



**TESFA INTERNATIONAL SCHOOL  
BOARD PACKET**

*6:00 p.m. November 4, 2014*

**Meeting Location:** Global Academy, 4065 Old Central Ave, Columbia Heights, MN 55421

1. Call to order
2. Welcome Interim Board Chair Tanya Heifort
3. Approve Agenda\*
4. Review Draft of Minutes from October 7, 2014\*
5. Financial Report
  - A. Accounting and Financial Services
  - B. Walton Foundation Update\*
6. VOA authorizer input/update
7. Approval of New Policies \*
  - A. TOBACCO FREE ENVIRONMENT (419)
  - B. STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES (420)
  - C. SUSPECTED MISCONDUCT AND DISHONESTY (490)
  - D. RELIGIOUS PRACTICE AND PRAYER (491)
  - E. PART TIME BENEFITS (492)
  - F. NEPOTISM (493)
  - G. TEACHER EVALUATIONS (494)
8. Charter School Administrative Specialist Update
  - A. Enrollment
  - B. CSP Grant
  - C. Marketing
  - D. Vendor and Material Research
  - E. Classroom and School Observations
9. Old Business
  - A. Building visit update
  - B. Finalize committee assignments
  - C. Director search update
  - D. Board recruitment update
10. Public Comments
11. Adjournment

\*Indicates additional written materials to be distributed at the board meeting.

**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.*

## Draft- BOARD MEETING MINUTES

Location of Meeting:

Call to order: The Board Member Lauren Ryan called to order the meeting at  
6:05 PM on Tuesday October 7, 2014

Board Members/Director Present or Absent:

Name	Present/Absent
Becky Magnuson (Chair)	Absent
Lauren Ryan	Present
Helen Fisk (Treasurer)	Absent
Emily Schmidt	Present
Julian Stanke (Secretary)	Present
Tanya Heifort	Present
Midi Hansen	Absent
Emily Snodgrass	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

<b>Subject</b>	<b>Approval of 10/7 Agenda</b>					
Motion	Approve 10/7 Agenda					
Made by	Emily S		Seconded	Emily S		
Discussion						
Vote		Yea	5	Nay	0	Abstain
Decision	Agenda Approved					

<b>Subject</b>	<b>Approval of 9/2/14</b>						
Motion	Approve minutes from 9/2						
Made by	Tanya	Seconded		Julian			
Discussion							
Vote		Yea	3	Nay	0	Abstain	2
Decision							

**FINANCIAL REPORT**

<b>Subject</b>	<b>Account Established at Sunrise Bank</b>						
Motion							
Made by			Seconded				
Discussion	Helen, Becky, Lauren and Julian are listed as signers, and the account is open to deposits/donations.						
Vote		Yea		Nay		Abstain	
Decision							

<b>Subject</b>	<b>Walton Grant Approved</b>						
Motion							
Made by			Seconded				
Discussion	Walton Grant has been awarded to Tesfa International, totaling up to \$250,000.00. Exact amount shall be determined by Walton, and notification can be expected to Tesfa with the final awarded amount in the coming weeks.						
Vote		Yea		Nay		Abstain	
Decision							

<b>Subject</b>							
Motion							
Made by			Seconded				
Discussion							
Vote		Yea		Nay		Abstain	
Decision							

**AUTHORIZER INPUT**

<b>Subject</b>	<b>VOA contact is submitting contract this week to MDE, by Thursday, 10/9/14.</b>					
Discussion						

POLICY UPDATES

<b>Subject</b>	<b>Approval of amendments of the policies</b>						
Motion	To approve amendments of the by-laws and policies.						
Made by	Tanya Heifort	Seconded	Emily Snodgrass				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision							

<b>Subject</b>	<b>Approval of amendments of the By-Laws</b>						
Motion	To change language from “consecutive” to “annual” in the By-Laws for Tesfa International School.						
Made by	Emily Snodgrass	Seconded	Emily Schmidt				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision							

