

BOARD MEETING MINUTES- DRAFT

Monday 6:00 PM

Location of Meeting: Tesfa International School

Call to order: Tanya Heifort called to order the meeting at
6:07 PM on December 11, 2017

Board Members/Director Present or Absent:

Tanya Heifort (Board Chair/Community Member)	Present
Midi Hansen (Board Secretary/Community Member)	Present
Dillon Donnelly (Board Treasurer/Community Member)	Absent
Patrick Exner (Community Member)	Present
Helen Fisk (Community Member)	Present
Mike McFadden (Community Member)	Present
Jonas Beugen (Director/Ex-officio)	Present
Mohamed Selim (Assistant Director/Ex-Officio)	Absent

Guests and Community Members Present: Sarah Laupin and Malaney Peterson

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

Subject	Board					
Motion	Motion moved to add Amir Orandi to the board.					
Made by	Helen Fisk	Seconded	Patrick Exner			
Discussion						
Vote	Yea	5	Nay	0	Abstain	

AGENDA and MINUTES

Subject	Approval of the Agenda						
Motion	Motion to approve the agenda with the discussed changes.						
Made by	Mike McFadden	Seconded		Midi Hansen			
Discussion	We are moving #6, the Presentation on Guided Language Acquisition Development, up so that the teachers can present first. The mid-year summary report will be added after the Director Update. The Director Evaluation process will also be added to the agenda.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Approval of the Minutes						
Motion	Motion to approve the minutes as presented from November 20, 2017.						
Made by	Helen Fisk	Seconded		Patrick Exner			
Discussion	Change was made to the leader of the meeting						
Vote		Yea	4	Nay	0	Abstain	2
Decision	Motion passed unanimously.						

PRESENTATION ON GUIDED LANGUAGE ACQUISITION DEVELOPMENT

Subject	Guided Language Acquisition Development					
Discussion	2 teachers shared about their professional development. The staff had 2 professional development days, and then the presenters came and modeled a lesson in the room. The strategies work with ELL students and SIOP. The strategies work really well with differentiation. The teachers found it very valuable and something that they could immediately apply. The visuals are interactive and it has heightened the level of student engagement.					

FINANCIAL REPORT

Subject	Fiscal Year 2017 Audit					
Discussion	The auditors were not here to present and the board hasn't received the information regarding the audit. It is preferred that the board receive their findings prior to the meeting. It was discussed that Tesfa change auditors. It is good practice to periodically change auditors and the board is not pleased with the lack of communication between the auditor and Tesfa. A board member and the current director have not been interviewed regarding the information necessary for the audit. Patrick met with the Tesfa Business Manager regarding the auditor's presentation. The auditor's are a private company who then give their findings to our Business Manager. A new auditor will be put on the March agenda so we have a plan going forward.					

Subject	November Financials						
Motion	Motion was made to accept the budget as presented.						
Made by	Helen Fisk	Seconded		Jonas Beugen			
Discussion	Patrick, our Treasurer, met with the Business Manager, and he felt that many of the budget questions were centered around communication. The Business Manager needs to be more proactive with the financials, as monies come in and out of the budget, so that the Director is aware of how they relate to the budget.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

Subject	Personnel Recommendation					
Motion	Motion to approve the personnel recommendation as presented.					
Made by	Patrick Exner	Seconded		Midi Hansen		
Discussion						

Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

BOARD MEETING CALENDAR

Subject	Board Meeting Schedule for 2018						
Motion	Motion to approve the board meeting calendar with the proposed changes for Jan. and April.						
Made by	Helen Fisk	Seconded	Amir Orandi				
Discussion	The proposed June meeting wasn't approved because we can't have a board meeting after the last day of school.						
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						

POLICY REVIEW

Subject	Review of policies 410, 413.						
Motion	Motion to approve Policies 410, 413, with the discussed changes to 7A and 7B and 417 as presented.						
Made by	Helen Fisk	Seconded	Mike McFadden				
Discussion	Change A on the policy to say that the policy will be available to Tesfa employees. B will be reworded to say that it will be reviewed as needed.						
Vote		Yea	6	Nay	0	Abstain	0
Decision							

DIRECTOR UPDATE

Subject	Enrollment						
Discussion	The ADM is 172/170.4. The ADM is down slightly but still above the number used for budgeting. Tanya questioned the plan for the recruiter regarding ADM. Patrick brought up the concern about the students that tend to get recruited in January and would like the focus to become on how we are best serving the students that are currently enrolled. ADM will now be reflected on the budget section and will be part of that conversation.						

Subject	School Name Process						
Discussion	There is an assembly on Tuesday, the 18th presenting the idea to the students and letting them know that there will be a contest to come up with the new names.						

Subject	FY 19 Budget Timeline and Staffing Process						
Discussion	Jonas is planning on having a process and timeline to help retain the quality teachers that they have hired. He wants to have the budget and the salary schedule in place so that there is an orderly way to plan for the fall of 18.						

Subject	VOA Reauthorization Timeline						
Discussion	Contract is up at the end of the year and Jonas needs to apply for reauthorization. There was board was concerned that VOA hasn't communicated with him yet about the process. In January, the board will receive an update about the site visit.						

Subject	Smikis Foundation Grant						
Discussion	Tesfa had applied for a challenge grant, with a matching \$25,000 grant. Smikis gave Tesfa the grant again.						

MIDYEAR SURVEY SUMMARY

Subject	Results of midyear survey summary.
Discussion	<p>Positives noted were how well the staff worked together and collaborated (8 comments). 4 comments about Director support. 2 comments about ENVOY and how that has been implemented.</p> <p>Challenges noted were around behavior management. Teachers felt that there needed to be more support and that consequences needed to be clear and consistent. There was also a comment regarding ELL support and SPED paperwork not being completed in a timely manner and that students weren't receiving the services that they needed. There was a lot of discussion around the best way to address the concerns mentioned in the survey. Helen mentioned that if an additional PD day or time is needed to work on these issues, the board would support this idea.</p>

Subject	2018 Director Evaluation
Discussion	Tanya gave out the Director Evaluation. It gives the board tips on where to find information to support scoring on a 4 point scale. Tanya is open to feedback on the form. The form will be given to board members so that they can work on it at their own rate. It will need to be completed

AUTHORIZER INPUT

Subject	None
Discussion	

PUBLIC COMMENTS

Subject	None
Discussion	

ADJOURNMENT

Motion	Motion to adjourn the school board meeting at 8:01 pm.						
Made by	Midi Hansen	Seconded	Patrick Exner				
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously.						