



**TESFA INTERNATIONAL SCHOOL
BOARD PACKET**

6:00 p.m. February 8, 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 January 11, 2016
4. Financial Report
 - A. January 2016 Monthly Financial Report
 - B. Donations Received
 - C. Personnel Recommendations
 - D. Lease Addendum
 - E. Health Insurance Renewal
5. New Business
 - A. Board Training - Special Education Finance- Erin Wanat Indigo Education
 - B. Approve Snow Day- February 3, 2016
 - C. Charter School Board Representation Letter
6. Old Business
 - A. EARLY ENTRANCE AND GRADE ACCELERATION POLICY (590)
7. Director Update
8. VOA authorizer input/update
9. Public Comments
10. Director Evaluation: The meeting will be closed as permitted by section 13D.05, subdivision 3(a), to evaluate the performance of the director.
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

January 11, 2016: 6:00 PM

Location of Meeting: Tesfa International School

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:08 PM on January 11, 2016.

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Board Chair)	Present
Helen Fisk (Board Treasurer)	Present
Julian Stanke (Board Secretary)	Present
Emily Schmidt (Community Member, Licensed Teacher)	Present
Midi Hansen (Community Member, Licensed Teacher)	Present
Dillon Donnelly (Community Member)	Present
Christina Ticer (Board Member)	Absent
Mike McFadden (Board Member)	Absent
Becky Magnuson (Director and ExOfficio)	Present
Lauren Ryan (Assistant Director and ExOfficio)	Present

Guests and Community Members Present:

Name	Position/Role

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 amend the agenda.						
Made by	Helen Fisk	Seconded		Emily Schmidt			
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Draft of Minutes from December 14, 2015						
Motion	Motion to approve and accept the minutes as presented from December 14, 2015.						
Made by	Dillon Donnelly	Seconded		Emily Schmidt			
Discussion	None						
Vote		Yea	4	Nay	0	Abstain	1
Decision	Motion passed.						

FINANCIAL REPORT

Subject	Financial Report						
Motion	Motion to approve the Financial Report as presented.						
Made by	Julian Stanke	Seconded		Dillon Donnelly			
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Audit					
Discussion	Audit was reviewed by the board. Audit was returned clean.					

Subject	Lease Renegotiation						
Motion	Motion to give Becky Magnuson authority to renegotiate the lease for the remainder of this year to improve costs.						
Made by	Helen Fisk	Seconded		Emily Schmidt			
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Twins Wives Grant						
Motion	Motion to accept the Twins Wives Grant of \$6,399.64.						
Made by	Dillon Donnelly	Seconded		Emily Schmidt			
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Licensed Staff Employment Recommendation						
Motion	Motion to accept the personnel recommendations as presented.						
Made by	Helen Fisk	Seconded	Julian Stanke				
Discussion	None						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Midi Hansen arrived at 6:28pm.

Subject	Director Evaluation						
Motion							
Made by		Seconded					
Discussion	Discussed the director evaluation process.						
Vote		Yea		Nay	0	Abstain	0
Decision	Motion passed unanimously.						

NEW BUSINESS

Subject	VOA Formal Site Visit					
Discussion	Board happily reviewed Formal site visit from VOA (authorizer).					

DIRECTOR UPDATE

Subject	Director Update – Becky Magnuson and Lauren Ryan					
Discussion	<ul style="list-style-type: none"> • Enrollment – 126 • Marketing and recruitment • January is Re-Month • Recycling Grant for 1745 University Ave. W LLC • Upcoming Events 					

AUTHORIZER INPUT

Subject	None					
Discussion	None.					

