TESFA INTERNATIONAL SCHOOL
BOARD PACKET

6:00 p.m. November 14, 2016

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 10, 2016
4. Financial Report
   A. October 2016 monthly financial report
   B. Preliminary Budget Revision 2016-2017
   C. Personnel recommendations
5. Director Update
6. Policy Review
   A. **FAMILY AND MEDICAL LEAVE POLICY (410)**
   B. **HARASSMENT AND VIOLENCE POLICY (413)**
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

Monday October 10, 2016 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 10, 2016.

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present
Dillon Donnelly (Board Treasurer)	Present
Julian Stanke (Board Secretary)	Present
Emily Schmidt (Community Member, Licensed Teacher)	Absent
Midi Hansen (Community Member, Licensed Teacher)	Present
Lauren Ryan (Community Member, Licensed Teacher)	Present
Christina Ticer (Board Member)	Absent
Mike McFadden (Board Member)	Absent
Becky Magnuson (Director and Ex-Officio)	Present
Nicole Nelson-Starks (Assistant Director and Ex-Officio	Present
Amanda Jagdeo (Licensed Teacher/Teacher Representative)	Present

Guests and Community Members Present:

Name	Position/Role
Marium	Community Member/Parent

Tesfa International School

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

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

AGENDA and MINUTES

Subject	**Approval of Agenda – October 10, 2016**						
Motion	Motion to amend the agenda.						
Made by	Lauren Ryan			Seconded	Nancy Gerber		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	**Board Membership**						
Motion	Motion to accept Amanda Jagdeo as a board member.						
Made by	Nancy Gerber			Seconded	Lauren Ryan		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	**Accept the Minutes**						
Motion	Motion to accept the minutes as presented from September 19, 2016.						
Made by	Lauren Ryan			Seconded	Tanya Heifort		
Discussion	None						
Vote		Yea	3	Nay	0	Abstain	3
Decision	Motion passed unanimously.						

FINANCIAL REPORT

Subject	**Financial Report October 2016**						
Motion	Motion to accept the Financial Report as presented.						
Made by	Midi Hansen			Seconded	Nancy Gerber		
Discussion	None						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Midi Hansen arrived at 6:05pm.

Subject	**Board Check Signer**						
Motion	Motion to add Lauren Ryan as the teacher check signer.						
Made by	Nancy Gerber			Seconded	Julian Stanke		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	1
Decision							

Subject	**Personnel Recommendation**		
Motion	Motion to approve the personnel recommendations as presented.		
Made by	Lauren Ryan	Seconded	Midi Hansen
Discussion	None		

Vote		Yea		Nay	0	Abstain	0
Decision							

DIRECTOR UPDATE

Subject	**Director Update – Becky Magnuson and Lauren Ryan**
Discussion	• 142.43 current ADM. • Outreach Team • 3rd Annual Somali Museum Event • Parent Night Update • Rock and Read Program Update – FAST Testing • NWEA Testing • PYP Update – Programme of Inquiry (Sept. 30 – Planner Day) • Upcoming Events: Parent/Teacher Night 10/18-10/19; Family Night in November

Subject	**2016-2017 Calendar Revisions**						
Motion	Motion to approve the 2016-2017 Calendar Revisions as presented.						
Made by	Nancy Gerber			Seconded	Dillon Donnelly		
Discussion	None						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

NEW BUSINESS

Subject	**Draft of Annual Report**						
Motion	Motion to approve the annual report with the noted changes as listed below.						
Made by	Lauren Ryan			Seconded	Nancy Gerber		
Discussion	None						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Draft of Annual Report
Discussion	Page 17, Future Plans, 2. *Increase scores and accelerate student achievement.* **2. The goal to add to the plan will be articulated as presented in the VOA Contract.** Program Challenges Professional development for all staff **5. Professional Development** Our future plan is to be intentional about the professional development of staff, including but not limited to behavior interventions, PYP, SIOP, Equity, and ENVoY.

Subject	Fundraiser Update
Discussion	- Pushing back to Spring date - Current dates are held, including December 2, 2016. - Monday message – ways to continue to connect donors to positive happenings at Tesfa. - Marketing via monthly newsletter

Subject	Expansion Update
Discussion	- Resource: Charter School Expansions Application (VOA) MN Stat., 124D.10, Subd. 4(j) In order to further the application process, state statute requires a minimum of three years of data. - Potential Expansion date: Fall 2018 - Continued exploration of authorizers, VOA options, and state funding.

AUTHORIZER INPUT

Subject	**None**
Discussion	No authorizer representative present.

PUBLIC COMMENTS

Subject	
Discussion	Parent – happy with current progress of Tesfa International School. Extremely supportive. "Strong minds, open hearts". Would like to continue to develop the relationships with the community to take next steps in developing the school community.

ADJOURNMENT

Motion	Motion to adjourn the school board meeting at 7:33pm.						
Made by	Midi Hansen			Seconded	Lauren Ryan		
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

