



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. June 13, 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 May 6, 2016
4. Board Membership
5. Financial Report
 - A. May 2016 monthly financial report
 - B. Personnel Recommendations
6. Director Update
7. Annual Meeting
8. New Business
 - A. Tesfa International School- International Baccalaureate Primary Years Program Candidate School
 - B. Identified Official with Authority
 - C. Statement of Assurances Special Education
9. Old Business
 - A. Calendar of 2016-2017 board meeting dates: Second Monday of the month at 6:00pm

8/8/16	2/13/17
*9/13/16	3/13/17
10/10/16	4/10/17
10/14/16	5/8/17
12/12/16	6/12/17
1/9/17	
10. VOA authorizer input/update
11. Public Comments
12. 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.

TESFA INTERNATIONAL SCHOOL BOARD PACKET

6:00 p.m. May 9, 2016

Meeting Location: Tesfa International School 1745 University Ave West, Saint Paul, MN 55104

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at

6:02 PM on May 9, 2016

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present
Helen Fisk (Treasurer)	Present
Julian Stanke (Secretary)	Absent
Emily Schmidt	Absent
Mike McFadden	Present
Midi Hansen	Present
Christina Muldowney	Present
Dillon Donnelly	Present
Becky Magnuson (ex-officio)	Present
Lauren Ryan (ex-officio)	Present

Guests and Community Members Present

Name	Position/Role
Lina Bijaba	Parent

AGENDA

Subject	Move to approve agenda						
Motion	Move to approve the agenda as amended.						
Made by	Helen	Seconded	Mike				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

MINUTES

Subject	Move to approve agenda						
Motion	Move to approve the minutes.						
Made by	Midi	Seconded	Dillon				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0

Decision	Motion passed unanimously.
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FINANCIAL REPORT

Subject	Financial Report				
Motion	Move to accept the financial report as presented.				
Made by	Mike	Seconded	Dillon		
Discussion					
Vote		Yea 5	Nay 0	Abstain 0	
Decision	Motion passed unanimously.				

BUDGET

Motion	Approve the update budget as presented.				
Made by	Mike	Seconded	Dillon		
Discussion					
Vote		Yea 5	Nay 0	Abstain 0	
Decision	Motion passed unanimously.				

PERSONNEL RECOMMENDATIONS

Motion	Motion to approve the personnel recommendations as presented.				
Made by	Helen	Seconded	Midi		
Discussion					
Vote		Yea 5	Nay 0	Abstain 0	
Decision	Motion passed unanimously.				

VENDOR CONTRACTS

Motion					
Made by		Seconded			
Discussion	Contracts have been negotiated for transportation with Bille Bus, Food Catering with Done Right Foods, and Special Education Services with Indigo Education Services.				
Vote		Yea	Nay	Abstain	
Decision					

AMENDED CALENDAR

Motion	Motion to adopt the amended calendar.				
Made by	Helen	Seconded	Mariam		
Discussion					
Vote		Yea 5	Nay 0	Abstain 0	
Decision	Motion passed unanimously.				

AUTHORIZER INPUT

Subject	None
Discussion	

PUBLIC COMMENTS

Subject	Parent
Discussion	Potential parent board member wanting to learn more about board membership and school leadership.

ADJOURNMENT

Motion	Motion to adjourn the meeting.					
Made by	Midi	Seconded	Helen			
Discussion						
Vote	Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.					

