550
4 ADM, KGN FULL DAY	0.00	34.00	1.000
5 ADM, GRADES 1-3	0.00	58.00	1.000
6 ADM, GRADES 4-6	0.00	38.00	1.000
7 ADM, GRADES 7-12	0.00	0.00	1.200
8 ADM, TOTAL	0.00	130.00	N/A
9 PUPIL UNITS, NEW LAW = (8) - 0.45 X (3) + 0.20 X (7) =	0.00	130.00	
10 DECLINE IN PUPIL UNITS FROM PRIOR YEAR		0.00	
11 ADM, SERVED FOR ENGLISH LEARNER (EL) CONCENTRATION			120.00
12 ADM, EL ELIGIBLE			48.00
13 PORTION OF STUDENTS FOR WHOM THE SCHOOL IS RESPONSIBLE FOR TRANS			0.0000
14 TRANSITION REVENUE PER PUPIL UNIT			0.00
15 REFERENDUM REVENUE PER PUPIL UNIT (SEE REFER WORKSHEET)			0.00
16 TRANSPORTATION SPARSITY REVENUE/PU BASED ON THE LOCAL SCHOOL DIST			0.00
17 COMPENSATORY REVENUE (SEE COMPENSATORY WORKSHEET)			329,472.00
18 SHORT YEAR FACTOR (= 1.00000000 UNLESS THE SCHOOL CLOSSES EARLY):			0.00000000

REVENUES BASED ON PUPIL UNITS	PUPIL UNITS	REVENUE PER PUPIL UNIT (SEE ABOVE)	REVENUE
19 BASIC INCLUDING TRANSPORT STATUTE	130.00	5,831.00	758,030.00
20 DECLINING ENROLLMENT REVENUE STATUTE	0.00	1,632.68	0.00
21 GIFTED & TALENTED STATUTE	130.00	13.00	1,690.00
22 SPARSITY STATE AVE	130.00	27.48	3,572.40
23 OPERATING CAPITAL STATE AVE	130.00	225.25	29,282.50
24 EQUITY STATE AVE	130.00	115.09	14,961.70
25 PENSION ADJUSTMENT STATE AVE	130.00	7.40	962.00
26 TRANSITION SEE LINE (14)	130.00	0.00	0.00
27 REFERENDUM SEE LINE (15)	130.00	0.00	0.00
28 TRANSPORTATION SPARSITY SEE LINE (16)	130.00	0.00	0.00
29 TRANSPORTATION PORTION OF ABOVE REVENUE = .0466 X (19) + (28) =			35,324.20
30 REVENUE REDUCTION FOR SCHOOLS THAT DON'T PROVIDE THEIR OWN TRANSI			35,324.20
31 COMPENSATORY REVENUE = (17) =			329,472.00
32 EL ADJUSTED COUNT: IF (12)=0 THEN (32)=0; ELSE (32) = GTR OF 20 OR (12)			48.00
33 EL REVENUE = \$704 X (32)=			33,792.00
34 EL CONCENTRATION PORTION = (12)/(11) =			0.4000
35 EL CONCENTRATION FACTOR = LESSER OF 1 OR (34)/.115 =			1.0000
36 EL PUPIL UNITS = (12) X (35) =			48.00
37 EL CONCENTRATION REVENUE = \$250 X (36) =			12,000.00
38 PRORATED ANNUAL ENTITLEMENT = [TOTAL OF REVENUES SHOWN IN (19) TO (28)]-(30)+(31)+(33)+(37) =			1,148,438.40
39 FY 2014 ADJUSTED ADM FOR CALCULATING ENDOWMENT			0.00
40 FY 2016 ENDOWMENT REVENUE PER ADM			#VALUE!
41 ENDOWMENT REVENUE = (39) X (40) =			0.00

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

TESFA INTERNATIONAL SCHOOL BOARD SELF-REFLECTION POLICY (220)

I. PURPOSE

The purpose of the Tesfa International School Board Reflection Policy is to ensure a high- functioning, reflective board that is focused on student outcomes while fulfilling its state-mandated fiduciary responsibilities.

II. PRACTICES

In August or September of each year, the Tesfa International School Board will review its practices.