4239-TESFA International School
YTD Budget vs. Actual
10/31/16

PROJECTED ENROLLMENT: 180 ADM

TRACKING PERIOD JULY-OCT 2016
BENCHMARK 33%

UFARS	ETED REVENUES & EXP. BY PRO	FY 2016-2017 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 33%
	GENERAL FUND REVENUE SOURCES:				
348-300	LEASE AID	285,025	12,134	272,891	4%
000-211	STATE GEN EDUCATION AID	1,557,946	707,580	850,366	45%
740-360	SPECIAL ED - STATE	300,258	61,090	239,168	20%
401-400	TITLE I	54,000	13,951	40,049	26%
414-400	TITLE II	14,140	2,809	11,331	20%
417-400	TITLE III	10,454	-	10,454	0%
419-400	FEDERAL SPEC ED	18,000	-	18,000	0%
452-400	FEDERAL START UP GRANT	-	-	-	0%
452-400	FEDERAL GRANT- IMPL	200,000	-	200,000	0%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000-099	E-RATE	-		-	0%
000-099	MISC GRANTS	-		-	0%
		-			
	TOTAL GEN FUND REVENUE	**2,427,823**	**785,565**	**1,642,258**	**32%**
	GEN FUND EXPENDITURES:				
	SCHOOL SUPPORT SERVICES (000-199)				
100-200'S	ADMIN. STAFF SALARIES & BENE	242,649	82,970	159,679	34%
000-305	*CONTRACTED SERVICES*	*145,401*	58,203	87,198	40%
000-320	COMMUNICATION SERVICES	15,350	1,505	13,845	10%
000-329	POSTAGE AND PARCEL SERVICE	2,000	874	1,126	44%
000-366	STAFF TRAINING	4,000	3,344	656	84%
000-401	GENERAL SUPPLIES- NON INSTR	23,000	1,416	21,584	6%
000-401	GENERAL SUPPLIES- UNIFORMS	7,000	6,523	477	93%
000-530	EQUIPMENT	1,000		1,000	0%
000-555	TECHNOLOGY EQUIPMENT	5,000		5,000	0%
000-820	*DUES & MEMBERSHIP & FEES*	*18,500*	9,800	8,700	53%
000-899	MISCELLANEOUS	-		-	0%
	TOTAL	**463,900**	**164,635**	**299,265**	**35%**
	REGULAR INSTRUCTION (200-299)				
100-200'S	*INSTRUCTIONAL SALARIES*	*699,300*	*202,831*	332,399	29%
000-305	*CONTRACTED SERVICES-*	*29,350*	1,633	27,717	6%
000-430	*INSTRUCTIONAL MATERIALS*	47,100	43,907	3,193	93%
000-460	TEXTBOOKS & WORKBOOKS	3,500	1,717	1,783	49%
000-461	TESTING SERVICES	6,600	2,484	4,116	38%
000-470	MEDIA BOOKS & RESOURCES	-		-	0%
000-530	*EQUIPMENT*	*3,000*	716	2,284	24%
000-555	*TECHNOLOGY EQUIPMENT*	*20,000*	475	19,525	2%
	TOTAL	**808,850**	**253,763**	**391,017**	**31%**

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10/31/16

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BENCHMARK 33%

UFARS		ETED REVENUES & EXP. BY PRO	FY 2016-2017 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
		SPECIAL EDUCATION INSTRUCTION (400-499)				
100-200'S		STAFF SALARIES & BENEFITS	263,820	87,119	176,701	33%
	305	CONTRACTED SERVICES	60,000	9,899	50,101	16%
	430	SPEC ED SUPPLIES	2,100	3,155	(1,055)	150%
	530	*EQUIPMENT*	2,500	656	1,844	26%
	555	TECH EQUIPMENT	5,200		5,200	0%
		TOTAL	**333,620**	**100,829**	**232,791**	**30%**
		INSTRUCTIONAL SUPPORT SERVICES: (600-699)				
100-200's		SALARIES-	-		-	0%
	305	CONTRACTED SERVICES			-	0%
	366	*TRAINING, TRAVEL, CONVEN. & C*	*12,000*	10,680	1,320	89%
	389	*STAFF TUITION REIMBURSEMENTS*		-	-	0%
		TOTAL	**12,000**	**10,680**	**1,320**	**89%**
		PUPIL SUPPORT SERVICES (700-799)				
100-200		SALARIES	68,687	21,302	47,385	31%
	305	CONTRACTED SERVICES- HEALT	2,500		2,500	0%
	360	PUPIL TRANSPORTATION	170,300	30,055	140,245	18%
	360	SPEC ED TRANSPORTATION	62,640		62,640	0%
	555	TECH EQUIPMENT	-	-	-	0%
	899	MISC OTHER EXPENSE				
		TOTAL	**304,127**	**51,357**	**190,130**	**17%**
		SITE, BLDG, & EQUIPMENT (800-899)				
100-200's		PERSONNEL COSTS	-	-	-	0%
	305	CONTRACTED SERVICES-	20,000	6,751	13,249	34%
	330	UTILITY SERVICES	58,840	12,903	45,937	22%
	350	REPAIRS & MAINTENANCE	4,000	-	4,000	0%
	370	OPERATING LEASES- COPIERS	9,600	3,582	6,018	37%
	370	CAM PAYMENTS	22,653	7,542	15,111	33%
	370	BLDG LEASE	*316,694*	53,270	263,424	17%
	401	CUSTODIAL SUPPLIES	*6,000*	629	5,371	10%
	520	LEASEHOLD IMPROVEMENTS	-		-	0%
	530	*EQUIPMENT*	*1,200*		1,200	0%
	555	TECH EQUIPMENT	-		-	0%
		TOTAL	**438,987**	**84,676**	**354,311**	**19%**
		FISCAL & OTHER FIXED COSTS (900-999)				
000-340		*INSURANCE*	17,500	1,775	15,725	10%
000-740		*PRINCIPAL PAYMENT*		-	-	0%
000-741		*INTEREST*	-		-	0%
		TOTAL	**17,500**	**1,775**	**15,725**	**10%**
		TOTAL EXPENDITURES- GEN FUN	**2,378,986**	**667,714**	**1,711,272**	**28%**
		GENERAL FUND PROFIT (LOSS)	**48,837**	**117,851**	**(69,014)**	

4239-TESFA International School
YTD Budget vs. Actual
10/31/16

PROJECTED ENROLLMENT: 180 ADM

TRACKING PERIOD JULY-OCT 2016
BENCHMARK 33%

UFARS	ETED REVENUES & EXP. BY PRO	FY 2016-2017 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 10/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
701-472	FOOD SERVICE REVENUE	87,410	13,879	73,531	16%
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		99,410	25,879	73,531	
701-490	FOOD SERVICE EXPENDITURES	99,806	17,876	81,930	18%
	FOOD SERVICE FUND BALANCE	**(396)**	**8,003**	**-**	
	TOTAL EXPENDITURES- ALL FUN	**2,478,792**	**685,590**	**1,793,202**	**28%**
	CURRENT YEAR FUND BALANCE	**48,441**			
	ADD: FUND BALANCE, BEG				
	FUND BALANCE, ENDING	**213,643**			
	Fund Balance Percentage	***9%***			
	MDE Hold-back 10%	**242,782**			

