



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. September 19, 2016

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

1. Call to Order
2. Approve Agenda
3. Board Membership
4. Review Draft of Minutes from August 8, 2016
5. Financial Report
 - A. August 2016 monthly financial report
 - B. Personnel recommendations
6. Director Update
7. Policy Review
 - A. PUBLIC AND PRIVATE PERSONNEL DATA (406)
8. New Business
 - A. Fall Fundraiser
 - B. Expansion
9. VOA authorizer input/update
10. Public Comments
11. 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

August 8, 2015: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:05 PM on August 8, 2015.

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present
Helen Fisk (Board Treasurer)	Absent
Julian Stanke (Board Secretary) voted in at 6:03 pm	Absent
Emily Schmidt (Community Member, Licensed Teacher)	Absent
Midi Hansen (Community Member, Licensed Teacher)	Present
Dillon Donnelly (Community Member)	Present
Mike McFadden (Board Member)	Absent
Becky Magnuson (Director and Ex-Officio)	Present
Lauren Ryan (Assistant Director and Ex-Officio)	Present

Guests and Community Members Present:

Name	Position/Role
Nancy Gerber	Staff Member
Christina Ticer	Former Board Member

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 Agendas						
Motion	Motion to approve the agenda as presented.						
Made by	Helen Fisk			Seconded		Dillon Donnelly	
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Approval of New Board Member						
Motion	Motion to approve new board member, Nancy Gerber						
Made by	Midi Hansen			Seconded		Helen Fisk	
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Accept the Minutes						
Motion	Motion to accept the minutes as presented from July 13.						
Made by	Dillon Donnelly			Seconded		Helen Fisk	
Discussion	None						
Vote		Yea	3	Nay	0	Abstain	2
Decision	Motion accepted.						

BOARD INFORMATION

Subject	Assessment of Board Training Needs						
Motion	Motion to approve topics for potential board member training for the 2016-2017 school year.						
Made by				Seconded			
Discussion	Suggested board training topics for the 2016-2017 school year: Primary Years Program, Financial Reporting/Auditing Training, EL Services/Education						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Approval of New Treasurer						
Motion	Motion to nominate Dillon Donnelly as the Treasurer of the Tesfa school board for the 2016-2017 school year.						
Made by	Helen Fisk			Seconded		Midi Hansen	
Discussion							
Vote		Yea	4	Nay	0	Abstain	1
Decision	Motion passed.						

Subject	Check Signers						
Motion	Motion to approve Director- Becky Magnuson, Treasurer- Dillon Donnelly, Secretary- Julian Stanke and Teacher Representative- Nancy Gerber to be check signers for the 2016-2017 school year.						
Made by	Midi Hansen			Seconded	Helen Fisk		
Discussion							
Vote		Yea	3	Nay	0	Abstain	2
Decision	Motion passed.						

FINANCIAL REPORT

Subject	Accept Financial Report						
Motion	Motion to accept the budget report as presented.						
Made by	Dillon Donnelly			Seconded	Nancy Gerber		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Amend Agenda						
Motion	Motion to add discussion of future board meeting dates.						
Made by	Midi Hansen			Seconded	Emily Schmidt		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Personnel Recommendations						
Motion	Motion to approve the personnel recommendations with the addition of Zenobia Ritter- 1.0 FTE Classroom teacher at \$57,500 plus benefits effective August 10, 2016.						
Made by	Helen Fisk			Seconded	Dillon Donnelly		
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	1
Decision	Motion passed.						

Subject	Personnel Recommendation						
Motion	Motion to amend Becky's salary to \$85,000 per Becky's request for the 2016-2017 school year.						
Made by	Helen Fisk			Seconded	Midi Hansen		
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	
Decision	Motion passed unanimously.						

DIRECTOR UPDATE

Subject	Director Update – Becky Magnuson			
Discussion	<ul style="list-style-type: none"> • Enrollment • Outreach for recruitment • Upcoming events 			

AUTHORIZER INPUT

Subject	None			
Discussion	No authorizer present			

NEW BUSINESS

Subject	Updated Handbooks			
Motion	Motion to accept the family handbook and the employee handbook as presented			
Made by	Helen Fisk	Seconded	Dillon Donnelly	
Discussion	Discussion was had regarding the assessment tool.			
Vote		Yea	5	Nay 0
		Abstain	0	
Decision	Motion passed unanimously.			

