

**VOA Dashboard for Bluffview Montessori School**  
**12/26/2024**

Dear Board Members,

You can use this “Dashboard” to track accomplishments to date, to conduct a mid-year self-evaluation, and plan board work for the remainder of the fiscal year.

Sincerely,

Roderick Haenke, VOA-MN Governance Analyst

*Governance Standard 1: The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute\*.*

The Board structure meets state statute.

*Governance Standard 2: The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.*

In the August meeting minutes a note was made directing Henry Schantzen to engage MSBA/Gail Gilman to lead the strategic planning process for Bluffview.

**The school submitted a board training/development plan.**

*Governance Standard 3: The board adheres to an orientation process for bringing on new members.*

**Did any new board members receive an orientation?**

*Governance Standard 4: The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.*

**The school submitted training records to VOA-MN.**

*Governance Standard 5: The Board of Directors completes a self-evaluation each year.*

**Has the board completed a self-evaluation to determine the training needs of individual members and the full board per MN statute 124.07 sub. 7.d.?**

*Governance Standard 6: The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.*

The board reviewed the information on the Open Meeting Law at the August board meeting.

**As a reminder, if the board does plan to close a meeting, that MN statute states that the reason for closing needs to be documented in the minutes.**

*Governance Standard 7: The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.*

During the July board meeting the Bylaws were presented by Henry Schantzen as information only. **Has the board reviewed its bylaws? If not, when does the board plan to review them?**

*Governance Standard 8: The Board of Directors adheres to board member election requirements set forth by state statute\*.*

**As a reminder, if conducting elections this year, Charter school boards must do the following:**

- Establish and publish election policies and procedures on the school's website.
- Charter school boards must notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post it on the school's website.
- Charter school boards must notify eligible voters of the candidate's names, biographies, and candidate statements at least 10 calendar days before the election and post it on the school's website.

*Governance Standard 9: The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.*

**When does the school plan to evaluate the school leader?**

*Governance Standard 10: The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2\*).*

**As a reminder, new statutes indicate the following training requirements for administrators:**

**A person with a valid administrator's license serving as a charter school director or chief administrator must complete a minimum of 10 hours of competency-based training during the first year of employment.**

**Training must include:**

- 1) charter school law and requirements,
- 2) board and management relationships
- 3) charter contract and authorizer relationships

**For licensed and unlicensed administrator training:**

- o Training cannot be self-instructional.
- o The organization or instructor providing the training must certify its completion.
- o The administrator must submit certification of the completed training to the charter school board.
- o Certifications must be maintained in the personnel file.
- o Completing training must be a component of annual performance evaluations.
- o All professional development training completed by the charter school director or chief administrator in the previous academic year must be documented in the school's annual report.

*Governance Standard 11: The Board of Directors monitors the organization's adherence to school board policies.*

**How has the board used policies to make decisions or referred to policies when making decisions?**

*Governance Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.*

**Have the Data Practice officials been named and trained?**

**-Responsible Authority:**

**-Data Practice Designee:**

**-Data Practices Compliance Official:**

Governance Standard 13: The Board of Directors provides ongoing oversight of school academic performance.

The board minutes document that the school reviewed academics in August, September, October, and November.

Some academic performance data shared include:

- WBWF goals
- MCA scores
- MN Report Card
- FastBridge data
- Phonemic Awareness screening data

Governance Standard 14: The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.

**When does the school plan to survey parents on satisfaction? Does the survey include a question that clearly asks if parents are satisfied with the education their child is receiving at the school?**

Governance Standard 15: Board documents are distributed to all board members at least 3 days prior to a board meeting.

**Please remember to send all board packets to VOA-MN as well as the board.**

Governance Standard 16: The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter School shall publish and maintain on the School's official <i>Web site</i> : (1) the meeting minutes of the Board of directors and of members and committees having Board-delegated authority, for at least 365 days from the date of publication;	<a href="#">2024-2025</a>
124E.07 Subd. 8.(b) A charter School shall publish and maintain on the School's official <i>Web site</i> : (2) directory information for the Board of directors and for the members of committees having Board-delegated authority;	<a href="#">Board Roster</a>
124E.07 Subd. 8.(b) A charter School shall publish and maintain on the School's official <i>Web site</i> : (3) identifying and contact information for the School's authorizer.	<a href="#">Charter School Authorizer - Bluffview Montessori School</a>
124E.11 Subd. 3 (b) The charter School must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	

124E.13 Subd. 3. (b) (3) post on the School <i>Web site</i> the name, mailing address, bylaws, minutes of Board meetings, and names of the current Board of directors of the affiliated nonprofit building corporation	N/A
124E.16 Subd. 2. Annual public reports. (a)... A charter School must post the annual report on the School's official <i>Website</i> .	<a href="#">Bluffview-Montessori-Annual-Report-and-WBWF-November-2024.pdf</a>
World's Best Workforce Report	
124E.12 (b) A charter Board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter Board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the School or cooperative policy, the proposals become public data under chapter 13.	
Governance Standard 17: The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<p>Policies have been reviewed at the July, August, and October board meetings.</p> <p>Some of the policies reviewed include:</p> <ul style="list-style-type: none"> <li>● Family handbook and the Staff Handbook</li> <li>● Pledge of Allegiance Policy</li> <li>● Policies 102, 104, 204, 207, 515</li> <li>● Student Discipline</li> <li>● Data Practices</li> <li>● Crisis Management</li> <li>● Policies 413, 418, 419, 503, 512, 524.</li> </ul>	