

Section/Standard	Evidence Requested	Links/Docs/Evidence	Other Notes			
M/O Standard 1: School Vision & Mission	Vision / Mission & how they inform decision making	BMS Website				
		BMS Core Values Draft				
		BMS Teacher Meeting Doc example				
		BMS Family and Staff Handbooks				
M/O Standard 2: Service Learning Plan	Service Learning PLAN connecting classroom learning with real life lessons through service	BMS Service Learning Plan				
M/O Standard 3: Safe & Healthy Enviroment	Faculty back to school training on health and safety protocols	Staff Requirements				
	Website to access trainings	Staff training links on BMS website				
	Health and Safety Policy	Policy 807				
		Indoor Air Quality Plan (IAQ)				
	Crisis Management Policy	Policy 806				
	Emergency Drills (5 fire, 5 lockdown, 1 tornado)	Drill Log	Located on Copy Machine Room Bulletin Board-all Staff informed.			
	Bus Evacuation Drill	Bus evacuation plans FY24				
	Designated Crisis Management Team	Policy 806	Page 13, Line item #5			
	Fire Department/Marshall Inspection (every 3 years)	Fall 21 Inspection				
	Classrooms/Share space: Evacuation Plans	Observation	Inside all room doorways, near phone			
	Visitor Log	Front desk	binders, raptor			
	Health Records	Admin Assist will show				
	Immunizations	Policy 530	Immunization records, admin assist will show in the health files			
	Administration of Drugs and Medication	Policy 516	Administration of meds recorded in Med cabinet, nurse license 1279704			
			We have 2 non-prescription based epi-pen juniors			
			Narcan (2 nasal) doses requirement this year on site			
	School Health Services	Contracted with Winona Health				
	504 Coordinator	SpedForms, confidential info, Discussion	Head of School			
M/O Standard 4: School Engagement w/Parents & Students	Family Engagment Policy	Policy 612.1	Conferences, Happy Harvest, District Advisory Committee, Family Enagement Committee, Open House(s), Annual 5K, May Display, Concerts, Winter Bazaar/Breakfast, Back to School BBQ, field trip chaperones, volunteer opportunities, expected monthly classroom emails to classroom families, etc.			
	Student/Family Handbook	Handbook				
	Family Engagement Committee					
M/O Standard 5: Scope and Sequence of Academic Standards engaging in data-driven decisions	Curriculum alignment schedule, data driven planning, etc	Alignment schedule on Site Visit Doc, Montessori teachers have paper binders for all subjects, utilize Fastbridge, EduClumber (data warehouse which anchors Data team/committee), MCAs including Benchmark reports.	E1 and E2 are importing MRX (Montessori Records Express) for record keeping, Erdkinder uses Think Wave, CH uses a Montessori of MN drafted plan aligned with MN ECIPS and Parent Aware requirements.			
	Defince plan for data drive instruction	MNMTSS plans/committees	Reimagined/redesigned this year to move closer to MNMTSS			
M/O Standard 6: Appropriately Licensed Teachers	Record of Teacher/licensures	Teacher License Record	May offer STAR report as well			
M/O Standard 7: Criminal Background checks on all	Review background checks with Admin Assist.	Policy 404				
	Family handbook pg 17	Handbook				
M/O Standard 8: Meeting/Maintaining Enrollment Goals	JMC (SIS) enrollment data	JMC Snapshot from 9/12/23				
	enrollment data from previous year	JMC Snapshot from 9/16/22				
M/O Standard 9: Admission Process consistent with MN Law	Policies, application & enrollment forms	Policy 540				
		Bluffview Website Enrollment Page	Applications include Tennesen Warnings that cover enrollment as well			
M/O Standard 10: Employment Process consistent with MN Law	Equal Opportunity Employment Policy	Policy 401				
		Website employment application page	Applications include Tennesen Warnings			
	Employee Handbook	Employee Handbook				