<b>Subject</b>	<b>Approval of New Policies</b>						
Motion	To approve amendments to policies 410 and 413.						
Made by	Tanya Heifort	Seconded	Lauren Ryan				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision							

<b>Subject</b>	<b>Policies 412,417, and 418</b>						
Motion	To approve amendments to policies 412, 417, and 418						
Made by	Julian Stanke	Seconded	Emily Schmidt				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision							

OLD BUSINESS

<b>Subject</b>	<b>Building Search Update</b>					
Discussion	1745 University current leader in potential site location. St. Francis also submitted a proposal, but is outside of the desired location, and is competitive with 1745.					

<b>Subject</b>	<b>Development of Board Committees and Assignments</b>					
Discussion	Board will develop the following committees: Marketing and Enrollment, Finance and Budget, Policy.					

<b>Subject</b>	<b>School Director Search</b>
<b>Discussion</b>	The job description and posting for the School Director position for Tesfa International School has been listed, and so far there have been two applications received. She will also be the discretionary as to applicants that will move on to the board interview committee.  Motion to make Helen Fisk the recipient and discretionary screener to applicants. Made by: Tanya Heifort    Seconded: Emily Snodgrass  Yea: 5 Nay: 0 Abstain: 0

NEW BUSINESS

<b>Subject</b>	<b>Board Member Resignation</b>					
<b>Motion</b>	Rebecca Magnuson and Lauren Ryan submitted their formal resignation letters from the Tesfa International School Board.					
<b>Made by</b>			Seconded			
<b>Discussion</b>	Resignations will open a board member seat as well as the board chair position.					
<b>Vote</b>		Yea		Nay		Abstain
<b>Decision</b>						

<b>Subject</b>						
<b>Motion</b>						
<b>Made by</b>			Seconded			
<b>Discussion</b>						
<b>Vote</b>		Yea		Nay		Abstain
<b>Decision</b>						

<b>Subject</b>	<b>501(c)3 Application</b>
<b>Discussion</b>	Application has been submitted and we await the response. The response is expected with in the next 10 months.

<b>Subject</b>	<b>Tesfa International School nomination by the Twins Wives Organization</b>
<b>Discussion</b>	Tesfa has been nominated by Maddie Mauer to the Twins Wives Organization to receive a donation from their organization.

<b>Subject</b>	<b>CSP (Charter School Partners) Grant – Application due to MDE Oct. 27- intent to submit Oct. 24</b>
<b>Discussion</b>	Application is due to the Minnesota Department of Education on October 27. The intent is for the submission to occur on October 24.

PUBLIC COMMENTS

Subject	
Discussion	

ADJOURNMENT

Motion	To adjourn the meeting at 7:24pm						
Made by	Julian Stanke	Seconded	Lauren Ryan				
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision							

**TESFA INTERNATIONAL SCHOOL**  
**TOBACCO-FREE ENVIRONMENT (419)**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of Tesfa International School, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that Tesfa International School owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all Tesfa International School property and all off-campus events sponsored by Tesfa International School.
  
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that Tesfa International School owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all Tesfa International School property and all off campus events sponsored by Tesfa International School.
  
- C. Tesfa International School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
  
- D. Tesfa International School will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. Tesfa International School will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on Tesfa International School property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **V. ENFORCEMENT**



- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to Tesfa International School discipline procedures.
- C. Tesfa International School administrators and other school personnel who violate this tobacco-free policy shall be subject to Tesfa International School discipline procedures.
- D. Tesfa International School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and Tesfa International School policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other Tesfa International School supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smokefree environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. Tesfa International School will develop a method of discussing this policy with students and employees.