4239- TESFA International School
YTD Budget vs. Actual
5/31/2016

PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-MAY	
		BENCHMARK		92%	
LFARS	YTD REVENUES & EXP. BY PR	FY 2016-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 05/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT BENCHMARK 92%
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	207,522	58,707	148,815	28%
000-211	STATE GEN EDUCATION AID	1,148,438	1,075,204	73,234	94%
740-360	SPECIAL ED - STATE	151,398	68,604	82,794	45%
401-400	TITLE I	54,000	46,978	7,022	87%
414-400	TITLE II		9,151	(9,151)	0%
417-400	TITLE III	18,000	12,420	5,580	0%
419-400	IDEA SPECIAL EDUCATION	15,000	12,500	2,500	0%
452-400	FEDERAL START UP GRANT	185,320	185,320	-	100%
452-400	FEDERAL GRANT- IMPL	200,000	-	200,000	0%
000-649	FOOD SERVICE TRANSFER	(12,000)	(12,000)	-	100%
000.-099	MISC GRANTS- WALTON CARRYOVER	126,893	126,893	-	100%
000-099	E-RATE	4,000		4,000	0%
000-099	MISC GRANTS	-	109,691	(109,691)	#DIV/0!
	TOTAL GEN FUND REVENUE	2,098,571	1,693,468	405,103	81%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BE	242,165	221,346	20,819	91%
000-305	CONTRACTED SERVICES	140,401	151,027	(10,626)	108%
000-320	COMMUNICATION SERVICES	15,350	7,063	8,287	46%
000-329	POSTAGE AND PARCEL SERVI	2,000	890	1,110	45%
000-366	STAFF TRAINING	1,200	1,289	(89)	107%
000-401	GENERAL SUPPLIES- NON INS	23,000	16,764	6,236	73%
000-401	GENERAL SUPPLIES- UNIFORM	2,000	8,349	(6,349)	417%
000-530	EQUIPMENT	1,000	2,916	(1,916)	292%
000-555	TECHNOLOGY EQUIPMENT	5,000	4,603	397	92%
000-820	DUES & MEMBERSHIP & FEES	15,500	7,663	7,837	49%
000-899	MISCELLANEOUS	-	-	-	0%
	TOTAL	447,616	421,910	25,706	94%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	619,010	547,433	332,399	88%
000-305	CONTRACTED SERVICES-	12,720	10,149	2,571	80%
000-430	INSTRUCTIONAL MATERIALS	53,500	26,555	26,945	50%
000-460	TEXTBOOKS & WORKBOOKS	7,000	6,530	470	93%
000-461	TESTING SERVICES	6,600	3,484	3,116	53%
000-470	MEDIA BOOKS & RESOURCES	-	-	-	0%
000-530	EQUIPMENT	13,200	12,109	1,091	92%
000-555	TECHNOLOGY EQUIPMENT	96,700	124,623	(27,923)	129%
	TOTAL	808,730	730,884	338,668	90%

4239-**TESFA International School**
YTD Budget vs. Actual
5/31/2016

PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD: JULY-MAY BENCHMARK 92%			
UFARS	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 05/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
SPECIAL EDUCATION INSTRUCTION (400-499)					
100-200'S	STAFF SALARIES & BENEFITS	108,420	98,675	9,745	91%
305	CONTRACTED SERVICES	50,000	44,656	5,344	89%
430	SPEC ED SUPPLIES	2,100	3,513	(1,413)	167%
530	EQUIPMENT	2,500	-	2,500	0%
555	TECH EQUIPMENT	5,200	1,148	4,052	22%
	TOTAL	168,220	147,992	20,228	88%
INSTRUCTIONAL SUPPORT SERVICES: (600-699)					
100-200's	SALARIES-	-	-	-	0%
305	CONTRACTED SERVICES	-	-	-	0%
366	TRAINING, TRAVEL, CONVEN.	16,000	6,453	9,547	40%
389	STAFF TUITION REIMBURSEMENTS	-	-	-	0%
	TOTAL	16,000	6,453	9,547	40%
PUPIL SUPPORT SERVICES (700-799)					
100-200	SALARIES	-	-	-	0%
305	CONTRACTED SERVICES- HE	2,500	584	1,916	23%
360	PUPIL TRANSPORTATION	175,000	174,800	200	100%
360	SPEC ED TRANSPORTATION	40,000	26,800	13,200	67%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE	-	-	-	-
	TOTAL	217,500	202,184	2,116	93%
SITE, BLDG, & EQUIPMENT (800-899)					
100-200's	PERSONNEL COSTS	58,752	54,028	4,724	92%
305	CONTRACTED SERVICES-	20,000	13,970	6,030	70%
330	UTILITY SERVICES	43,000	34,271	8,729	80%
350	REPAIRS & MAINTENANCE	4,000	-	4,000	0%
370	OPERATING LEASES- COPIERS	8,000	8,883	(883)	111%
370	CAM PAYMENTS	16,555	15,169	1,386	92%
370	BLDG LEASE	230,580	181,155	49,425	79%
401	CUSTODIAL SUPPLIES	5,000	3,494	1,506	70%
520	LEASEHOLD IMPROVEMENTS	-	-	-	0%
530	EQUIPMENT	1,200	139	1,061	12%
555	TECH EQUIPMENT	-	-	-	0%
	TOTAL	387,087	311,110	75,977	80%
FISCAL & OTHER FIXED COSTS (900-999)					
000-340	INSURANCE	14,500	9,274	5,226	64%
000-740	PRINCIPAL PAYMENT	-	-	-	0%
000-741	INTEREST	-	1,125	-	0%
	TOTAL	14,500	10,399	5,226	72%
	TOTAL EXPENDITURES- GEN	2,059,655	1,830,931	228,724	89%
	GENERAL FUND PROFIT (LOSS)	38,916	(137,463)	176,379	