- A. Information for Decision Making: The board is receiving timely, accurate information on a regular basis to oversee vital school functions

Monthly

- Financial information that tracks revenues, expenditures and cash flow
- Director's report that includes school operations and enrollment
- Personnel information that reflects current hiring, termination and staffing data

Quarterly

- Report from the business manager and the director that reviews the financial performance from the previous quarter and the financial prospects for the coming quarter
- Report from the director that includes academic performance and analysis

Annual

- In September of each year, the board reviews and comments on a draft of the annual report reflecting back on the previous year's operations and establishing academic goals for the current school year.
- Review of VOA/authorizer school performance expectations

- B. Review of the Director: The board policy reflects a comprehensive, effective process for evaluating the director with the people and processes in place to carry it out.

- An ad hoc committee of the board will review the previous year's process and outcomes and recommend any necessary changes.

- C. Annual Meeting and Election of New Board Members: The board policy reflects a comprehensive, effective process for carrying out elections as called for in its by-laws and conducting an annual meeting that shares year-end results with the public.

- An ad hoc committee of the board, charged with overseeing annual meeting and elections will review the previous year's processes and results and recommend any necessary changes.
- D. New board member orientation and training: The board orientation and training processes meet state standards and prepare new board members to participate fully in the activities of the board.
- Prior to the January board meeting, the board chair will ask new board members to confirm that they have completed the required MDE training and to reflect with him/her on whether Tesfa's new board member orientation has prepared them to serve. At the January board meeting, the new board members will report to the board on their experience and make recommendations about how to improve the process for the next group of new board members.
- E. Conduct of board meetings: All board members feel as if they are able to express their views and review necessary information to make decisions in a safe, respectful board environment that operates efficiently and effectively.
- At the August board meeting, the board will review its essential agreements.
 - At the January meeting, the board chair will ask board members to comment on the conduct of board meetings, including but not limited to discussion and voting procedures, agenda setting, and time spent on board business-both at board meetings and outside of board meetings.

III. POLICIES

The board will review its policies on a schedule that calls for a review of 1-5 policies per month in order to keep up with changes dictated by state mandate and/or best practices.

- The director and the board chair will review the previous year's calendar of policy reviews and propose a schedule for the next year.

IV. BY-LAWS

The board chair will establish an ad-hoc committee at least every three years to review the by-laws to ensure that they are consistent with state mandated policies and best practice.

Adopted: 09/09/14

Tesfa International School



Objectives

- To institute transformational change in education.
- Create educational environment that offers rich, authentic, learning experiences taught by adults with growth mindsets.

Goals

- Ensure charter school operational excellence in year 1 and beyond.
- Create and implement a Director Evaluation process
- Learn more about school finance as it relates to charter schools
- Learn more about Special Education as it relates to charter schools
- Ensure all Board members have attended board training

Strategies

- Seek opportunities for training/education
- Develop an Evaluation committee to maintain Director evaluation
- Come prepared for Board meetings/ask questions to clarify understanding

Measures

- Complete survey and action upon feedback received by March, 2016.
- Student performance above state average.
- Certificates of board training completed
- Approved minutes that reflect training.



Director Update- December 14, 2015

1. Enrollment Update: 132 students ADM: 132.51

2. Assessment Update: Fall NWEA Testing Results

Reading	Lo %ile < 21	LoAvg %ile 21-40	Avg %ile 41-60	HiAvg %ile 61-80	Hi %ile > 80
Grade 1	35%	29%	12%	12%	12%
Grade 2	30%	30%	10%	30%	0%
Grade 3	40%	30%	15%	15%	0%
Grade 4	70%	10%	20%	0%	0%
Grade 5	58%	32%	11%	0%	0%
Grade 6	38%	25%	6%	25%	6%
Math	Lo %ile < 21	LoAvg %ile 21-40	Avg %ile 41-60	HiAvg %ile 61-80	Hi %ile > 80
Grade 1	41%	18%	18%	12%	12%
Grade 2	40%	5%	20%	25%	10%
Grade 3	32%	26%	16%	21%	5%
Grade 4	60%	10%	20%	10%	0%
Grade 5	74%	16%	5%	5%	0%
Grade 6	44%	19%	13%	13%	13%

3. Funder breakfast and future fundraising efforts

4. Marketing and Outreach

- a. Northside Education Alliance- Becky and Mariana
- b. Community Outreach
- c. Tesfa Families