	At Will employment	Review a random Letter of Employment, Wage Theft Doc			
M/O Standard 11: Job Descriptions and Staff Evaluation Processes for all staff	Job Descriptions	Will review in restricted HR folder together Charlotte Danielson Framework-all Teacher Shared Forms folder	Restricted Access in HR folder		
	Evaluations of Teachers	Annual Evaluation Form by BOD			
	Evaluation of Head of School				
	Evaluation of EA's, Paras, all other admin and support staff	In process-contracted with Designs for Learning	Current contract with Designs for Learning to be completed by the end of FY24'		
M/O Standard 12: IDEA, TSES Plan, Child Find	TSES (Total Special Education System)	TSES & Restrictive Procedures Plan			
	Child Find training, resources	September Teacher Meeting doc			
	Conversation with AHOS on Child Find / Intervention Team meetings	N/A			
	SPED teachers licensed	Teacher License Record	Other data populated on the Site Visit doc. Para FTE calculated from Payroll Spreadsheet kept by HOS		
M/O Standard 13: Child find, Special Ed staff trainings	Child Find training, resources	September Teacher Meeting doc			
	Paras are properly trained (new laws)	SPED teachers lead monthly para meetings	Also SPED teachers do at least a 4 hour inservice with all paras during inservice week. Most to all paras receive CPI training as well.		
M/O Standard 14: Special Ed investigation/corrective action	Docs indicating sped complaints, investigations, etc	None			
	Audit Schedule, Any findings	Populated on the Site visit doc	HVED IEP/SPED Audits are conducted as a pool. We are notified if ours are pulled.		
M/O Standard 15: Special Education Director and SEAC (special ed advisor council)	HVED Contract, Director license number, TSES	HVED Contract SPED Director-listed on Site Visit doc File # 446246 TSES & Restrictive Procedures Plan	HVED does BMS SPED oversight		
	HVED SAEC meeting calendar	HVED SAEC webpage	Dates are populated onto the Site Visit doc. Sped staff offers SAEC meetings annually BMS Sped families		
	HVED SAEC flyer	Exec newsletter with SEAC dates			
Miscellaneous Charter Contract Compliance Items					
I. Plan for standardized assessments/use of performance data	Assessment Calendar	Assessment Calendar and Information			
	Utilization of student data	MNMTSS system, data team			
II. Appropriate Insurance coverage	Certificate of Insurance	COI	WA Group Insurance, Derek Espy, DEspy@walivebig.com		
III. School serving authorized grades and sites	Walkthrough, SIS (JMC) attendance	JMC Snapshot from 9/12/23			
IV. Non-sectarian school programming, admission policies, employment practices, etc	Policies	Policy 609 Policy 801 Website student application page Website employment application page			
V. Complete Compliance Binder	Compliance Binder	You're looking at it!			
VI. School adheres to their HR policies and procedures					
VII. Compliance with Human Rights Act, prohibition on discriminatory practices in employment, public accommodations/services/education	Policies	Policy 102	HR Coordinator, EEO Greivance Designee (Head of School), Human Rights Officer (Assistant Head of School) listed on Site Visit doc		

		Policy 103				
		Policy 401				
		Policy 402				
		Policy 609				
		Policy 801				
VIII. Staff evals/observations are appropriately conducted including the director	Evaluations of Teachers	Charlotte Danielson Framework-all Teacher Shared Forms folder				
	Evaluation of Head of School	Annual Evaluation Form by BOD				
IX. Data Collection, storage, distribution	Data Practices Policy	Policy 722		<i>School Appointed DPA Responsible Authority (RA): Renee Knutson, HR School DPA Designated Authority (DA): Henry Schantzen, HOS School Data Practices Compliance Official (DPCO): Mariah White, BOD Chair</i>		
	Policy accompanying records retention schedule	Policy 752				
	Records retention Schedule	Records Retention Schedule				
	Doc showing approval or schedule my MN Historical Society	MN Historical Society Verification of Data Practices Schedule document				
	Minutes showing approval of Records retention schedule	Meeting Minutes 5/20/20				
	Data Request Log	Public Data Request Log	Master doc is in Restricted Access in HR folder			
X. School Website Content Requirements						
I. Current Annual Report (required components in (MS 124E.16, Subd 2)	Annual Report posted	Combined Annual Report & WBWF webpage				
II. World's Best Workforce Annual Report (using MDE template) (MS 120B.11)	WBWF posted	Combined Annual Report & WBWF webpage				
III. Identity of and contact information for the authorizer (MS 124E.07, Subd 8)	Info posted	VOA / Authorizer Bluffview Website Page				
IV. Directory information for board and committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8)	Website page(s)	Board of Directors Roster Board Committees				
V. Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)	Website page(s)	Board Meeting Docs Board Committees				
VI. Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)	Website page w/plan	Read Well by Third Grade Plan				
VII. Collaborative Agreements (if they exist) (MS 124E.08 (c))	Resident District Busing	Policy 707 Transportation (WAPS) Policy 709 Transportation Safety (WAPS)				
	County Foster Care Transportation Agreement	Foster Care Transportation Agreement				
	Hiawatha Valley Education District Contract	HVED Contract				
VIII. Wellness Policy / Plan (MS 121A.215)	Wellness Policy	Policy 533				
IX. Lottery and enrollment policy and process (MS 124E.11)	Enrollment/Admissions Policy	Policy 540				
X. Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301)	Assessment Calendar	Assessment Calendar and Information				
XI. School Bullying Policy (MS 121A.031) Policy 514	Bullying Policy	Policy 514				
XII. Policy for group health (MS 124E.12, Subd 5)	Policy	N/A				
XIII. Early admission policy (comprehensive evaluation needed for under age 5 to kindergarten) (MS 124E.11)	Admissions Policy	N/A	We don't offer early admissions.			
XIV. PSEO Dissemination of Information (124D.09, Subd 7)	Dissemination information	N/A				
XV. Name, mailing address, bylaws, minutes of board meetings, names of the current board of directors of the affiliated nonprofit building corporation (if exists) (MS 124E.13)	bylaws, meetings, Board of Directors info	BMS Building Corporation website page				