*Adopted:*

*Revised:*

**TESFA INTERNATIONAL SCHOOL**  
**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED**  
**INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE**  
**DISEASES AND INFECTIOUS CONDITIONS (420)**

**I. PURPOSE**

Public concern that students and staff of Tesfa International School be able to attend the schools without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

**II. GENERAL STATEMENT OF POLICY**

A. Students

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of Tesfa International School. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others at Tesfa International School. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to

the school.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of Tesfa International School will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
  
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders, which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

**Tesfa International School**, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risk to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of Tesfa International School are subject to a requirement of equal access and comparable services. Student educational services are subject to FAPE/LRE standards.

F. Precautions

Tesfa International School will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration guidelines of the Minnesota Department of Education and the Minnesota Department of Health (last revised 1988). (These precautionary procedures shall be consistent with the school's procedures regarding blood-borne pathogens developed pursuant to the school's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school only in accordance with state and federal law and with the school's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

Tesfa International School shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for Tesfa International School staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease prevention or risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. Tesfa International School may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants or other federal or state grants.

J. Vaccination and Screening

Tesfa International School will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings containment in keeping with current state and federal law.

*Adopted:*

*Revised:*

**TEFSA INTERNATIONAL SCHOOL**  
**SUSPECTED MISCONDUCT AND DISHONESTY (490)**

**I. Introduction**

All organizations face the risks that come from wrongdoing, misconduct, dishonesty and fraud. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include:

- the actual financial loss incurred
- damage to the reputation of our organization and our employees
- negative publicity
- the cost of investigation
- loss of employees
- loss of students
- loss of sponsorship
- loss of funding
- damaged relationships with our contractors and suppliers
- litigation
- damaged employee morale

Our goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our students and their families, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee every day.

Our organization is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

## **II. Purpose**

The purpose of this document is to communicate school policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

## **III. Definition of Misconduct and Dishonesty**

For purposes of this policy, misconduct and dishonesty include but **are** not limited to:

- acts which violate the organization's mission or core values
- theft or other misappropriation of assets, including assets of the school, our students and their families, suppliers or others with whom we have a business relationship
- misstatements and other irregularities in school records, including the intentional misstatement of the results of operations
- wrongdoing
- forgery or other alteration of documents
- fraud and other unlawful acts
- any similar acts.

The school specifically prohibits these and any other illegal activities in the actions of its employees, board members, volunteers and others responsible for carrying out the organization's activities.

## **IV. Policy and Responsibilities**

### **A. Reporting**

It is the responsibility of every employee, supervisor, manager and board member to immediately report suspected misconduct or dishonesty to the Director of the school. Anonymous reports to the Director are acceptable. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.



B. Additional Responsibilities of Supervisors

Employees with supervisory and review responsibilities at any level have additional deterrence and detection duties. If you have supervisory or review responsibility then in addition to reporting suspected violations as is required above, you have three additional responsibilities.

1. First, you must become aware of what can go wrong in your area of responsibility.
2. Second, you must put into place and maintain monitoring, review and control procedures, which will prevent acts of wrongdoing.
3. Third, you must put into place and maintain monitoring, review and control procedures, which will detect acts of wrongdoing promptly should prevention efforts fail. Authority to carry out these three additional responsibilities is often delegated to subordinates. However, accountability for their effectiveness cannot be delegated and will remain with the administration of the school.

C. Responsibility and Authority for Follow Up and Investigation

The Director has the primary responsibility for all investigations involving the school. They may request the assistance of external parties in any investigation, including access to the external auditor's periodic examinations and evaluations of internal controls.

Properly designated members of the investigative team will have:

- free and unrestricted access to all school records and premises, whether owned or rented
- the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of investigative or related follow up procedures.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and school procedures.

## **V. Reported Incident Follow Up Procedure**

Care must be taken in the follow up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow up and investigation is underway, and to avoid making statements which could adversely affect the school, an employee, or other parties.