5. Technology rollout

6. PYP update

7. Board training

8. VOA visit

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OFFICERS AND DIRECTORS

PRESIDENT

Kevin Donovan
Mahtomedi

PAST-PRESIDENT

Walter Hautala
Mesabi East

DIRECTOR DISTRICT 1

Kathy Green
Austin

DIRECTOR DISTRICT 2

Jodi Sapp
Mankato Area

DIRECTOR DISTRICT 3

Linden Olson
Worthington

DIRECTOR DISTRICT 4

Betsy Anderson
Hopkins

DIRECTOR DISTRICT 5

Suzy Guthmueller
Centennial

DIRECTOR DISTRICT 6

George Kimball
White Bear Lake Area

DIRECTOR DISTRICT 7

Melissa Sauser
Farmington Area

DIRECTOR DISTRICT 8

Carla Bates
Minneapolis

DIRECTOR DISTRICT 9

Kirby Ekstrom
North Branch Area

DIRECTOR DISTRICT 10

Michael Domin
Crosby-Ironton

DIRECTOR DISTRICT 11

Amy Richter
Ely

DIRECTOR DISTRICT 12

Ann Long Voelkner
Bemidji Area

DIRECTOR DISTRICT 13

Deborah Pauly
Jordan

EXECUTIVE DIRECTOR

Kirk Schneidawind
St. Peter

MSBA's Mission:

Support, promote, and
enhance the work of
public school boards
and public education.

MINNESOTA SCHOOL BOARDS ASSOCIATION



November 2015

Dear Charter School Leader:

Busy schedules prevent some charter school board members from attending the required training, and board appointees may have been seated after the training was offered. For your convenience, the Minnesota School Boards Association (MSBA) is offering a training session with all three required training components. This training is for board members who have not yet completed the required training. The training will be held from 8:30 a.m. to 3:30 p.m. on **Wednesday, January 13, 2016**, at the Hyatt Regency Minneapolis (1300 Nicollet Mall). Registration will begin at 8:00 a.m.

You will find the registration form included in this mailing and online at www.mnmsba.org/CharterSchoolBoardTraining. Please coordinate your registration through your school director or authorizer.

The agenda includes the financial, employment and governance training state law requires charter board members to complete (M.S. 124E.07, Subd. 7). MSBA's charter training is designed to promote good governance and productive working relationships. Topics include state education finance, school budgets, key education laws, the role of the school board, and more.

On behalf of MSBA's staff, I want to thank you for your work and dedication to Minnesota's children.

Best Regards,

Sandy Gundlach

MSBA Director of School Board Services

Enclosures

Minnesota School Boards Association

Your best choice for charter school board member training

CHARTER SCHOOL BOARD MEMBER TRAINING

8:30 a.m. to 3:30 p.m. Wednesday, January 13, 2016

(Registration begins at 8:00 a.m.)

Hyatt Regency Minneapolis, 1300 Nicollet Avenue, Minneapolis

MSBA is offering all three state-required training components for charter school board members:

- **Board Governance**
 - **Financial Matters**
 - **Employment Matters**
-

REGISTRATION

- **Fee: \$175 (Charter Associates) | \$225 (non-Charter Associates) | Walk-ins add \$20**
Registration fee includes refreshments, lunch, and materials. Certificates for each component will be given out at the end of the training session.

▪ **Register today by faxing the registration form (see back page) with credit card information to 507-931-1515. Registration closes Tuesday, January 5, 2016.**

Or mail form with a check or credit card information to:

Minnesota School Boards Association, 1900 West Jefferson Avenue, St. Peter, MN 56082

Cancellation by Meeting Participants: (1) if a pre-registered participant cancels any time prior to the date registration closes, MSBA will fully refund the registration fee; (2) if a pre-registered participant cancels between the date registration closes until the time the MSBA-sponsored event/activity begins, he/she will be charged an administration fee of \$80; (3) once an event/activity begins, all registrants are responsible for the full registration fee.

Visit www.mnmsba.org for any event cancellation information due to inclement weather.

HOTEL INFORMATION

Hyatt Regency Minneapolis, 1300 Nicollet Avenue, Minneapolis

Room reservations can be made through the MSBA Conference Housing Bureau at <https://resweb.passkey.com/go/MSBA2016>.

For directions or other hotel information, visit <http://minneapolis.hyatt.com>.

Direct questions to Sandy Gundlach at sgundlach@mnmsba.org or 800-324-4459.

According to Minnesota Statutes 124E.07, subd. 7: Every charter school board member shall attend annual training throughout the member's term on the board. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months of being seated on the board is automatically ineligible to continue to serve as a board member. The school board shall include in its annual report the training attended by each board member during the previous year.