4239-TESFA International School

CHECK REGISTER
10/31/16

CHK #	CHK DATE	VENDOR	AMOUNT
6194	10/31/2016 00:00:00	PEARSON EDUCATION INC	$ 1,963.87
10478	10/6/2016 00:00:00	1745 UNIVERSITY LLC	$ 18,326.12
10479	10/6/2016 00:00:00	CHRISTINA TICER	$ 99.00
10480	10/6/2016 00:00:00	COLONIAL LIFE	$ 342.94
10481	10/6/2016 00:00:00	HENNEPIN COUNTY MEDICAL CENTER	$ 200.00
10482	10/6/2016 00:00:00	INTEGRATIVE THERAPY, LLC	$ 1,134.00
10483	10/6/2016 00:00:00	MOVING MATTERS LLC	$ 1,860.00
10484	10/6/2016 00:00:00	PERA	$ 1,504.91
10485	10/13/2016 00:00:00	BILLIE BUS	$ 15,027.27
10486	10/13/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	$ 2,975.00
10487	10/13/2016 00:00:00	CINTAS CORPORATION	$ 425.00
10488	10/13/2016 00:00:00	DELTA EDUCATION	$ 4,112.64
10489	10/13/2016 00:00:00	DONE RIGHT FOODS SERVICES, INC.	$ 11,656.55
10490	10/13/2016 00:00:00	HEALTH PARTNERS	$ 13,841.49
10491	10/13/2016 00:00:00	MUSEUM SCIENCE	$ 1,763.36
10492	10/13/2016 00:00:00	WordPlay Speech & Language Services	$ 1,536.42
10493	10/19/2016 00:00:00	AMERICAN FUNDS	$ 312.50
10494	10/19/2016 00:00:00	BRAINPOP LLC	$ 2,840.00
10495	10/19/2016 00:00:00	CONSOLIDATED COMMUNICATIONS	$ 499.04
10496	10/19/2016 00:00:00	EDUCATOR ENRICHMENT	$ 2,707.80
10497	10/19/2016 00:00:00	GLOBAL ACADEMY	$ 3,972.00
10498	10/19/2016 00:00:00	HEALTH PARTNERS	$ 12,513.87
10499	10/19/2016 00:00:00	INTEGRATIVE THERAPY, LLC	$ 1,596.00
10500	10/19/2016 00:00:00	LEARNING A-Z	$ 169.95
10501	10/19/2016 00:00:00	LOFFLER	$ 888.20
10502	10/19/2016 00:00:00	MIDTWEST EDUCATIONAL CONSULTANTS,INC	$ 9,250.00
10503	10/19/2016 00:00:00	MN HISTORICAL SOCIETY	$ 145.00
10504	10/19/2016 00:00:00	NOORART INC	$ 431.13
10505	10/19/2016 00:00:00	Office Depot	$ 95.85
10506	10/19/2016 00:00:00	SCHOLASTIC	$ 1,036.48
10507	10/19/2016 00:00:00	SCIENCE MUSEUM OF MINNESOTA	$ 300.00
10508	10/19/2016 00:00:00	SHEA BRUCE	$ 258.62
10509	10/19/2016 00:00:00	TCI	$ 6,810.65
10510	10/19/2016 00:00:00	TEACHERS ON CALL	$ 221.00
10511	10/19/2016 00:00:00	TeachersASAP	$ 412.81
10512	10/19/2016 00:00:00	TECHNOLOGY BY DESIGN LLC	$ 2,225.00
10513	10/19/2016 00:00:00	Unum Life Insurance Company of America	$ 1,808.64
10514	10/19/2016 00:00:00	WordPlay Speech & Language Services	$ 1,852.23
10515	10/27/2016 00:00:00	1745 UNIVERSITY LLC	$ 24,159.45
10516	10/27/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	$ 2,975.00
10517	10/27/2016 00:00:00	INTERNATIONAL BACCALAUREATE ORGANIZATION	$ 9,500.00
10518	10/27/2016 00:00:00	Office Depot	$ 382.37
10519	10/27/2016 00:00:00	PERA	$ 1,509.55

4239-TESFA International School
Balance Sheet
Oct-16

Fund	Acct	Sub Acct	Description		Amount
			GENERAL FUND		
01	101	000	CASH / GENERAL	$	446,843.00
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	$	22,502.00
01	121	000	DUE FROM CFL	$	-
01	122	000	DUE FROM FED THRU CFL	$	-
01	131	000	PREPAID EXPENDITURES & DEPOSIT	$	-
01	201	000	SALARIES AND WAGES PAYABLE	$	-
01	202	000	SHORT-TERM INDEBTEDNESS	$	(33,520.00)
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	$	(213,643.00)
			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	$	-

SUNRISE BANKS

200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92
ACCOUNT: XXXXXXXXXX32761

10/31/2016

TESFA INTERNATIONAL SCHOOL INC
1385 ASHLAND AVE
ST PAUL MN 55104

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Effective November 1, 2016, the fee for returned ACH originated items will change. The fee will increase from $4.00 to $5.00 per item.

Core Business Checking ACCOUNT XXXXXXXXXX32761

		LAST STATEMENT 09/30/16	292,887.69
MINIMUM BALANCE	255,615.20	5 CREDITS	298,561.63
AVG AVAILABLE BALANCE	298,479.32	63 DEBITS	261,907.90
AVERAGE BALANCE	298,479.32	THIS STATEMENT 10/31/16	329,541.42

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
ACH MN State-MMB TRN*1*0003515408*1416007162\	10/13	80,972.91
ACH MN State-MMB TRN*1*0003518198*1416007162\	10/14	65,939.01
USAC PAYMENT 443017905	10/28	2,894.95
ACH MN State-MMB TRN*1*0003542178*1416007162\	10/28	85,502.47
ACH MN State-MMB TRN*1*0003545250*1416007162\	10/31	63,252.29