PUBLIC COMMENTS

Subject						
Discussion						

ADIJOURNMENT

Motion	Motion to adjourn						
Made by	Midi Hansen	Seconded	Helen				
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision							

PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD		JULY-JAN	
		BENCHMARK		58%	
WYANS	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES 01/01/2016	YTD BALANCE	YTD RECEIVED/SPENT BENCHMARK 100%	
GENERAL FUND REVENUE SOURCES:					
348-300	LEASE AID	207,522	-	207,522	0%
000-211	STATE GEN EDUCATION AID	1,148,438	748,146	400,292	65%
740-360	SPECIAL ED - STATE	151,398	68,604	82,794	45%
401-400	TITLE I	54,000	-	54,000	0%
414-400	TITLE II	-	-	-	0%
417-400	TITLE III	18,000	-	18,000	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	-	92,522	(92,522)	#DIV/0!
	TOTAL GEN FUND REVENUE	2,083,571	1,209,485	874,086	58%
GEN FUND EXPENDITURES:					
SCHOOL SUPPORT SERVICES (000-199)					
100-200'S	ADMIN. STAFF SALARIES & BENEFITS	242,165	135,930	106,236	56%
000-305	CONTRACTED SERVICES	140,401	104,947	35,454	75%
000-320	COMMUNICATION SERVICES	15,350	5,062	10,288	33%
000-329	POSTAGE AND PARCEL SERVICES	2,000	738	1,262	37%
000-366	STAFF TRAINING	1,200	1,149	51	96%
000-401	GENERAL SUPPLIES- NON INSURANCE	23,000	14,947	8,053	65%
000-401	GENERAL SUPPLIES- UNIFORMS	2,000	8,348	(6,348)	417%
000-530	EQUIPMENT	1,000	2,916	(1,916)	292%
000-555	TECHNOLOGY EQUIPMENT	5,000	4,371	629	87%
000-820	DUES & MEMBERSHIP & FEES	15,500	3,050	12,450	20%
000-899	MISCELLANEOUS	-	-	-	0%
	TOTAL	447,616	281,460	166,156	63%
REGULAR INSTRUCTION (200-299)					
100-200'S	INSTRUCTIONAL SALARIES	619,010	314,162	332,399	51%
000-305	CONTRACTED SERVICES-	12,720	4,008	8,712	32%
000-430	INSTRUCTIONAL MATERIALS	53,500	24,940	28,560	47%
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	489,856	346,425	61%

4239- TESFA Interannual School					
YTD Budget vs. Actual					
10/1/2015					
PROJECTED ENROLLMENT: 130 ADM			TRACKING PERIOD JULY-JAN		
			BENCHMARK 58%		
WPKYRS	YTD REVENUES & EXP. BY PR.	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES- 01/31/2016	YTD BALANCE	% YTD RECEIVED/SPENT
SPECIAL EDUCATION INSTRUCTION (400-499)					
100-200'S	STAFF SALARIES & BENEFITS	108,420	58,876	49,544	54%
305	CONTRACTED SERVICES	50,000	20,345	29,655	41%
430	SPEC ED SUPPLIES	2,100	595	1,505	28%
530	EQUIPMENT	2,500	-	2,500	0%
555	TECH EQUIPMENT	5,200	1,148	4,052	22%
	TOTAL	168,220	80,964	87,256	48%
INSTRUCTIONAL SUPPORT SERVICES: (600-699)					
100-200's	SALARIES-	-	-	-	0%
305	CONTRACTED SERVICES	-	-	-	0%
366	TRAINING, TRAVEL, CONVEN.	16,000	3,869	12,131	24%
389	STAFF TUITION REIMBURSEMENTS	-	-	-	0%
	TOTAL	16,000	3,869	12,131	24%
PUPIL SUPPORT SERVICES (700-799)					
100-200	SALARIES	-	-	-	0%
305	CONTRACTED SERVICES- HEA	2,500	584	1,916	23%
360	PUPIL TRANSPORTATION	175,000	104,400	70,600	60%
360	SPEC ED TRANSPORTATION	40,000	7,872	32,128	20%
555	TECH EQUIPMENT	-	-	-	0%
899	MISC OTHER EXPENSE	-	-	-	0%
	TOTAL	217,500	112,856	72,516	52%
SITE, BLDG, & EQUIPMENT (800-899)					
100-200's	PERSONNEL COSTS	58,752	15,029	43,723	26%
305	CONTRACTED SERVICES-	20,000	8,160	11,840	41%
330	UTILITY SERVICES	43,000	24,955	18,045	58%
350	REPAIRS & MAINTENANCE	4,000	-	4,000	0%
370	OPERATING LEASES- COPIERS	8,000	2,063	5,937	26%
370	CAM PAYMENTS	16,555	9,653	6,902	58%
370	BLDG LEASE	230,580	138,328	92,252	60%
401	CUSTODIAL SUPPLIES	5,000	1,646	3,354	33%
520	LEASEHOLD IMPROVEMENTS	-	-	-	0%
530	EQUIPMENT	1,200	139	1,061	12%
555	TECH EQUIPMENT	-	-	-	0%
	TOTAL	387,087	199,972	187,115	52%
FISCAL & OTHER FIXED COSTS (900-999)					
000-340	INSURANCE	14,500	2,919	11,581	20%
000-740	PRINCIPAL PAYMENT	-	-	-	0%
000-741	INTEREST	-	-	-	0%
	TOTAL	14,500	2,919	11,581	20%
	TOTAL EXPENDITURES- GEN F	2,059,855	1,171,896	887,759	57%
	GENERAL FUND PROFIT (LOSS)	23,916	37,589	(13,673)	
701-472	FOOD SERVICE REVENUE	87,410	41,325	46,085	47%

