BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Helen Fisk, sitting in for the Board Chair, called to order the meeting at

 6:06 PM on October 30, 2017 .

Board Members/Director Present or Absent:

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| Tanya Heifort (Board Chair/Community Member) | Absent |
| Midi Hansen (Board Secretary/Community Member) | Present |
| Dillon Donnelly (Board Treasurer/Community Member) | Present |
| Patrick Exner (Community Member) | Present |
| Helen Fisk (Community Member) | Present  |
| Mike McFadden (Community Member) | Present |
| Ashraf Ashkar (Parent Member) | Child left the school, so he is no longer on the board |
| Jonas Beugen (Director/Ex-officio) | Present |
| Mohamed Selim (Assistant Director/Ex-Officio) | Present |

Guests and Community Members Present: Fuad Omar and Amir Orandi

**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.

BOARD MEMBERSHIP

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|  Subject | Board Membership |
| Discussion | Ashraf Ashkar no longer has a child at the school and has left the board.  |

AGENDA and MINUTES

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| Subject | **Approval of Agendas**  |
| Motion | Motion made to approve the amended agenda |
| Made by | Mike McFadden | Seconded | Patrick Exner |
| Discussion | None  |
| Vote |  | Yea | 5 | Nay | 0 | Abstain |  |
| Decision | Motion passed unanimously. |

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| Subject | **Approve the Minutes**  |
| Motion | Motion to approve the minutes as presented from September 25, 2017.  |
| Made by | Patrick Exner | Seconded | Mike McFadden |
| Discussion | None |
| Vote |  | Yea | 4 | Nay | 0 | Abstain | 1 Dillon Donnelly |
| Decision | Motion passed unanimously.  |

FINANCIAL REPORT

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| Subject | YTD Financials |
| Motion | Motion to accept the financials as presented. |
| Made by | Mike McFadden | Seconded | Dillon Donnelly |
| Discussion | There was discussion around some of the line items and the Director provided answers that satisfied the board members. He will seek out additional information where necessary. The budget includes further examination of the following line items: School Support Services 555, 305 Regular instruction 305, Pupil Support services - bus transportation, Site and Building 305. All contracted services and all technology need to be reviewed. |
| Vote |  | Yea | 6 | Nay | 0 | Abstain | 0 |
| Decision |  |

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| Subject | Revised budget for 2017-18  |
| Motion |  |
| Made by |  | Seconded |  |
| Discussion | There was a discussion about whether the Board was comfortable approving a budget with a year end deficit. We have carry over from the year before, so we agreed that we would be comfortable with this budget. This budget will be revisited next meeting. It was noted that all employees will have first and last name listed on all documents. The Board is encouraged by the ADM numbers, and is pleased with the work the Director is doing to recruit and complete all the required paperwork. Jonas also wanted to acknowledge Mohamed Selim’s work in the success of the school to date.  |
| Vote |  | Yea |  | Nay | 0 | Abstain | 0 |
| Decision |  |

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| Subject | Community Outreach Coordinator Job Description |
| Motion |  |
| Made by |  | Seconded |  |
| Discussion | The Director shared with the Board the importance of the role and provided the Board with the Personnel Recommendations to fill this position. The job description needs to be adjusted to reflect educational qualifications and should include in the preferred qualifications the ability to communicate in languages that our families speak. A new job description will be completed for the next Board meeting.  |
| Vote |  | Yea |  | Nay |  | Abstain |  |
| Decision |  |

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| Subject | Personnel Recommendation |
| Motion | Motion made to approve the personnel recommendations as presented. |
| Made by | Patrick Exner | Seconded | Mike McFadden |
| Discussion |  |
| Vote |  | Yea | 5 | Nay | 0 | Abstain |  |
| Decision | Motion passed unanimously. |

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| Subject | Lease Amendment  |
| Motion | Motion made to approve the lease amendment as presented. |
| Made by | Mike McFadden | Seconded | Dillon Donnelly |
| Discussion |  |
| Vote |  | Yea | 5 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously.  |

POLICY REVIEW

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|  | Policies 102 and 401 |
|  | Motion made to approve Policies 102, Equal Educational Opportunity, and 401, Equal Employment Opportunity.  |
| Made by | Mike McFadden | Seconded | Patrick Exner |
| Discussion |  |
| Vote |  | Yea | 5 | Nay | 0 | Abstain |  |
| Decision | Motion passed unanimously. |

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| Subject | Policy 210 Conflict of Interest  |
| Motion | Motion made to table Policy 210. |
| Made by | Patrick Exner | Seconded | Mike McFadden |
| Discussion | Conflict of Interest 210 should be tabled because there have been a lot of changes. |
| Vote |  | Yea | 5 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously.  |

NEW BUSINESS

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| Subject | Annual Report and World’s Best Workforce |
| Motion | Motion made to approve the Annual Report and the World’s Best Workforce as presented. |
| Made by | Patrick Exner | Seconded | Dillon Donnelly |
| Discussion | None  |
| Vote |  | Yea | 5 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously.  |

DIRECTOR UPDATE

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| Subject | Enrollment  |
| Discussion | The ADM is 178. |

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| Subject | Transportation |
| Discussion | The transportation is going so much better and it has really stabilized enrollment. Jonas paid Billy Bus for one week, and he is negotiating whether or not we will pay an additional week.  |

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| Subject | Parent Teacher Conferences |
| Discussion | Highlight of the year - 66% attendance (in person). Conferences were held over 2 nights. There was great parent feedback. |

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| Subject | Parent Survey |
| Discussion | Parent surveys were given out, and they are continuing to try to collect more of them. |

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| Subject | VOA site visit |
| Discussion | Part 1 of the site visit took place on Thursday, October 26th. It seemed to go well, and the visit will be completed on November 15th. |

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| Subject | Family Night, November 9th |
| Discussion | The focus will be literacy and reading. |

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| Subject | School Name |
| Discussion | The Safari Transportation Owner and Manager Fuad Omar came to share his insights on the school name; Tesfa. He has spoken to families who have felt that the name Tesfa doesn’t represent them. It has to do with the fact that it is in Amharic, which is the official language of Ethopia, and there are other East Africans who, because of the geographical conflicts, may not choose to send their children to the school, based solely on its name. Some families find the name to represent oppression of their people. The changing of the name will be discussed in the future. Jonas and Mohamed will return to the Board with a process. |

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| Subject | Uniforms |
| Discussion | There was discussion about providing school uniforms for students. This concern was voiced by VOA.  |

AUTHORIZER INPUT

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| Subject | None |
| Discussion |  |

PUBLIC COMMENTS

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| Subject | General comments |
| Discussion | One parent thanked everyone for the meeting. He also spoke to the challenge of filling out the parent surveys, the night of parent conferences. He also suggested that we involve the students in the potential name change. |

ADJOURNMENT

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| Motion | Motion to adjourn the school board meeting at 7:30 pm.  |
| Made by | Midi Hansen | Seconded |  |
| Discussion |  |
| Vote |  | Yea | 5 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously.  |