CHECKS

CHECK #..DATE	AMOUNT	CHECK #..DATE	AMOUNT	CHECK #..DATE	AMOUNT
1035*10/31	364.40	10476 10/04	1,890.00	10490 10/17	13,841.49
6194 10/17	1,963.87	10477 10/04	852.60	10491 10/21	1,763.36
6195*10/21	412.51	10478 10/07	18,326.12	10492*10/18	1,536.42
10448*10/04	2,975.00	10479 10/14	99.00	10494 10/26	2,840.00
10456 10/03	609.00	10480 10/17	342.94	10495*10/26	499.04
10457*10/05	383.52	10481 10/18	200.00	10498 10/24	12,513.87
10467 10/04	2,975.00	10482 10/19	1,134.00	10499*10/24	1,596.00
10468 10/04	400.00	10483 10/21	1,860.00	10501 10/28	888.20
10469 10/05	256.05	10484 10/14	1,504.91	10502 10/28	9,250.00
10470*10/05	1,239.00	10485 10/17	15,027.27	10503 10/31	145.00
10472 10/04	351.87	10486 10/19	2,975.00	10504 10/25	431.13
10473 10/07	129.08	10487 10/19	425.00	10505 10/26	95.85
10474 10/11	39.89	10488 10/24	4,112.64	10506*10/25	1,036.48
10475 10/11	2,225.00	10489 10/19	11,656.55	10509 10/28	6,810.65

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

TESFA INTERNATIONAL SCHOOL INC

Core Business Checking ACCOUNT XXXXXXXXXX32761

CHECKS

CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT
10510	10/26	221.00	10512	10/31	2,225.00	10514	10/31	1,852.23
10511	10/24	412.81	10513	10/24	1,808.64			

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS

DESCRIPTION	DATE	AMOUNT
MN Teachers Ret MNTRA TRATRA000075936	10/05	4,049.60
ALERUS PLAN FUND TIS849471553568	10/06	50.00
AMERICAN FUNDS INVESTMENT IRK123816161004	10/06	520.76
PAYCHEX INC. PAYROLL 68363100036126X	10/13	27,655.48
STOP ITEM CHARGE(S)	10/14	20.00
PAYCHEX EIB INVOICE X68375000003547	10/14	307.60
PAYCHEX TPS TAXES 68367700031257X	10/14	11,073.46
MN Teachers Ret MNTRA TRATRA000076376	10/18	4,235.32
ALERUS PLAN FUND TIS849471553568	10/24	50.00
ALERUS EMPL FEE TIS849471553568	10/26	52.00
ALERUS PLAN FUND TIS849471553568	10/26	208.33
AMERICAN FUNDS INVESTMENT IRK123816161026	10/27	520.76
PAYCHEX INC. PAYROLL 68600100002373X	10/28	28,636.98
PAYCHEX EIB INVOICE X68610200001120	10/31	310.80
PAYCHEX TPS TAXES 68601800021871X	10/31	11,258.84
NONP ASSIST FUND CASH TRANS 3602	10/31	38,460.58

ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES

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

DAILY BALANCE

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
10/03	292,278.69	10/06	276,335.29	10/13	308,932.63
10/04	282,834.22	10/07	257,880.09	10/14	361,866.67
10/05	276,906.05	10/11	255,615.20	10/17	330,691.10

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

TESFA INTERNATIONAL SCHOOL INC

Core Business Checking ACCOUNT XXXXXXXXXX32761

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/18	324,719.36	10/24	283,998.98	10/27	278,094.39
10/19	308,528.81	10/25	282,531.37	10/28	320,905.98
10/21	304,492.94	10/26	278,615.15	10/31	329,541.42

- END OF STATEMENT -

TESFA INTERNATIONAL SCHOOL- BUDGET REVISIONS
NOVEMBER 14,2016

Budget Changes- Update
Business Management Services (change from $68,000 to $71,400)
Title II ($10,023)
CSP Carry over ($103,431)
CSP Implementation Grant 2 ($156,600)
Technology Coordinator ($40,000)
Powerschool Fee ($6,000)
NWEA Fee ($2,500)
Cam Fees ($17,801)
Utilities ($41,533)

Budget Changes- Addition
Student Recruiter ($10,000)
Audit/Taxes (from $7,500 to $12,500)
IB Units of Inquiry (from $12,600 to $15,100)
Software (from $8,000- to $14,000)
Headphones (from $500-$700)
SPED supplies (from $1,500 to $3,000)

Budget Changes- Reductions
Assemblies ($500)
Parent Events (500)
Mentor Stipend ($5000)
iPads/Computers ($5000)
iPads ($5,000)
New Phones ($6,000)
Lamination ($3,000)
Art ($2,000)
Arabic ($500)
White Boards ($500)
Reading ($1,000)
NWEA ($4,420)
WIDA ($500)
Bags/cases ($1,000)
Technology Misc costs ($2,000)
SPED technology ($2,000)

TESFA
FY 2016-2017 REVISED BUDGET
10/31/16

UFARS	REVENUES & EXP. BY PROGRAM	FY 2016-2017 REVISED BUDGET	%
	PROJECTED ENROLLMENT- ADM	145	
	REVENUES		
	STATE AID:		
01-005-000-000-348-300	LEASE AID	239,922	90% lease cost
01-005-000-000-000-211	STATE GEN EDUCATION AID	1,470,078	based on 145 ADM
01-005-000-000-740-360	SPECIAL ED -STATE	284,866	
	LITERACY INCENTIVE AID	-	
	TOTAL STATE AID	**1,994,867**	**83%**
	FEDERAL AID		
01-005-000-000-419-400	FEDERAL SPEC ED	18,000	estimate
01-005-216-000-401-400	TITLE I- REGULAR	55,805	
01-005-204-000-414-400	TITLE II	10,023	
01-005-204-000-417-400	TITLE III		
01-005-000-000-859-400	CSP Grant- IMPLEMENTATION 1	103,431	Carry over to be spe
01-005-000-000-859-400	CSP Grant-IMPLEMENTATION 2	156,600	YEAR 2
	TOTAL FEDERAL AID	**343,859**	**14%**
	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	20,000	Sauer Family Foundation
01-005-000-000-000-099	E-RATE	43,200	
	TOTAL LOCAL SOURCES	**51,200**	**2%**
	TOTAL REVENUES- ALL SOURCES	**2,389,926**	**100%**
	EXPENDITURES		
	SCHOOL SUPPORT SERVICES (000-199)		
001-005-050-000-000-110	ADMIN STAFF SALARIES & BENEFITS	306,915	
001-005-110-000-000-305	CONTRACTED SERVICES-	148,801	
001-005-110-000-000-320	COMMUNICATION SERVICES	9,350	
001-005-110-000-000-329	POSTAGE AND PARCEL SERVICES	2,000	
001-005-050-000-000-366	STAFF TRAINING	4,000	
001-005-105-000-000-401	GENERAL SUPPLIES- NON INSTRUCTION	23,000	