PROJECTED ENROLLMENT: 130 ADM		TRACKING PERIOD: JULY-JAN			
		BENCHMARK: 88%			
	YTD REVENUES & EXP. BY PR	FY 2015-2016 REVISED BUDGET	YTD REVENUES & EXPENDITURES 01/01/2016	YTD BALANCE	% YTD RECEIVED/SPENT
000-649	GENERAL FUND TRANSFER	12,000	12,000	-	100%
		99,410	53,325	46,085	
701-490	FOOD SERVICE EXPENDITURE	99,806	54,938	44,868	55%
	FOOD SERVICE FUND BALANCE	(396)	(1,613)	-	
	TOTAL EXPENDITURES- ALL F	2,159,461	1,226,834	932,627	57%
	CURRENT YEAR FUND BALANCE	23,520			
	ADD: FUND BALANCE, BEG				
	FUND BALANCE, ENDING	23,520			
	Fund Balance Percentage	1%			
	MDE Hold-back 10%	208,357			

4239-TESFA International School
CHECK REGISTER
1/31/2016

CHK #	CHK DATE	VENDOR	AMOUNT
10185	1/7/2016 00:00:00	1745 UNIVERSITY LLC	\$ 18,326.12
10186	1/7/2016 00:00:00	ACHIEVE LANGUAGE ACADEMY	\$ 250.00
10187	1/7/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10188	1/7/2016 00:00:00	DONE RIGHT FOODS SERVICES, INC.	\$ 9,538.40
10189	1/7/2016 00:00:00	Office Depot	\$ 51.38
10190	1/7/2016 00:00:00	TEACHERS ON CALL	\$ 374.00
10191	1/7/2016 00:00:00	Unum Life Insurance Company of America	\$ 969.12
10192	1/7/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 1,350.00
10193	1/8/2016 00:00:00	PERA	\$ 1.00
10194	1/14/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10195	1/14/2016 00:00:00	CORPORATE BENEFIT ADMINISTRATORS, INC	\$ 1,400.00
10196	1/14/2016 00:00:00	LOFFLER	\$ 828.00
10197	1/14/2016 00:00:00	MVNA	\$ 416.00
10198	1/14/2016 00:00:00	NORTHEAST COLLEGE PREP	\$ 1,350.00
10199	1/14/2016 00:00:00	TEACHERS ON CALL	\$ 850.00
10200	1/14/2016 00:00:00	WordPlay Speech & Language Services	\$ 935.00
10201	1/21/2016 00:00:00	CONSOLIDATED COMMUNICATIONS	\$ 499.96
10202	1/21/2016 00:00:00	CONTENTAL WESTERN GROUP	\$ 110.00
10203	1/21/2016 00:00:00	Office Depot	\$ 243.28
10204	1/21/2016 00:00:00	OFFICE OF THE ATTORNEY GENERAL	\$ 25.00
10205	1/21/2016 00:00:00	TEACHERS ON CALL	\$ 748.00
10206	1/21/2016 00:00:00	THORESEN DIABY HELLE CONDON & DODGE	\$ 4,000.00
10207	1/21/2016 00:00:00	VANGUARD CLEANING SYSTEMS OF MN	\$ 421.36
10214	1/27/2016 00:00:00	BUSINESS MANAGEMENT OFFICE, INC	\$ 2,833.33
10215	1/27/2016 00:00:00	PERA	\$ 379.18
10216	1/27/2016 00:00:00	PURCHASE POWER	\$ 64.54
10217	1/27/2016 00:00:00	TEACHERS ON CALL	\$ 1,037.00
10218	1/27/2016 00:00:00	TECHNOLOGY BY DESIGN LLC	\$ 5,000.00
10219	1/27/2016 00:00:00	THE HANOVER INSURANCE GROUP	\$ 1,768.55
10220	1/27/2016 00:00:00	WordPlay Speech & Language Services	\$ 688.50
10221	1/27/2016 00:00:00	PERA	\$ 670.86
TOTAL			\$ 60,795.24