Accordingly, the general procedures for follow up and investigation of reported incidents are as follows:

1. Employees and others must immediately report all factual details as indicated above under Policy.
2. The Director has the responsibility for follow up and, if appropriate, investigation of all reported incidents.
3. All records related to the reported incident will be retained wherever they reside.
4. Do not communicate with the suspected individuals about the matter under investigation.
5. The Director will also notify the Board Chair of all reported incidents so that it may be determined whether this matter should be brought to the attention of the full Board or other parties within the school community.
6. The Director may also obtain the advice of **Tesfa International's** attorney at any time throughout the course of an investigation or other follow up activity on any matter related to the report, investigation steps, proposed disciplinary action or any anticipated litigation.
7. Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need

to know in order to perform their duties and responsibilities effectively,

8. All inquiries from an attorney or any other contacts from outside of the school, including those from law enforcement agencies or from the employee under investigation, should be referred to the Director in consultation with the school's attorney. Investigative or other follow up activity will be carried out without regard to the suspected individual's, position or level, or relationship with the school.

## **VI. Questions or Clarifications Related to This Policy**

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Directors who shall be responsible for the administration, revision, interpretation, and application of this policy.

*Adopted:*

*Revised:*

## **VII. Acknowledgment**

My signature signifies that I have read this policy and that I understand my responsibilities related to the prevention, detection and reporting or suspected misconduct and dishonesty.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date signed: \_\_\_\_\_

**TESFA INTERNATIONAL SCHOOL**  
**RELIGIOUS ACCOMODATION (491)**

**I. PURPOSE**

The purpose of this policy is to identify the status of religious practice and prayer as it pertains to the program of Tesfa International School.

**II. GENERAL STATEMENT OF POLICY**

- A. Tesfa International School shall neither promote nor disparage any religious belief or nonbelief. The school encourages all students and employees to have appreciation for and tolerance of each other's views.
  
- B. Tesfa International School will comply with Section 9542 of the Elementary and Secondary Education Act (ESEA) that requires districts to certify that no school policy prevents, or otherwise, denies participation in constitutionally protected prayer in the public school.

**III. RESPONSIBILITY**

- A. It shall be the responsibility of the board chair to make sure that every school board member know and understand the policies of the school regarding religious practice and school prayer.
  
- B. It shall be the responsibility of the director to make sure that every staff member understands the establishment clause and the policies and practices of the school regarding religious practice and prayer.
  
- C. The director will make is possible so that reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.

- D. The director will make it possible so that reasonable accommodations will be made so that students and staff can pray at school as constitutionally permitted.

#### **IV. STAFF RELIGIOUS ACTIVITY**

When functioning as a teacher or administrator, school officials may not encourage or discourage student religious or anti-religious activity and may not engage in religious activities with students at the school. School officials may take part in private religious activity during the school day if the activity is in conformance with rules and regulations generally applicable to the use of private time, or before or after school during non-instructional time.

#### **V. STUDENT RELIGIOUS ACTIVITY**

Students have the right to engage in religious activities during the school day so long as those activities do not interfere with the rights of others and so long as students conform to the rules that normally apply to any given setting.

#### **VI. RELEASE FOR RELIGIOUS EDUCATION**

Pursuant to Minn. Stat. § 120A.22, Subd. 12(3) a student may be excused from school for a period not to exceed three aggregate hours in one week for religious instruction.

#### **VII. RELIGIOUS HOLIDAYS**

Religious holidays shall not be observed at Tesfa International School. Students may be excused from school to celebrate religious holidays.

*Adopted:*

*Revised:*

**TESFA INTERNATIONAL SCHOOL**  
**PART-TIME EMPLOYEE BENEFITS (492)**

**I. PURPOSE**

The purpose of this policy is to define the benefits for which part time employees are eligible.

**II. GENERAL STATEMENT OF POLICY**

Tesfa International employees who are less than .5 F.T.E. are not eligible to receive benefits. Tesfa International School employees who are .5 F.T.E. above may choose between the following two options regarding compensation.