TESFA
FY 2016-2017 REVISED BUDGET
10/31/16

UFARS	REVENUES & EXP. BY PROGRAM	FY 2016-2017 REVISED BUDGET	%
001-005-105-000-000-401	GENERAL SUPPLIES- UNIFORMS	7,000	
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	19,000	
	TOTAL	526,066	22%
	REGULAR INSTRUCTION (200-299)		
001-010-203-000-000-100	STAFF SALARIES & BENEFITS	735,638	
001-010-203-000-000-305	CONTRACTED SERVICES-	30,350	
001-010-203-000-000-430	INSTRUCTIONAL MATERIALS	49,100	
001-010-203-000-000-460	TEXTBOOKS & WORKBOOKS	3,500	
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	2,500	
001-010-203-000-000-555	TECHNOLOGY EQUIPMENT	6,700	
	TOTAL	834,388	35%
	SPECIAL EDUCATION INSTRUCTION (400-499)		
001-010-420-000-000-100	STAFF SALARIES & BENEFITS	247,218	
001-010-420-000-000-305	CONTRACTED SERVICES	60,000	
001-010-420-000-000-433	SPECIAL ED MATERIALS	3,600	
001-010-420-000-000-530	EQUIPMENT	2,500	
001-010-420-000-000-555	TECHNOLOGY EQUIPMENT	3,200	
	TOTAL	316,518	13%
	INSTRUCTIONAL SUPPORT SERVICES: (600-699)		
001-010-605-000-000-140	SALARIES-	-	
001-010-605-000-000-401	TRAINING MATERIALS	10,000	
001-010-640-000-000-366	TRAINING, TRAVEL, CONVEN,. & CONF.	12,000	
001-010-640-000-000-389	STAFF TUITION REIMBURSEMENTS	-	
	TOTAL	22,000	1%
	PUPIL SUPPORT SERVICES (700-799)		
001-005-720-000-000-143	PERSONNEL COSTS	68,661	
001-005-720-000-000-305	CONTRACTED SERVICES-	2,500	
001-005-720-000-760-360	PUPIL TRANSPORTATION	174,650	
001-005-720-000-740-360	SPEC ED- TRANSPORTATION	62,640	
001-005-720-000-000-555	TECHNOLOGY EQUIPMENT	-	
	TOTAL	308,451	13%
	SITE, BLDG, & EQUIPMENT (800-899)		

TESFA
FY 2016-2017 REVISED BUDGET
10/31/16

UFARS	REVENUES & EXP. BY PROGRAM	FY 2016-2017 REVISED BUDGET	%
001-005-810-000-000-170	CUSTODIAL SALARIES	-	
001-005-810-000-000-305	CONTRACTED SERVICES	20,000	
001-005-810-000-000-330	UTILITY SERVICES	41,533	
001-005-810-000-000-350	REPAIRS & MAINTENANCE	4,000	
001-005-810-000-000-370	OPERATING LEASES- COPIERS	9,936	
001-005-850-000-000-370	CAM PAYMENTS	17,801	
001-005-850-000-348-370	BLDG LEASE	266,580	
001-005-810-000-000-401	CUSTODIAL SUPPLIES	6,000	
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	**367,050**	**15%**
	FISCAL & OTHER FIXED COSTS (900-999)		
001-005-940-000-000-340	INSURANCE	17,500	
001-005-920-000-000-741	INTEREST	-	
	TOTAL FISCAL & OTHER	**17,500**	**1%**
	TOTAL EXPENDITURES- GENERAL FUND	**2,391,973**	**100%**
	GENERAL FUND PROFIT (LOSS)	**(2,047)**	
02-005-770-000-701-472	FOOD SERVICE REVENUE	99,410	
02-005-770-000-701-473	FRESH FRUIT & VEG GRANT	8,618	
02-005-000-000-000-649	GEN FUND TRANSFER-IN	12,000	
	TOTAL FS FUND REVENUE	120,028	
02-005-770-000-701-490	FOOD SERVICE EXPENDITURES	120,935	
	FOOD SERVICE FUND PROFIT (LOSS)	**(907)**	
	CURRENT YEAR FUND BALANCE-ALL FU	**(2,954)**	
	ADD: FUND BALANCE-BEGINNING	**196,176**	**06/30/16**
	CUMULATIVE FUND BALANCE-ENDING	**193,222**	**06/30/17**
	FUND BALANCE PERCENTAGE	**8%**	
	STATE HOLD-BACK -10%	**233,873**	

TESFA
FY 2016-2017 REVISED BUDGET
10/31/16

	SALARIES	Benefits-29.5%	Total	Semimonthly Total
General Payroll	1,041,260	317,172	1,358,432	56,601
Total General Fund	1,041,260	317,172	1,358,432	56,601
Verify Total			**1,358,432**	-

TESFA
FY 2016-2017 REVISED BUDGET
10/31/16

ADMINISTRATION: SCHOOL SUPPORT SERVICES (000-199)

UFARS		PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	237,000	69,915	306,915

	CONTRACTED SERVICES	FY15-16
305	Misc	10,000
305	Audit/Taxes	12,500
305	Business Mgt Services	71,400
305	Tech Coordinator	40,000
305	Accounting software	5,800
305	Payroll Processing	3,601
305	E Rate	3,500
305	Shred It	-
305	Legal	2,000
		-
	CONTRACTED SERVICES	**148,801**
320	**Communication**	
	Eventis	8,000
	School Cell Phone	-
	Century Link	-
	Comcast	-
	Voice Shot	-
	Gaggle	
	Wireless Consulting	-
	Maintenance for Switches	550
	Phone System Maintenanc	-
	website	300
	New phones	-
	Misc	500
	Communications- Total	9,350
329	POSTAGE	2,000
366	STAFF TRAINING	4,000
401	GEN SUPPLIES	23,000
401	UNIFORMS/BACKPACKS	7,000
530	EQUIPMENT	1,000