PUBLIC COMMENTS

Subject	None			
Discussion	No public present.			

ADJOURNMENT

Motion	Motion to adjourn at 7:44pm			
Made by	Midi Hansen	Seconded	Helen Fisk	
Discussion				
Vote		Yea	5	Nay 0
		Abstain	0	
Decision	Motion passed unanimously.			



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

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

Effective October 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 XXXXXXXXXXXX32761

		LAST STATEMENT 07/29/16	124,071.63
MINIMUM BALANCE	68,776.16	4 CREDITS	355,116.94
AVG AVAILABLE BALANCE	114,017.43	43 DEBITS	208,782.33
AVERAGE BALANCE	114,017.43	THIS STATEMENT 08/31/16	270,406.24

DESCRIPTION	OTHER CREDITS	DATE	AMOUNT
ACH MN State-MMB TRN*1*0003386762*1416007162\		08/03	17,749.58
AmazonSmil AMZNIRTQ7CBZ payments.amazon.com		08/15	7.64
ID#K6R3TYX6SNVK609			
ACH MN State-MMB TRN*1*0003411474*1416007162\		08/15	70,355.20
ACH MN State-MMB TRN*1*0003435142*1416007162\		08/30	267,004.52

CHECKS		
CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
6224 08/05 1,941.00	10402 08/19 2,975.00	10414 08/17 3,100.00
6225*08/05 10,846.00	10403 08/17 900.00	10415 08/25 5,350.00
6227 08/09 18,326.12	10404 08/25 312.50	10416 08/26 203.61
6228 08/03 10,632.00	10405 08/19 4,543.00	10417 08/25 506.81
6229 08/08 2,396.31	10406 08/17 745.00	10418 08/26 816.00
6230 08/08 245.53	10407*08/17 13,500.00	10419*08/22 585.00
6231 08/09 828.00	10409 08/17 997.51	10421 08/30 828.00
6232 08/16 83.25	10410 08/22 2,225.00	10422 08/24 997.51
6233*08/26 27.75	10411*08/18 2,863.90	10423*08/25 2,975.00
10401 08/19 2,975.00	10413 08/19 177.73	10427 08/31 225.00

(*) 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

----- OTHER DEBITS -----		
DESCRIPTION	DATE	AMOUNT
MN Teachers Ret MNTRA TRATRA000073760	08/09	3,737.48
AMERICAN FUNDS INVESTMENT IRK123816160811	08/12	571.26
PAYCHEX INC. PAYROLL 67462200008371X	08/12	23,021.54
PAYCHEX EIB INVOICE X67471000002688	08/15	295.75
ALERUS PLAN FUND TIS849471553568	08/15	358.16
PAYCHEX TPS TAXES 67463100021599X	08/15	9,280.26
MN Teachers Ret MNTRA TRATRA000074439	08/25	3,972.36
ALERUS EMPL FEE TIS849471553568	08/26	44.00
PAYCHEX PAYROLL 67729200000057X	08/31	3,125.37
PAYCHEX TPS TAXES 67728100005322X	08/31	9,890.36
PAYCHEX INC. PAYROLL 67724300034931X	08/31	21,725.32
NONP ASSIST FUND CASH TRANS 3602	08/31	39,133.13
CHECK # 6226 - Enventis PAYMENT 06226	08/05	499.81

--- 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
08/03	131,189.21	08/16	129,121.58	08/25	79,420.26
08/05	117,902.40	08/17	109,879.07	08/26	78,328.90
08/08	115,260.56	08/18	107,015.17	08/30	344,505.42
08/09	92,368.96	08/19	96,344.44	08/31	270,406.24
08/12	68,776.16	08/22	93,534.44		
08/15	129,204.83	08/24	92,536.93		