**4239-TESFA International School
Balance Sheet
Jan-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	\$ -

TESFA INTERNATIONAL SCHOOL INC
 1385 ASHLAND AVE
 ST PAUL MN 55104

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Core Business Checking ACCOUNT XXXXXXXXXXXX32761

MINIMUM BALANCE	148,180.13	LAST STATEMENT 12/31/15	240,655.27
AVG AVAILABLE BALANCE	194,475.21	4 CREDITS	126,110.89
AVERAGE BALANCE	194,547.63	44 DEBITS	155,248.93
		THIS STATEMENT 01/29/16	211,517.23

DEPOSITS

REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT
01/26 2,100.00		

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
ACH MN State-MMB TRN*1*0003010668*1416007162\	01/14	9,295.47
ACH MN State-MMB TRN*1*0003013219*1416007162\	01/15	53,292.44
ACH MN State-MMB TRN*1*0003036937*1416007162\	01/29	61,422.98

CHECKS

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
6183 01/07 231.61	10182 01/05 499.00	10191 01/12 969.12
6184*01/25 55.50	10183 01/08 221.00	10192*01/19 1,350.00
10161*01/04 380.00	10184 01/07 5,350.00	10194 01/26 2,833.33
10176 01/08 3,936.00	10185 01/11 18,326.12	10195 01/25 1,400.00
10177 01/07 2,833.33	10186 01/19 250.00	10196 01/25 828.00
10178 01/05 10,906.50	10187 01/14 2,833.33	10197*01/22 416.00
10179 01/06 1,381.89	10188 01/12 9,538.40	10199 01/21 850.00
10180 01/05 17,400.00	10189 01/15 51.38	10200 01/21 935.00
10181 01/07 159.75	10190 01/15 374.00	10201 01/26 499.96

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

TESFA INTERNATIONAL SCHOOL INC

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Core Business Checking ACCOUNT XXXXXXXXXXX32761
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			CHECKS		
CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....	AMOUNT	CHECK #..DATE.....	AMOUNT
10202 01/26	110.00	10205*01/28	748.00		
10203*01/27	243.28	10207 01/29	421.36		

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

DESCRIPTION	DATE	AMOUNT
MN Teachers Ret MNTRA TRATRA000065925	01/05	4,143.72
ALLIANCE BENEFIT PLAN FUND TIS849471553568	01/13	734.30
PAYCHEX PAYROLL 64464900000938X	01/14	1,256.27
PAYCHEX INC. PAYROLL 64450400009853X	01/14	20,670.27
PAYCHEX EIB INVOICE X64475300000492	01/15	481.08
PAYCHEX TPS TAXES 64458000032505X	01/15	9,306.33
ALLIANCE BENEFIT PLAN FUND TIS849471553568	01/25	367.15
ALLIANCE BENEFIT EMPL FEE TIS849471553568	01/26	36.00
AMERICAN FUNDS INVESTMENT IRK123816160125	01/26	571.26
NONP ASSIST FUND CASH TRANS 3602	01/29	275.28
PAYCHEX PAYROLL 64853800000206X	01/29	791.25
PAYCHEX TPS TAXES 64852500011690X	01/29	9,257.81
PAYCHEX INC. PAYROLL 64848900010623X	01/29	21,026.35