**4239- TESFA International School
YTD Budget vs. Actual
5/31/2016**

PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-MAY	
		BENCHMARK		92%	
WARS	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 05/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
701-472	FOOD SERVICE REVENUE	87,410	86,331	1,079	99%
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		99,410	98,331	1,079	
701-490	FOOD SERVICE EXPENDITURE	99,806	102,468	(2,662)	103%
	<i>FOOD SERVICE FUND BALANCE</i>	<i>(396)</i>	<i>(4,137)</i>	-	
	TOTAL EXPENDITURES- ALL F	2,159,461	1,933,399	226,062	90%
	CURRENT YEAR FUND BALANCE	38,520			
	<i>ADD: FUND BALANCE, BEG</i>				
	<i>FUND BALANCE, ENDING</i>	<i>38,520</i>			
	<i>Fund Balance Percentage</i>	<i>2%</i>			
	MDE Hold-back 10%	209,857			

4239-TESFA International School
CHECK REGISTER
5/31/2016

CHK #	CHK DATE	VENDOR	AMOUNT
10313	5/5/2016 00:00:00	1745 UNIVERSITY LLC	\$ 18,326.12
10314	5/5/2016 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 1,072.50
10315	5/5/2016 00:00:00	MICHELLE GREGERSEN	\$ 375.68
10316	5/5/2016 00:00:00	PERA	\$ 1,149.14
10317	5/5/2016 00:00:00	TEACHERS ON CALL	\$ 408.00
10318	5/5/2016 00:00:00	TeachersASAP	\$ 213.00
10319	5/5/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 1,350.00
10320	5/5/2016 00:00:00	WordPlay Speech & Language Services	\$ 1,105.00
10321	5/12/2016 00:00:00	BILLIE BUS	\$ 9,186.00
10322	5/12/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10323	5/12/2016 00:00:00	LOFFLER	\$ 828.00
10324	5/12/2016 00:00:00	MONARCH BUS SERVICE, INC	\$ 17,400.00
10325	5/12/2016 00:00:00	TEACHERS ON CALL	\$ 110.50
10326	5/19/2016 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 499.79
10327	5/19/2016 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 10,185.28
10328	5/19/2016 00:00:00	HEALTH PARTNERS	\$ 11,686.94
10329	5/19/2016 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 701.26
10330	5/19/2016 00:00:00	Office Depot	\$ 255.00
10331	5/19/2016 00:00:00	PERA	\$ 997.51
10332	5/19/2016 00:00:00	VOLUNTEERS OF AMERICA	\$ 5,948.00
10333	5/19/2016 00:00:00	WordPlay Speech & Language Services	\$ 1,483.25
10334	5/26/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10335	5/26/2016 00:00:00	GEMECHU GETACHEW	\$ 345.00
10336	5/26/2016 00:00:00	INTEGRATIVE THERAPY, LLC	\$ 990.01
10337	5/26/2016 00:00:00	SCIENCE MUSEUM OF MINNESOTA	\$ 3,000.00
10338	5/26/2016 00:00:00	SHARON JOHNSON, DCD ABD DD CONSULT	\$ 125.00
10339	5/26/2016 00:00:00	TEACHERS ON CALL	\$ 221.00
10340	5/26/2016 00:00:00	Unum Life Insurance Company of America	\$ 551.45
10341	5/26/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 341.19
			<u>\$ 94,521.28</u>

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

Fund	Acct	Sub Acct	Description	Amount
GENERAL FUND				
01	101	000	CASH / GENERAL	\$ 194,718.00
01	101	001	CASH / MAIN CHECKING	\$ -
01	101	002	CASH / SAVINGS	\$ -
01	101	009	CASH / PAYROLL DATA	
01	104	000	INVESTMENTS	
01	115	000	Accounts Receivable	
01	116	000	Interest Receivable	
01	118	000	Due From Other Funds	\$ -
01	120	000	DUE FROM OTHER MN SCHOOLS	\$ -
01	121	000	DUE FROM CFL	\$ 121,567.00
01	122	000	DUE FROM FED THRU CFL	\$ -
01	131	000	PREPAID EXPENDITURES & DEPOSIT	\$ -
01	201	000	SALARIES AND WAGES PAYABLE	\$ -
01	202	000	SHORT-TERM INDEBTEDNESS	\$ (50,000.00)
01	205	000	Due To Other Funds	
01	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
01	208	000	Interest Payable	
01	209	000	OTHER CURRENT LIABILITIES	
01	210	000	DUE TO OTHER MN SCHOOLS	
01	215	000	PAYROLL DEDUCTS / GENERAL	\$ -
01	230	000	Deferred Revenue	\$ -
01	422	000	UNRESERVED FUND BALANCE	\$ -
FOOD SERVICE FUND				
02	101	000	CASH / GENERAL	\$ -
02	120	000	DUE FROM OTHER MN SCHOOLS	
02	121	000	DUE FROM CFL	\$ -
02	122	000	DUE FROM FED THRU CFL	\$ -
02	205	000	Due To Other Funds	\$ -
02	206	000	ACCOUNTS PAYABLE-OTHER	\$ -
02	422	000	UNRESERVED FUND BALANCE	\$ -



