

Annual Authorizer Formal Site Visit Compliance Rubric

School Name: Bluffview Montessori

Visitation Date: 10/23/24

School Participants: Henry Schantzen

Report Prepared By: Rochel Perna and Henry Schantzen

One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school, hear directly from key stakeholders, and corroborate school-reported information and data. VOA-MN conducts two different types of site visits: Formal and Informal. School site visits help inform the extent to which the school is meeting the charter school contract provisions contained in the body of the contract as well as contract Addendum B.

Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key stakeholders and conducts observations. Written feedback is provided to the Board of Directors and school leadership using the Formal Site Visit rubric. The Formal Site Visit rubric follows the same standard scale as the School Accountability and Authorizer Oversight System:

- Meets Standard
- Partially Meets Standard
- Does Not Meet Standard

SCHOOL TOUR – OBSERVATIONS	YES	NO
Observations indicate that classrooms are clean and conducive to learning. (Contract Article 8 and Addendum B).	X	
Observations indicate that shared spaces like hallways, gym, cafeteria, and bathrooms, are clean and safe (contract Article 8).	X	

M/O Standard 1: Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.		
X	2: Meets	Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.
	1: Partially Meets	Mission and vision are displayed in the facility, on website and in annual report, but evidence that they guide decision-making and programming are missing.
	0: Does Not Meet	Mission and vision are not used to guide school's decision-making.
Data / Source: Website, Board Packets, Annual Report, Site Visits, Authorizer-School Discussion		
ANALYSIS - The school may want to post the mission and/or vision in the main entrance or other highly visible area within the school building to increase awareness.		

SCHOOL MISSION: Bluffview Montessori School empowers self-directed learning through a materials-based Montessori curriculum that encourages independence and natural curiosity. Bluffview cultivates learners' deep respect for self, community, and a peaceful environment, while nourishing the intrinsic desire for academic, civic, and personal fulfillment.

SCHOOL VISION: Empowered learners unfolding their full potential as whole and unique persons in a global community.

DESCRIPTION OF HOW SCHOOL IS MEETING MISSION AND VISION: Through classroom observations and review of evidence contained on the site visit compliance spreadsheet, BMS is meeting this standard. Students were observed to be working independently and engaged in learning. Classroom environments were observed to be peaceful and respectful.

M/O Standard 2 - The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.

X	2: Meets - The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.
	1: Partially Meets - The school has a service-learning plan, but without evidence of a connection between the plan and service activities.
	0: Does Not Meet - The school does not have a plan for service learning. School does not engage in service.

Data Source: Annual school site visits, annual submission calendar, document review, discussions with school leadership

ANALYSIS -

BRIEF DESCRIPTION OF SCHOOLS SERVICE-LEARNING PLAN: BMS provided the authorizer with their service-learning plan which imbeds age-appropriate service-learning activities in all grades.

Analysis: The school's service-learning plan is contained on the school website. The school's service is very school and community based.

Practical Life work is a core piece of the Montessori curriculum. Students take part in many activities that are service to the school community like washing dishes, washing windows, raking leaves or wood chips, setting up or cleaning up the gym for lunch, sweeping the floor, cleaning and organizing shelves and materials, and working with our food service team and building manager on daily tasks or projects.

- Elementary 2 students team up with Children's House students (1:1) as Reading Buddies, where they come and read for a half hour once per week.
- Each fall the students (all classrooms) engage in a schoolwide Happy Harvest event. Each classroom environment selects a local group to extend their learning about and make classroom wide donations to like the police, fire department, local warming house, etc, and plans an activity that everyone can participate in. In the past this has included but is not limited to placemats for Habitat for Humanity, hot chocolate for firefighters, goody bags for police officers, knot blankets for the warming house, bookmarks for the library, adoption bags for the Human Society, and lifesaver packets for ambulance drivers.

- Students, families, and staff are offered opportunities to participate in community donation or fundraising programs as well. Annual opportunities include Merchant's Bank 10 Days of Giving, Toys for Kids, and Feed My Starving Children. Each year the school admin offers a fundraising plan (coin collection like a penny war) for a group that is directly or indirectly related to the school. Past examples are the Every Child's Dream inclusive playground and VI Montessori School in the Virgin Islands after hurricane damage.
- Erdkinder students engage in immersions each year. They engage in direct learning activities that are important to our region. The picture (left) is an example of water study and how water quality affects us all. What issues negatively affect water quality and how can they work to create solutions.
- Learning about civil service and citizenship are also important. Students engage in the Model Legislature, the City Council, and other public service organizations when possible.