**OPTION ONE: Employee receives the same benefits as a full time employee**

- Employee cost of health/dental benefits is the same as of a full time employee
- Employee attends all required meetings of a full time staff member for his/her position
- Employee attends all evening or weekend school obligations required of a full time staff member
- Employee is required to attend all IEP meetings for special educations students as needed

**OPTION TWO: Employee received benefits prorated based on F.T.E.**

- Employee cost of health/dental benefits is prorated based on his/her F.T.E
- Employee attends meetings based on his/her F.T.E (as designated by the administration)
- Employee attends evening and weekend obligations based on his/her F.T.E (as designated by the administration)
- Employee is required to attend IEP meetings for special education students as needed

Part time employees with an F.T.E at .5 or above will sign a statement with their contract indicating their preference of the above two options.

*Adopted:*

*Reviewed:*

## TESFA INTERNATIONAL SCHOOL

### NEPOTISM (493)

#### I. PURPOSE

The purpose of this policy is to comply with MN Statutes 124D.10 Sub 11(c) that requires charter schools to have a nepotism policy regarding employment.

#### II. GENERAL STATEMENT OF POLICY

In order to avoid a variety of personnel problems (the perception of favoritism, awkward workplace situations, difficult work environments employee moral and job satisfaction issues) a transparent policy regarding nepotism in the workplace is desirable.

#### III. DEFINITIONS

- A. Nepotism: Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving treatment in any employment action to family members and others as defined in the policy.
- B. Employment action: Hire, promote, reclassify, supervise, direct, evaluate, make a compensation recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.
- C. Family member: Spouse; domestic parent; mother; father; sister; brother; biological or adopted or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible and any who stood in loco parentis to the employee as a child.
- D. Alternative arrangements: Removing the responsibility to the influence to hire, promote, reclassify, supervise, direct, evaluate or make a compensation recommendation, adding work or resources, approve leave requests, give any benefit, or terminate employment for the family member, and recusing self from influencing employment related decision. This includes relationships that are post-hire. If alternative arrangements are not possible, employment is not feasible.

#### IV. PROCEDURES

- A. Individuals must notify the director if any family member applies for a position for which they will be responsible or may influence employment actions referred to in this policy. The director must notify the board chair **if** any of his/her family members apply for a position.
- B. In considering the employment of an employee's family member, the school must ensure that:
  - i. The relative has the appropriate education and credentials for the job;
  - ii. The position is an existing position with a published job description and determined pay and performance expectations
  - iii. The position is posted and the potential candidates vetted in accordance with the procedures of the school.
- C. Internal and external applications are required to self-disclose at the time of application, if the position for which they are applying reports to or supervises a family member.
- D. Internal and external applications who have family members who work at the school must have approved alternative arrangement in place prior to being approved for employment if the family member is involved in any employment actions regarding the applicant.
- E. If a conflict of interest cannot be eliminated through alternative arrangements, the hire will **not** be approved.
- F. All employees hired who have family members working at the school must have on file an approved relationship disclaimer with an approved alternate arrangement if necessary.
- G. Individuals who do not notify the director and who do not have necessary alternative arrangements are in violation of school policy and will be subject to corrective action.

#### V. ACCOUNTABILITY

Individuals violating this policy will be held accountable with consequences up to an including termination.

*Adopted:*

*Revised:*



**Tesfa International School**  
**Family Relationship Disclaimer**  
**Alternate Arrangements**

Employee Name \_\_\_\_\_

Name of related employee \_\_\_\_\_

Relationship to employee \_\_\_\_\_

Does this relationship pose a conflict in terms of employment action as defined by Nepotism Policy 492?

- Yes
- No

If yes, what aspects of employment are affected?

Are alternate arrangements possible?

- Yes
- No

If yes, describe the specific alternate arrangements below.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative signature \_\_\_\_\_ Date \_\_\_\_\_

**TESFA INTERNATIONAL SCHOOL**  
**TEACHER EVALUATION (494)**

**I. Purpose**

The purpose of this policy is to comply with Minnesota Statute 122A.40, subdivision 8.