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

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

DAILY BALANCE					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
01/04	240,275.27	01/12	164,378.83	01/22	187,458.78
01/05	207,326.05	01/13	163,644.53	01/25	184,808.13
01/06	205,944.16	01/14	148,180.13	01/26	182,857.58
01/07	197,369.47	01/15	191,259.78	01/27	182,614.30
01/08	193,212.47	01/19	189,659.78	01/28	181,866.30
01/11	174,886.35	01/21	187,874.78	01/29	211,517.23

- END OF STATEMENT -



TESFA INTERNATIONAL SCHOOL

Global Minds with Minnesota Hearts

Donations Received January 2016

<i>Date</i>	<i>Description of Revenue Source</i>	<i>Purpose</i>	<i>Amount</i>
1/26/16	Rob Albright	Donation	\$2,000.00
1/26/16	Dick and Lynn Bisanz	Donation	\$100.00
Total			\$2,100.00



Personnel Recommendations

February 2016

The following personnel items are recommended for approval at the February 8, 2016 school board meeting:

Resignation

Muridi Hagi-Sufi– .5 F.T.E Kitchen Staff effective 02/05/16 at a salary of \$13,000.00

Licensed Staff Employment

Ayan Isse -Increase from .5 F.T.E to 1.0 F.T.E Kitchen Staff effective 02/08/16 through 06/30/16 at a salary of \$26,000.00

Lea Rydel- 1.0 F.T.E. Special Education Paraprofessional effective 02/01/16 at a salary of \$28,000.00.

Addendum to Lease commencing on July 1st, 2015 (the Lease)

**Between 1745 University LLC (Landlord)
And**

Tesfa International School Inc. (A Minnesota public charter school (Tenant))

Regarding the Leased Premises, the Parties hereby agree (as provided in Article III, Section 1 of the Lease) that the following specific agreements shall apply:

1. MONTHLY BASE RENT. Tenant hereby agrees to pay rental payments according to the following schedule: Year 1 rent reduction of \$35,000 will be evenly distributed for months 7-12 payments.

<u>Months</u>	<u>Estimated Total Base Upper Level Rent Per SF</u>	<u>Estimated SF</u>	<u>Annual Base Rent</u>
1 to 12	\$11.09	15,498	\$171,824.60
13 to 24	\$11.92	23,498	\$280,096.16
25 to 36	\$13.84	23,498	\$325,212.32
36 to 48	\$14.34	23,498	\$336,961.32
48 to 60	\$15.01	23,498	\$352,704.98

<u>Months</u>	<u>Estimated Total Base Lower Level Rent Per SF</u>	<u>Estimated SF</u>	<u>Annual Base Rent</u>
1 to 12	\$4.01	5,922	\$23,755.40
13 to 24	\$6.18	5,922	\$36,597.96
25 to 36	\$6.54	5,922	\$38,729.88
36 to 48	\$6.79	5,922	\$40,210.38
48 to 60	\$7.21	5,922	\$42,697.62

The "Monthly Base Rent" as shown in the above schedule for both upper and lower level base rents, and the additional rent under Article III, section 2, is payable on the first day of each and every month, in advance, during the Term.

Addendum effective as of January 1st, 2016

1745 University LLC

Tesfa International School Inc.

By Scott Coggins
Its Managing Partner

By Ms. Becky Magnuson
Its Executive Director

LETTER OF REPRESENTATION

To document awareness of (and compliance with) Minnesota Statutes, Section 124D.10 (Charter Schools) and Section 471.87 (Public Officers, Interest in Contract; Penalty) and Section 13D.01 (Minnesota Open Meeting Law) and related legislation, our auditors are requesting all School Board officials to sign this letter. We will retain this letter on file to document School Board awareness of (and compliance with) Minnesota Statutes, Section 471.8 and Section 13D.01 and related legislation. We have attached excerpts of Minnesota Statutes for your reference.