555	TECH EQUIPMENT	5,000		
		42,000		
820	**Dues & Membership Fees**			
	Authorizer	16,500		
	MSBA			
	LOC-Bank Fee	1,500		
	MACS			
	Charter Sch partners			
		-		
	Misc	1,000		
	Dues & Membership	19,000		
	GRAND TOTAL- ADMIN	**526,066**	**526066**	-

TESFA
FY 2016-2017 REVISED BUDGET
10/31/16

REGULAR INSTRUCTION- (200-299)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	568,060	167,577.70	735,637.70

	REGULAR INSTRUCTION	
305	**Contracted Services**	
	Field Trip Fees	-
	Substitutes	14,300.00
	Placement Fee TT	-
	Powerschool	6,000.00
	Science House	300.00
	Assemblies	
	PYP Night	-
	Parent Events	
	Graduation	0.00
	Staff Training	-
	Staff Training	0.00
	IB Fees	9,500.00
	MN Association of IB	250.00
	IB Evaluation	-
	Cambridge Review	-
	Misc	-
	TOTAL	**30,350.00**
430	**Instructional Materials**	
	Classroom budgets	9,000.00
	Software	14,000.00
	Math	3,000.00
	Ipad Apps	500.00
	Planners/Journals	-
	Physical Education	500.00
	Art	
	Restmats	-
	Reading	5,000.00
	Lamination	-
	PYP Units of Inquiry	15,100.00
	Arabic	500.00
	Classroom library	-

	Misc	1,500.00
	TOTAL	**49,100.00**
460	**Textbooks/Workbooks**	
	Math	3,000.00
	Reading	-
	Handwriting	-
	ESL	500.00
	Intervention-Math	-
	Intervention - Writing	-
	Intervention - reading	-
	Misc	-
	TOTAL	**3,500.00**
466	**Testing Services**	
	NWEA	2,500.00
	WIDA	
	FAST/WIDA	-
	TOTAL	**6,600.00**
470	**Media Services**	
	Library books	-
530	**Equipment**	
	Teacher chairs/desks	-
	Student chairs	-
	Student tables	1,000.00
	Bookcases	500.00
	Fire King	-
	File Cabinets	500.00
	White Boards	
	Bulletin Boards	500.00
	Carpet	-
	Book displays/Carts	-
	Misc	
	TOTAL	**2,500.00**
555	**Technology**	
	Lease adjustment costs	
	Carts purchase	-
	Ipads/computers	
	Ipads	-
	Active Boards	
	General Maintenance	5,000.00
	Projectors	
	Document cameras	-
	Headphones	700.00
	Access points	
	Projector Move	

Walkie Talkies	-		
Voice Amplification System			
Handheld mic	-		
Bags/cases	-		
Misc costs	1,000.00		
TOTAL	**6,700.00**		
TOTAL- REGULAR INSTRUCTIONS		**834,387.70**	834387.7

Special Ed Programs

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COSTS	183,180	64,038.10	247,218.10
	SPECIAL EDUCATION			
	Spec Ed Director	20,000.00		
	Contracted Services	40,000.00		
	SPED Forms	600.00		
	Supplies	3,000.00		
	Equipment	2,500.00		
	Technology	3,200.00		
		69,300.00		
	Total Spec ED Programs	**316,518.10**	**316518.1**	

TESFA
FY 2016-2017 REVISED BUDGET

INSTRUCTIONAL SUPPORT SERVICES (600-699)

UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
100-200'S	PERSONNEL COST	-	-	-
305	STUDENT RECRUITMENT	10,000		
366	TRAINING, TRAVEL, CONVENTIONS	12,000		
366	STAFF TUITION REIMBURSEMENTS	-		
	TOTAL	22,000		22,000

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

	UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
	100-200'S	PERSONNEL COSTS	53,020	15,640.90	68,661
		General PPS			
	305	CONTRACTED SERVICES-	2,500		
720	360	TRANSPORTATION- REGULAR	169,650	5 buses @ @190 per day	
733	361	TRANSPORTATION- FIELD TRIPS	5,000		
723	360	TRANSPORTATION- SPEC ED	62,640		
720	534	VEHICLE- VAN	-		
		TOTAL -PUPIL SUPPORT SERVICES	239,790	0	308,451

SITE, BLDG, & EQUIPMENT

	UFARS	DESCRIPTION	PAYROLL	BENEFITS	TOTAL PAYROLL /BENEFITS
	100-200'S	PERSONNEL COSTS	-	-	-
370	305	CONTRACTED SERVICES	20,000		
373	330	UTILITIES-	41,533		
	350	REPAIRS & MAINTENANCE	4,000		
	370	OPERATING LEASE COPY MACHINES	9,936		
	370	CAM PAYMENTS	17,801		
	370	BUILDING LEASE	266,580		
	401	CUSTODIAL SUPPLIES	6,000		
	520	LEASEHOLD IMPROVEMENT	-		
	530	BUILDING EQUIPMENT	1,200		
		TOTAL- SITE, BLDG & EQUIPMENT	367,050		367,050