= END OF STATEMENT =

4239- TESFA International School YTD Budget vs. Actual 8/31/2016					
PROJECTED ENROLLMENT: 180 ADM		TRACKING PERIOD JULY-AUG 2016 BENCHMARK 17%			
UFARS	ED REVENUES & EXP. BY PR	FY 2015-2017 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 08/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 58%
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	285,025	10,102	274,923	4%
000-211	STATE GEN EDUCATION AID	1,557,946	399,365	1,158,581	26%
740-360	SPECIAL ED - STATE	300,258	49,260	250,998	16%
401-400	TITLE I	54,000	-	54,000	0%
414-400	TITLE II	14,140	-	14,140	0%
417-400	TITLE III	10,454	-	10,454	0%
419-400	IDEA SPECIAL EDUCATION	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	MISC GRANTS- WALTON CARRYOVER	-	-	-	0%
000-099	E-RATE	-	-	-	0%
000-099	MISC GRANTS	-	-	-	0%
	TOTAL GEN FUND REVENUE	2,427,823	446,727	1,981,096	18%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	242,649	40,934	201,715	17%
000-305	CONTRACTED SERVICES	145,401	21,060	124,341	14%
000-320	COMMUNICATION SERVICES	15,350	507	14,843	3%
000-329	POSTAGE AND PARCEL SERVICE	2,000	745	1,255	37%
000-366	STAFF TRAINING	4,000	640	3,360	16%
000-401	GENERAL SUPPLIES- NON INSURANCE	23,000	875	22,125	4%
000-401	GENERAL SUPPLIES- UNIFORMS	7,000	-	7,000	0%
000-530	EQUIPMENT	1,000	-	1,000	0%
000-555	TECHNOLOGY EQUIPMENT	5,000	-	5,000	0%
000-820	DUES & MEMBERSHIP & FEES	18,500	9,500	9,000	51%
000-899	MISCELLANEOUS	-	-	-	0%
	TOTAL	463,900	74,261	389,639	16%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	699,300	62,482	332,399	9%
000-305	CONTRACTED SERVICES-	29,350	-	29,350	0%
000-430	INSTRUCTIONAL MATERIALS	47,100	-	47,100	0%
000-460	TEXTBOOKS & WORKBOOKS	3,500	-	3,500	0%
000-461	TESTING SERVICES	6,600	-	6,600	0%
000-470	MEDIA BOOKS & RESOURCES	-	-	-	0%
000-530	EQUIPMENT	3,000	-	3,000	0%
000-555	TECHNOLOGY EQUIPMENT	20,000	-	20,000	0%
	TOTAL	808,850	62,482	441,949	8%

4239-TESFA International School YTD Budget vs. Actual 8/31/2016					
PROJECTED ENROLLMENT: 180 ADM			TRACKING PERIOD: JULY-AUG 2016		
			BENCHMARK: 17%		
UFARS	YTD REVENUES & EXP. BY PR	FY 2016-2017 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 08/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
	SPECIAL EDUCATION INSTRUCTION (400-499)				
100-200'S	STAFF SALARIES & BENEFITS	263,820	23,899	239,921	9%
305	CONTRACTED SERVICES	60,000		60,000	0%
430	SPEC ED SUPPLIES	2,100		2,100	0%
530	EQUIPMENT	2,500		2,500	0%
555	TECH EQUIPMENT	5,200		5,200	0%
	TOTAL	333,620	23,899	309,721	7%
	INSTRUCTIONAL SUPPORT SERVICES: (600-699)				
100-200's	SALARIES-	-		-	0%
305	CONTRACTED SERVICES			-	0%
366	TRAINING, TRAVEL, CONVEN.	12,000		12,000	0%
389	STAFF TUITION REIMBURSEMENTS		-	-	0%
	TOTAL	12,000	-	12,000	0%
	PUPIL SUPPORT SERVICES (700-799)				
100-200	SALARIES	68,687	12,503	56,184	18%
305	CONTRACTED SERVICES- HEA	2,500		2,500	0%
360	PUPIL TRANSPORTATION	170,300		170,300	0%
360	SPEC ED TRANSPORTATION	62,640		62,640	0%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE				
	TOTAL	304,127	12,503	228,984	4%
	SITE, BLDG, & EQUIPMENT (800-899)				
100-200's	PERSONNEL COSTS	-	8,688	(8,688)	#DIV/0!
305	CONTRACTED SERVICES-	20,000	3,100	16,900	16%
330	UTILITY SERVICES	58,840		58,840	0%
350	REPAIRS & MAINTENANCE	4,000		4,000	0%
370	OPERATING LEASES- COPIERS	9,600		9,600	0%
370	CAM PAYMENTS	22,653		22,653	0%
370	BLDG LEASE	316,694		316,694	0%
401	CUSTODIAL SUPPLIES	6,000	204	5,796	3%
520	LEASEHOLD IMPROVEMENTS	-		-	0%
530	EQUIPMENT	1,200		1,200	0%
555	TECH EQUIPMENT	-		-	0%
	TOTAL	438,987	11,992	426,995	3%
	FISCAL & OTHER FIXED COSTS (900-999)				
000-340	INSURANCE	17,500		17,500	0%
000-740	PRINCIPAL PAYMENT		-	-	0%
000-741	INTEREST	-		-	0%
	TOTAL	17,500	-	17,500	0%
	TOTAL EXPENDITURES- GEN	2,378,986	185,136	2,193,850	8%
	GENERAL FUND PROFIT (LOSS)	48,837	261,592	(212,755)	
701-472	FOOD SERVICE REVENUE	87,410	-	87,410	0%