I have read the attached Minnesota Statutes, Sections 124D.10, 471.87, 471.88, 471.881, 471.89, 412.311, 16C.28 and 365.37. I understand that the term "contract" includes the purchase of goods and services.

Please Check A or B

A. To the best of my knowledge, during the preceding calendar year, I or a direct member of my family, have not voluntarily had a personal financial interest in the making of a sale, lease and/or contract of the School nor have I or a direct member of my family, personally benefited from any such transaction.

OR

B. To the best of my knowledge, during the preceding calendar year, I or a direct member of my family, have (had) a personal financial interest in the making of a sale, lease and/or contract of the School and/or have personally benefited financially from such a transaction. The circumstances and statutory exception (authority) for all such financial interest are described as follows:

Signed

Title

Date

I have read the attached Minnesota Statute Sections 13D.01 and 13D.03.

To the best of my knowledge, during the preceding calendar year, all meetings of the School Board and any committees of the School Board complied with the Minnesota Open Meeting Law, except as described below:

Signed

Title

Date

**TESFA INTERNATIONAL SCHOOL
EARLY ENTRANCE AND GRADE ACCELERATION POLICY (590)**

1. PURPOSE

The purpose of this policy is to provide procedures for the consideration of early entrance for students in kindergarten and grade acceleration for students in grades 1-6.

2. GENERAL STATEMENT OF POLICY

- A. Early Entrance for kindergarten is not allowed at Tesfa International School. Prospective students must be 5 by September 1 of the year in which they wish to start kindergarten.
- B. Grade Acceleration is allowed and determined on a case-by-case basis. Students who have met the criteria set by Tesfa International School will be allowed to accelerate one grade level during their K-8 experience. The decision made by the administration shall be final.

3. PROCEDURES

A. Grade Acceleration

It is the policy of Tesfa International School to allow grade acceleration providing that the elementary and middle school student meets the following criteria:

- 1. The parent initiates the request with the Director, Assistant Director, or teacher. All requests should be submitted by April 1 for the following school year. Parents will be notified regarding the dispensation of the request no later than June 15. Requests will not be considered after April
- 2. The Assistant Director will arrange a meeting with the parent and the student's teacher(s).
- 3. The purpose of the meeting will be to gather data regarding the student's current achievement and abilities. It may be necessary to request further testing in order to make a decision. If that is the case, the parent is responsible for any costs incurred in this process.
- 4. After all necessary data has been collected the Director, Assistant Director, and teacher(s), will make a decision as to whether the student shall be accelerated. The Assistant Director is responsible for communicating the decision to the parent.

5. If the student meets the criteria set by Tesfa International School, additional testing may be necessary to determine correct placement within the new grade level.

B. Evaluation and Review

Placement decisions made via grade acceleration will be reviewed within six weeks of placement. The administration retains the right to revoke the decision if the student is not successful in the new placement.

Adopted: 02/03/2015

Reviewed:



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

Director Update February 8, 2016

1. Enrollment Update: 132 students ADM: 132
2. Marketing and recruitment efforts:
 - a. Charter School Fair Update
3. NWEA Student Winter Data Update

Growth Projection – The average growth of students who were in the same grade and began the same term at a similar RIT score according to the most recent NWEA RIT Scale Norms* study.

Summary for: Math	Percentage of Students who Met or Exceeded their Projected RIT	Summary for: Reading	Percentage of Students who Met or Exceeded their Projected RIT
Grade 1	14.3%	Grade 1	28.6%
Grade 2	46.7%	Grade 2	20%
Grade 3	31.3%	Grade 3	11.8%
Grade 4	37.5%	Grade 4	37.5%
Grade 5	53.8%	Grade 5	38.5%
Grade 6	33.3%	Grade 6	50%

Kindergarten Winter Testing:

Kindergarten	Lo %ile < 21	LoAvg %ile 21-40	Avg %ile 41-60	HiAvg %ile 61-80	Hi %ile > 80
Math	36%	45%	12%	6%	0
Reading	36%	48%	12%	3%	0

4. PYP Training
5. Upcoming events
 - a. Feb 15- Professional Development- Program of Inquiry Day
 - b. Rescheduling the Family and Friends Literacy Night- TBD