**II. General Statement of Policy**

Charter schools are required to comply with Minnesota Statute 122A.40 that requires school districts to create a teacher evaluation system with the following components:

- (1) individual growth and development plans;
- (2) a peer review process,
- (3) an opportunity to participate in a professional learning community,
- (4) a summative evaluation performed by a qualified and trained evaluation such as a school administrator;
- (5) be based on professional teaching and standards established by rule;
- (6) use longitudinal data on student engagement and connection with other student outcome measure explicitly aligned with the elements of curriculum for which the teacher is responsible;
- (7) use data from valid and reliable assessments aligned to state and local academic standards and must use state and local measures of student growth to determine 35% of evaluation results;
- (8) be coordinated with staff development;
- (9) include and option for a teacher portfolio;
- (10) give teachers not meeting standards support to improve;
- (11) discipline a teacher for not making adequate progress;
- (12) may include time for peer coaching and elaboration;
- (13) may include mentoring and induction programs; and
- (14) include a three year performance cycle.

Employment at Tesfa International School is "at will", which means that employment may be terminated by either the school or the employee at any time for any reason. There is no

contractual agreement between Tesfa International School and an employee specifying or guaranteeing employment for a particular period of time, and an offer letter, benefits policy or handbook policy statements are not intended to be, nor should they be interpreted to be, promises of employment for a definite period of time. No part of this evaluation system precludes the employer from exercising the “at will” portion of any employment agreement.

### **III. Definitions**

“At will” means that employment may be terminated by either the school or the employee at any time for any reason. “Professional learning community” means a group of educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve that operate under the assumption that the key to improved learning for students in continuous, job-embedded learning for educators.

### **IV. Teacher Evaluation Components**

#### **A. Individual Professional Growth and Development Plan**

All licensed teachers at Tesfa International School will set an individual professional growth goal by October 1<sup>st</sup> of each school year that will be reviewed by their grade level administrator. The teacher must explain how the goal will result in improved student learning at Tesfa International School. Each teacher will review the progress made in meeting the goal in a spring meeting with their grade level administrator.

#### **B. Peer Review Process**

Teachers at Tesfa International School will participate in instructional rounds and/or peer observations at least twice each academic school year.

#### **C. Professional Learning Community**

Teachers at Tesfa International School will participate in a professional learning community through collaborative staff planning workshop days and grade level meetings.

D. Student Engagement

Longitudinal data regarding student engagement will be collected for each teacher through the following means: student surveys, peer observations, and administrative observations.

E. Test Data

Teachers will collect data from valid and reliable assessments aligned to state and local academic standards. Student success will be measured by the percentage of students who meet NWEA growth targets in reading and math. Specific benchmarks for acceptable scores will be determined annually by the administration and communicated to the teaching staff.

F. Staff Development Activities

The administration will survey staff regarding potential staff development activities that will be coordinated with this evaluation process and teacher outcomes.

G. Summative Evaluation

1. The director will prepare a summative evaluation of every teacher on a three-year cycle.
2. The summative evaluation will consider the following components:
  - a. A review of at least 6 formal teaching observations conducted by the school's director over the three year cycle;
  - b. The teacher's self-reflection based on professional standards established in rule (8710.2000 Standards of Effective Practice for Teachers);
  - c. Completion of all other components required in this process.

- d. Teachers may prepare a portfolio for administrative consideration in the summative review process (optional).

#### H. Overall Evaluation

1. The administration will keep a record of all components of a teacher's evaluation process.
2. The overall evaluation for each three-year cycle will be based on the following:
  - 65% Summative administrative review
  - 35% Student test data
3. Specific benchmarks for overall acceptable job performance will be communicated to the teachers each fall.
4. The final overall evaluation will be placed in the employee's official performance review file.
5. Teachers with unacceptable job performance will be subject to Tesfa International School Policy 403: Discipline, Suspension, and Dismissal of Tesfa International School Employees.

*Adopted:*

*Revised:*