FISCAL & OTHER COST

INSURANCE	17,500
INTEREST	-
	17,500

LAST	FIRST	DESCRIPTION		FTE
School Support Services				
Magnuson	Becky	Director/PYP Coordinator	85,000.00	1
Nelson-Starks	Nicole	Assistant Director	80,000.00	1
		Office Assistant	37,000.00	1
Kronk	Patti	Office Manager	35,000.00	0.5
			237,000.00	
Regular Instruction				
Dudley	Katherine	KG-Teacher	50,490.00	1
Jagdeo	Amanda	KG-Teacher	50,490.00	1
Rosenthal	Kylie	1-Teacher	40,290.00	1
Ryan	Lauren	1- Teacher	57,500.00	1
Martinucci	Anna	2-Teacher	46,410.00	1
Windhorst	Sara	3-Teacher	43,860.00	1
Megan	Spittsotess	4-Teacher	40,290.00	1
Reeck	Jennifer	5-Teacher	40,290.00	1
Meyers	Susie	6-Teacher	43,860.00	1
Barnard	Natalie	PE	40,290.00	1
Ali	Omar	Arabic	38,500.00	1
Epstein	Jessica	ESL	40,290.00	1
Gerber	Nancy	PYP Coach	13,000.00	0.2
		Lunch Supervision	22,500.00	
			568,060.00	
Instructional				
		Assistant assistant		1
Student Support Services				
Isse	Ayan	Kitchen	26,500.00	1
Warsame	Seynab	Kitchen	26,520.00	1
			53,020.00	
Custodian				
SPED TEACHERS				
	1	SPED Teacher	65,000.00	1
Mohamed	Arab	Sped Para	28,560.00	1
Omar	Nimco	Sped Para	32,500.00	1
James	Cosgrove	Sped Para	28,560.00	1
Fatima	Eleie	Sped Para	28,560.00	1
			183,180.00	
GRAND TOTAL			1,041,260.00	22.7

TESFA
FY 2016-2017 REVISED BUDGET
Lease Schedule

	Lease Payment	CAM	Total Lease
Jul-16	$18,326.12		
Aug-16	$18,326.12		
Sep-16	$18,326.12		
Oct-16	$18,326.12		
Nov-16	$24,159.45		
Dec-16	$24,159.45		
Jan-17	$24,159.45		
Feb-17	$24,159.45		
Mar-17	$24,159.45		
Apr-17	$24,159.45		
May-17	$24,159.45		
Jun-17	$24,159.45		
Total Lease	**$266,580.08**		

FY 2017 GENERAL EDUCATION REVENUE FOR CHARTER SCHOOLS (124E.20)

TESFA INTERNATIONAL SCHOOL #4239

2017
09/20/16

NUMBERS IN BOXED YELLOW AREAS CAN BE EDITED.

	FY 2016 ADJUSTED	FY 2017 ADJUSTED	WEIGHT
1 ADM, PRE-KGN	0.00	0.00	1.000
2 ADM, HCP-KGN	1.72	0.00	1.000
3 ADM, VPK	0.00	0.00	1.000
4 ADM, KGN FULL DAY	30.83	26.00	1.000
5 ADM, KGN HALF DAY	0.00	0.00	0.550
6 ADM, GRADES 1-3	56.68	89.00	1.000
7 ADM, GRADES 4-6	41.94	30.00	1.000
8 ADM, GRADES 7-12	0.00	0.00	1.200
9 ADM, TOTAL	131.17	145.00	N/A

10 PUPIL UNITS, NEW LAW = (9) - 0.45 X (5) + 0.20 X (8) =	131.17	145.00
11 DECLINE IN PUPIL UNITS FROM PRIOR YEAR		0.00

12 ADM, SERVED FOR ENGLISH LEARNER (EL) CONCENTRATION	144.00
13 ADM, EL ELIGIBLE	94.00
14 PORTION OF STUDENTS FOR WHOM THE SCHOOL IS RESPONSIBLE FOR TRANSPORTATION	1.0000
15 REFERENDUM REVENUE PER PUPIL UNIT	165.81
16 TRANSPORTATION SPARSITY REVENUE/PU BASED ON THE LOCAL SCHOOL DISTRICT:	0.00
17 COMPENSATORY REVENUE (SEE COMPENSATORY WORKSHEET)	420,331.20
18 APRROVED EXTENDED TIME PROGRAM	0.00
19 SHORT YEAR FACTOR (= 1.00000000 UNLESS THE SCHOOL CLOSES EARLY):	1.00000000

REVENUES BASED ON PUPIL UNITS		PUPIL UNITS (SEE ABOVE)	REVENUE PER PUPIL UNIT	REVENUE
20 BASIC INCLUDING TRANSPORT	STATUTE	145.00	6,067.00	879,715.00
21 DECLINING ENROLLMENT REVENUE	STATUTE	0.00	1,698.76	0.00
22 GIFTED & TALENTED	STATUTE	145.00	13.00	1,885.00
23 SPARSITY	STATE AVE	145.00	29.26	4,242.70
24 OPERATING CAPITAL	STATE AVE	145.00	226.13	32,788.85
25 EQUITY	STATE AVE	145.00	119.98	17,397.10
26 PENSION ADJUSTMENT	STATE AVE	145.00	0.00	0.00
27 EXTENDED TIME	STATE AVE X .25	145.00	0.00	0.00
28 TRANSITION	STATUTE	145.00	0.00	0.00
29 REFERENDUM	SEE LINE (15)	145.00	165.81	24,042.45
30 TRANSPORTATION SPARSITY	SEE LINE (16)	145.00	0.00	0.00

31 TRANSPORTATION PORTION OF ABOVE REVENUE = .0466 X (20) + (30) =	40,994.72
32 REVENUE REDUCTION FOR SCHOOLS THAT DON'T PROVIDE THEIR OWN TRANSPORTATION:	0.00
33 COMPENSATORY REVENUE = (17) =	420,331.20
34 EL ADJUSTED COUNT: IF (13)=0 THEN (34)=0; ELSE (34) = GTR OF 20 OR (13)	94.00
35 EL REVENUE = $704 X (34)=	66,176.00
36 EL CONCENTRATION PORTION = (13)/(12) =	0.6528
37 EL CONCENTRATION FACTOR = LESSER OF 1 OR (36)/.115 =	1.0000
38 EL PUPIL UNITS = (13) X (37) =	94.00
39 EL CONCENTRATION REVENUE = $250 X (38) =	23,500.00
40 PRORATED ANNUAL ENTITLEMENT = [TOTAL OF REVENUES SHOWN IN (20) TO (30)]-(32)+(33)+(35)+(39) =	1,470,078.30
41 FY 2014 ADJUSTED ADM FOR CALCULATING ENDOWMENT	131.17
42 FY 2016 ENDOWMENT REVENUE PER ADM	0.00
43 ENDOWMENT REVENUE = (41) X (42) =	0.00
44 FALL 2015 Q COMP ENROLLMENT	0.00
45 FY17 Q COMP ALLOWANCE	253.22
46 Q COMP REVENUE = (44) X (45) =	0.00
47 2016-2017 APU	145.00
48 LONG TERM FACILITIES MAINTENANCE = $34 X (47)	4,930.00

NOTE THAT ENDOWMENT & Q COMP REVENUES ARE OVER AND ABOVE THE AMOUNT SHOWN IN LINE (40).

TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Personnel Recommendations 2016-2017

The following personnel items are recommended for approval at the November 14 2016 school board meeting:

Licensed Staff Employment
Anna Martincucci – 1.0 FTE Classroom teacher @ $46,410 (prorated) plus benefits effective 10/26/16.

Non-Licensed Staff Resignation
Mariam Abdallah - 1.0 FTE as Office Assistant @ salary of $37,000 effective 11/23/16.

Non-Licensed Staff Employment
Fatima Eleie- 1.0 FTE Special Education Paraprofessional @ salary of $28,560 prorated effective 10/31/16.

TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Director Update November 14, 2016

1. Enrollment and Marketing Update
   a. ADM 135.34

2. Family Outreach
   a. Fall Conferences

Number of Families Attended	Total Number of Families	Percentage Attendance
10	12	83%
11	12	92%
14	17	82%
13	17	76%
10	14	71%
15	23	65%
8	13	62%
11	14	79%
9	14	64%
101	136	74%

   b. Fall Family Night November 3

3. Teacher Professional Development
   a. ENVoY coaching day- October 24
      i. 4 more dates TBD
   b. SIOP training- (Upcoming) November 15 and December 6
      i. 4 more dates TBD

4. VOA Fall Site Visit –November 11, 2016

5. PYP Update
   a. PYP planner day, vertical collaboration, and curriculum development

6. Service Learning Projects

7. Upcoming Events
   a. Give to the Max Day- November 17
   b. School Assembly November 30
   c. PYP planner Day December 16

TESFA INTERNATIONAL SCHOOL

FAMILY AND MEDICAL LEAVE POLICY (410)

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to Tesfa International School employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by Tesfa International School, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered service member" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment,

recuperation, or therapy.

C. "Eligible employee" means an employee who has been employed by Tesfa International School for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning Tesfa International School's intention to rehire the employee after the break in service.

D. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

E. "Outpatient status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar

days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;

3. to address issues related to childcare and school activities of a covered military member's child;

4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to five days with a covered military member who is on short term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member; and

8. to address other events related to a covered military member that both the employee and Tesfa International School agree is a qualifying exigency.

G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or

2. continuing treatment by a health care provider.

H. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during t applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

   a. birth of the employee's child and to care for such child;

   b. placement of an adopted or foster child with the employee;

   c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;

   d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or

   e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

   a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

   b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National

      Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

6. Eligible spouses employed by Tesfa International School are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by Tesfa International School does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of Tesfa International School or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, Tesfa International School may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If Tesfa International School has reason to doubt the validity of a health care provider's certification, it may require a second opinion at Tesfa International School's expense. If the opinions of the first and second health care providers differ, Tesfa International School may require certification from a third health care provider at Tesfa International School's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to Tesfa International School. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to Tesfa International School of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable.

    The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of Tesfa International School, subject to and in coordination with the health care provider.

11. Tesfa International School may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, Tesfa International School may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, Tesfa International School will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse Tesfa International

School for the cost of the health plan premiums paid by it.

13. Tesfa International School may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The director shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

    Tesfa International School shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law.

    However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs V.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for Tesfa International School for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember.

   The leave described in this paragraph shall be available only during single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by Tesfa International School are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. Tesfa International School may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, Tesfa International School may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, Tesfa International School may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, Tesfa International School may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave.

Tesfa International School will continue to fulfill Tesfa International School's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and Tesfa International School regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in Tesfa International School building in areas accessible to employees.

B. This policy will be reviewed as necessary for compliance with state and federal law.

Adopted: 10/7/14

Reviewed: 11/14/16

TESFA INERNATIONAL SCHOOL

HARASSMENT AND VIOLENCE POLICY (413)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Tesfa International School prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of Tesfa International School to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Tesfa International School prohibits any form of religious, racial or sexual harassment and violence.

B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of Tesfa International School to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of Tesfa International School.)

C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of Tesfa International School to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

D. Tesfa International School will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

   a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

   b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

   c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

   a. unwelcome verbal harassment or abuse;

   b. unwelcome pressure for sexual activity;

   c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

   d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic

opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

   a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

   b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

   c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

   d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of Tesfa International School, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate Tesfa International School official designated by this policy. Tesfa International School encourages the reporting party or complainant to use the report form available from the principal of each building or available from the Tesfa International School office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a Tesfa International School human rights officer or to the superintendent.

B. The Director is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult Tesfa International School personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

C. Upon receipt of a report, the Director must notify the school board chair. A written statement of the facts alleged will be prepared as soon as practicable by the Director. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours. If the complaint involves the Director, the complaint shall be made or filed directly with the school board chair.

D. The school board hereby designates the Director as the Tesfa International School human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Director, the complaint shall be filed directly with the school board chair.[1]

E. Tesfa International School shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Tesfa International School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Tesfa International School's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of Tesfa International School, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by Tesfa International School officials or by a third party designated by Tesfa International School

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, Tesfa International School should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships

between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, Tesfa International School may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

E. The investigation will be completed as soon as practicable. The Director shall make a written report to the school board chair upon completion of the investigation. If the complaint involves the Director, the report may be filed directly with the school board chair. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

A. Upon receipt of a report, Tesfa International School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School Tesfa International School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and Tesfa International School policies.

B. The result of Tesfa International School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Tesfa International School in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

Tesfa International School will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit Tesfa International School from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be posted in the school building in an accessible area.

B. This policy shall be given to each Tesfa International School employee and independent contractor at the time of entering into the person's employment contract.

C. This policy shall appear in the student handbook.

D. Tesfa International School will develop a method of discussing this policy with students and employees.

E. This policy shall be reviewed at least annually for compliance with state and federal law.

Adopted: 10/7/14

Reviewed: 11/14/16