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 55103

000 00501 92 PAGE: 1
 ACCOUNT: XXXXXXXXXXXX32761 05/31/2016

TESFA INTERNATIONAL SCHOOL INC
 1385 ASHLAND AVE
 ST PAUL MN 55104

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 Core Business Checking ACCOUNT XXXXXXXXXXXX32761
 =====

MINIMUM BALANCE	80,619.02	LAST STATEMENT 04/29/16	112,472.29
AVG AVAILABLE BALANCE	117,964.77	5 CREDITS	169,988.53
AVERAGE BALANCE	117,964.77	43 DEBITS	180,828.00
		THIS STATEMENT 05/31/16	101,632.82

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

DESCRIPTION	DATE	AMOUNT
ACH MN State-MMB TRN*1*0003220383*1416007162\	05/05	50,853.78
ACH MN State-MMB TRN*1*0003232180*1416007162\	05/12	9,726.72
ACH MN State-MMB TRN*1*0003235509*1416007162\	05/13	54,701.52
AmazonSmil AMZNIO44J1A3 payments.amazon.com ID#UY5XHS5UOII9UP6	05/19	5.00
ACH MN State-MMB TRN*1*0003261253*1416007162\	05/27	54,701.51

----- CHECKS -----

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
6188*05/17 27.75	10316 05/11 1,149.14	10326 05/25 499.79
10307 05/05 779.29	10317 05/13 408.00	10327 05/24 10,185.28
10308 05/04 2,833.33	10318 05/11 213.00	10328 05/23 11,686.94
10309 05/02 12,394.98	10319 05/10 1,350.00	10329 05/24 701.26
10310 05/02 611.52	10320 05/12 1,105.00	10330 05/26 255.00
10311 05/09 64.54	10321 05/19 9,186.00	10331 05/24 997.51
10312 05/09 221.00	10322 05/26 2,833.33	10332 05/24 5,948.00
10313 05/10 18,326.12	10323 05/20 828.00	10333*05/24 1,483.25
10314 05/11 1,072.50	10324 05/17 17,400.00	10340 05/31 551.45
10315 05/10 375.68	10325 05/20 110.50	

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

----- OTHER DEBITS -----

DESCRIPTION	DATE	AMOUNT
AMERICAN FUNDS INVESTMENT IRK123816160502	05/03	571.26
MN Teachers Ret MNTRA TRATRA000070123	05/03	4,143.72
ALLIANCE BENEFIT PLAN FUND TIS849471553568	05/04	562.70

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



200 UNIVERSITY AVENUE WEST | SAINT PAUL, MN 56103

TESFA INTERNATIONAL SCHOOL INC

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

----- OTHER DEBITS -----

DESCRIPTION	DATE	AMOUNT
PAYCHEX INC. PAYROLL 66210000009188X	05/12	23,590.85
PAYCHEX EIB INVOICE X66220300003147	05/13	295.50
PAYCHEX TPS TAXES 66211500030650X	05/13	9,607.87
AMERICAN FUNDS INVESTMENT IRK123816160517	05/18	571.26
MN Teachers Ret MNTRA TRATRA000070705	05/18	4,143.72
ALLIANCE BENEFIT PLAN FUND TIS849471553568	05/19	562.70
ALLIANCE BENEFIT EMPL FEE TIS849471553568	05/26	44.00
PAYCHEX INC. PAYROLL 66413400001946X	05/27	22,973.92
PAYCHEX EIB INVOICE X66423100001740	05/31	295.50
NONP ASSIST FUND CASH TRANS 3602	05/31	633.13
PAYCHEX TPS TAXES 66417800022507X	05/31	9,233.71

----- 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
05/02	99,465.79	05/12	103,688.16	05/24	84,251.14
05/03	94,750.81	05/13	148,078.31	05/25	83,751.35
05/04	91,354.78	05/17	130,650.56	05/26	80,619.02
05/05	141,429.27	05/18	125,935.58	05/27	112,346.61
05/09	141,143.73	05/19	116,191.88	05/31	101,632.82
05/10	121,091.93	05/20	115,253.38		
05/11	118,657.29	05/23	103,566.44		

----- END OF STATEMENT -----



Personnel Recommendations 2016-2017

The following personnel items are recommended for approval at the June 13, 2016 school board meeting:

Licensed Staff Employment

Brianna Johnson- 1.0 F.T.E. Classroom Teacher @ \$43,860 plus benefits effective August 10, 2016.