4239- TESFA International School YTD Budget vs. Actual 8/31/2016					
PROJECTED ENROLLMENT: 180 ADM			TRACKING PERIOD JULY-AUG 2016 BENCHMARK 17%		
AFAIRS		FY 2016-2017 ORIGINAL BUDGET	YTD REVENUES & EXPENDITURES- 08/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
YTD REVENUES & EXP. BY PR					
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		99,410	12,000	87,410	
701-490	FOOD SERVICE EXPENDITURE	99,806	13,500	86,306	14%
	FOOD SERVICE FUND BALANCE	(396)	(1,500)	-	
	TOTAL EXPENDITURES- ALL F	2,478,792	198,636	2,280,156	8%
	CURRENT YEAR FUND BALANCE	48,441			
	ADD: FUND BALANCE, BEG				
	FUND BALANCE, ENDING	48,441			
	Fund Balance Percentage	2%			
	MDE Hold-back 10%	242,782			

4239-TESFA International School
CHECK REGISTER
8/31/2016

CHK #	CHK DATE	VENDOR	AMOUNT
10401	8/8/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,975.00
10402	8/8/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,975.00
10403	8/11/2016 00:00:00	ABDULLAHI ISSE ALI	\$ 900.00
10404	8/11/2016 00:00:00	AMERICAN FUNDS	\$ 312.50
10405	8/11/2016 00:00:00	BENCHMARK EDUCATION COMPANY	\$ 4,543.00
10406	8/11/2016 00:00:00	Bertelson One Source	\$ 745.00
10407	8/11/2016 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 13,500.00
10409	8/11/2016 00:00:00	PERA	\$ 997.51
10410	8/11/2016 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 2,225.00
10411	8/11/2016 00:00:00	Unum Life Insurance Company of America	\$ 2,863.90
10413	8/11/2016 00:00:00	Office Depot	\$ 177.73
10414	8/11/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 3,100.00
10415	8/18/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 5,350.00
10416	8/18/2016 00:00:00	CINTAS CORPORATION	\$ 203.61
10417	8/18/2016 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 506.81
10418	8/18/2016 00:00:00	DONALD'S	\$ 816.00
10419	8/18/2016 00:00:00	HODAN MOHAMOUD	\$ 585.00
10420	8/18/2016 00:00:00	INTERNATIONAL BACCALAUREATE ORGANIZATI	\$ 9,500.00
10421	8/18/2016 00:00:00	LOFFLER	\$ 828.00
10422	8/18/2016 00:00:00	PERA	\$ 997.51
10423	8/18/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,975.00
10424	8/24/2016 00:00:00	HEALTH PARTNERS	\$ 5,870.00
10425	8/24/2016 00:00:00	NWEA	\$ 2,484.00
10426	8/24/2016 00:00:00	Office Depot	\$ 154.49
10427	8/24/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 225.00
TOTAL			\$ 65,810.06

**4239-TESFA International School
Balance Sheet
Aug-16**

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	000	CASH / GENERAL	\$ 332,262.00
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	\$ 146,998.00
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	\$ (115,000.00)
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	\$ -



Personnel Recommendations 2016-2017

The following personnel items are recommended for approval at the September 19, 2016 school board meeting:

Licensed Staff Employment

- **Megan Spittstoesser** - 1.0 F.T.E Classroom Teacher @ \$ 40,290 plus benefits effective August 15, 2016.
- **Jessica Esptein** - 1.0 F.T.E ESL Teacher @ \$40,290 plus benefits effective August 10, 2016.
- **Nicole Nelson-Stark** - Assistant Director @ \$80,000 plus benefits effective September 6, 2016

Non-Licensed Staff Employment

- **Mohamed Arab** - 1.0 FTE Special Education Paraprofessional @ \$28,560 plus benefits effective August 22, 2016
- **James Cosgrove** - 1.0 FTE Special Education Paraprofessional @ \$28,560 plus benefits effective August 18, 2016
- **Patti Kronk** - .5 FTE Office Manager @ \$35,000 effective September 6, 2016

Licensed Staff Changes

- **Lauren Ryan** - Assistant Director @ \$68,900 to 1st grade teacher @ \$57,500
- **Omar Ali** - .5 F.T.E Arabic World Language Teacher @ \$ 19,374 to 1.0 FTE Arabic World Language Teacher at a salary of \$38,500.

Licensed Staff Resignation

- **Abby Anderson**- 1.0 FTE Classroom teacher @ \$40,290 effective August 9th, 2016
- **Loy Hoff**- 1.0 F.T.E ESL Teacher/Coordinator @ \$ 40,290 plus benefits effective August 19, 2016.

Non-Licensed Staff Resignation

- **Lea Rydel**- 1.0 FTE Special Education Paraprofessional @ \$28,560 plus benefits effective August 3, 2016



Director Update September 19, 2016

1. Enrollment and Marketing Update
 - a. Enrollment efforts
 - b. YMCA
 - c. Ice Cream, Peanut Butter, and Jam event Saturday, Sept. 17th at Merriam Park.
 - d. Family Outreach
2. Fall Fundraiser
 - a. Committee needed
 - b. Possible dates and venues
3. Donations of goods received
 - a. Backpacks
 - b. Supplies
4. Science House Training and August PD Update
5. Rock and Read Program Update
 - a. FAST Testing
6. NWEA Testing
7. PYP Update
 - a. Consultant has been assigned
8. Upcoming Events
 - a. 6th grade parent night September 22 at 6:00pm
 - b. Parent Night, September 29th- time TBD
 - c. School Assembly Thursday, September 29th
 - d. Professional Development Day –No School September 30th

**TESFA INTERNATIONAL SCHOOL
PUBLIC AND PRIVATE PERSONNEL DATA (406)**

I. PURPOSE

The purpose of this policy is to provide guidance to Tesfa International School employees as to the data Tesfa International School collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by Tesfa International School, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by Tesfa International School.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to Tesfa International School staff who need it to conduct the business of Tesfa International School.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of Tesfa International School, applicants for employment, volunteers for Tesfa International School, or members of or applicants for an advisory board or commission. Personnel data include data submitted to Tesfa International School t by an employee as part of an organized self-evaluation effort by Tesfa International School to request suggestions from all employees on ways to cut costs, make Tesfa International School more efficient, or to improve Tesfa International School operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a Tesfa International School acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a Tesfa International School in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of Tesfa International School;
18. the terms of any agreement settling any dispute arising out of the employment relationship, including school director buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment or to an advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;

4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
 - D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
 - E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
 - F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with Tesfa International School staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by Tesfa International School to administer employee assistance programs are private.

- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent Tesfa International School determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. Tesfa International School may display a photograph of a current or former employee to prospective witnesses as part of Tesfa International School's investigation of any complaint or charge against the employee.
- G. Tesfa International School may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency, or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant Tesfa International School t in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if Tesfa International School determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. Tesfa International School shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from Tesfa International School's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. Tesfa International School shall release to a requesting Tesfa International School or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of Tesfa International School or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by Tesfa International School to cut costs, make Tesfa International School more efficient, or to improve Tesfa International School operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that Tesfa International School transmits protected health information, Tesfa International School will comply with all privacy requirements.
- Q. Personal home contact information for employees may be used by Tesfa International School and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for Tesfa International School or government entity.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

Tesfa International School shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

Tesfa International School has designated the School Director as the authority responsible for personnel data. If you have any questions, contact *her/him*.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Adopted: 8/11/2014

Revised: 10/7/2014

Reviewed: 09/19/2016