Loy Hoff- 1.0 F.T.E ESL Teacher/Coordinator @ \$ 40,290 plus benefits effective August 10, 2016.

David Stright- 1.0 F.T.E Special Education Teacher @ \$65,000 plus benefits effective August 10, 2016.

Non-Licensed Staff Employment

Mariam Abdallah- 1.0 F.T.E Office Manager @ \$37,000 plus benefits effective June 22, 2016

Licensed Staff Change of Employment

Lauren Ryan- reinstate as 1.0 F.T.E Assistant Director @ salary of \$68,900 effective July 1, 2016



Director Update June 13, 2016

1. Enrollment end numbers: 130 students ADM: 131.22

2. Successfully completed our first year!

3. Enrollment and outreach for 2016-2017

4. Staffing for 2016-2017 school year
 - a. Arabic position update

5. Upcoming Events
 - a. Currently in process of scheduling open houses, home visits and other events throughout the summer.



10 June 2016

Becky Magnuson
Director
Tesfa International School
School code: 52414
1745 University Ave. West 1st Floor
Saint Paul, MN 55104
United States

Re: Request for candidacy

Dear Becky Magnuson:

We are pleased to inform you that the application for candidacy for the Primary Years Programme at Tesfa International School has been accepted. Tesfa International School is recognized as an IB candidate school for the Primary Years Programme as of **01 September 2016**. Please use the school code 52414 in all communications with the IB.

The IB will provide the school with continued support throughout the candidate phase. Your school will be assigned a consultant, who will provide 20 hours of remote consultation and will arrange a two-day, on-site consultation visit. You will receive information about your assigned consultant at least one month before your candidacy begins. Further support for the school's work towards authorization is provided in the IB document *Consultation process: Guidelines for consultants* (2011), which can be found in the resource library on ibo.org.

In addition, all teachers in the PYP section of your school can now be given access to the IB online curriculum centre (OCC), where teachers can obtain electronic versions of IB publications and teaching materials. Access to the OCC will also give your teachers the opportunity to participate with IB practitioners worldwide in online forums on programme-related topics. The school's programme coordinator will soon receive an e-mail from the OCC team with information on how to register your PYP faculty to the OCC.

Throughout the candidate phase for the PYP, the *Rules for candidate schools* (2014) remain applicable and your school will work towards the fulfilment of the requirements for authorization as identified in the *Guide to school authorization: Primary Years Programme* (2010). An annual candidate fee will apply.

From your *Application for candidacy*, we have highlighted certain requirements for which the school will need to plan from the start of the candidate phase to ensure they will be met at the time of authorization. These requirements should be discussed with the consultant in the first stage of the consultation process and form part of the revised action plan so that the school can address them in a timely manner.

1. New schools that are aiming to become authorized sooner than the normal 3-year authorization process should discuss the feasibility of their timeline with the consultant.
2. The school has gained the support of groups in the school community other than the leadership and governing body.

Please note that your school may not yet advertise itself as an IB World School authorized to offer the Primary Years Programme until it has received an official IB authorization. You are, however, entitled to describe your school as a candidate school. If you wish to advertise this information, you are required to use the following text:

Tesfa International School is a candidate school for the Primary Years Programme. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Tesfa International School believes is important for our students.*

**Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.*

For further information about the IB and its programmes, visit <http://www.ibo.org>

We invite you to read the *Rules and policy for use of IB intellectual property* published on our website (<http://www.ibo.org/copyright/intellectualproperty.cfm>). This publication will give you further guidance on the use of the IB documents in order to avoid their misuse and the ensuing consequences.

To provide you with continued support, we would appreciate it if you inform the regional office of any changes in contact details for the school.

Congratulations on your school's achievement of candidacy. We look forward to working further with your school towards authorization and wish you every success in the next phase of development.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Henry", enclosed in a thin black rectangular border.

Richard Henry

CC: Lauren Ryan, PYP coordinator