M/O Standard 3 - The school maintains a safe and healthy environment per state and federal guides and board policy. (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills).

X **2: Meets** - The school can provide evidence that it complies with health and safety requirements for public schools.

1: Partially Meets - The school is making progress approaching standard.

0: Does Not Meet - The school could not provide evidence of compliance with health and safety requirements for public schools.

Data Source: Annual school site visits, annual submission calendar, document review, discussions with school leadership

ANALYSIS –

2024-2025 faculty have received required training on health and safety procedures. X Yes No
 2024-2025 health and safety related professional development training topics were completed using online resources. [Teacher / Staff Trainings - Bluffview Montessori School](#)

[807 Health and Safety Policy \(bluffviewmontessori.org\)](#)

School complies with MS 121A.035 – Crisis Management Policy. X Yes No

Adopted from MSBA/MASA Model Policy 806, Orig. 1999, Rev. 2022, Revised: 7/20/23 by Board of Directors

SCHOOL POLICY 806 - CRISIS MANAGEMENT POLICY

[806 Crisis Management \(bluffviewmontessori.org\)](#)

Number of fire drills completed 2023-2024 school year: 5 (req. five annually)

Number of lockdown/safety drills completed 2023-2024 school year 5 . (req. five annually)

Number of tornado drills completed 2023-2024 school year: 1 . (req. one annually) April

Number of bus evacuation drills completed 2024-2025 school year: 1 (req. one annually) 9/20/24.

NOTE: Drill logs reviewed by authorizer representative and log is linked into the school compliance binder.

Designated crisis management person / team members: Designated crisis management person / team members: Head of School, Assist Head of School, Administrative Assistant, Building Manager, HR Coordinator, and BOD Officer (chair, secretary, or treasurer) -all listed in Emergency plan doc

Classrooms & shared spaces contain evacuation plans / procedures. X Yes No

Authorizer representative verified that each classroom contained the emergency procedure manual.

School complies with MS 299F.47 - School Inspections. ☒ Yes ☐ No

Date of most recent facility inspection by fire department: Inspection Date: 10/7/2021 (must be a minimum of every three years) The next inspection is schedule for **tomorrow, October 24th**.

School maintains a log of all visitors. ☒ Yes ☐ No

Location of visitor log: Front Office. Raptor Visitor System (electronic) which is now associated with a Tennessean Warning.

School complies with MS 144.29 Health Records; Children of School Age. ☒ Yes ☐ No
Responsible employee: Licensed School Nurse.

School complies with MS 121A.15 - Health Standards; Immunizations; School Children. ☒ Yes ☐ No
Designated responsible employee (collection): Licensed School Nurse.

School Nurse and License Number (filing and entering data): BMS contracts with Winona Health to oversee school compliance with required / recommended processes and procedures.

School complies with MS 121A.22 – Administration of Drugs and Medicine. ☐ Yes ☐ No

School Nurse & License: BMS contracts with Winona Health to oversee school compliance with required / recommended processes and procedures. Administration of meds recorded in Med cabinet, nurse license # 1279704

Authorizer representative verified that the school has a system by which to record and store medicine and medical supplies.

School complies with MS 121A.21 – School Health Services (if applicable). ☒ NA

The school contracts with a licensed school nurse or organization. ☒ Yes ☐ No

Name/Organization: BMS contracts with Winona Health to oversee school compliance with required / recommended processes and procedures.

School has a designated 504 Coordinator: ☒ Yes ☐ No

504 Coordinator Name & Position: Henry Schantzen, Head of School

The school has a process to ensure that student accommodations are consistent with 504 Plans. ☒ Yes ☐ No

Number of enrolled students during the 2024-2025 school year on a 504 plan: 4 Students

Number of enrolled students during the 2023-2024 school year on a 504 plan: 4 Students

M/O Standard 4 - The School complies with state and federal data practices and privacy laws (Minn. Stat. Chapter 13 and Family Educational Rights and Privacy Act (FERPA)).

X

2: Meets - There were zero incidents of not following state and federal data practices policies and privacy laws.

1: Partially Meets - There was one incident of noncompliance with state and federal data practices policies and privacy laws.

0: Does Not Meet - There have been two or more incidences of noncompliance with state and federal data practices policies and privacy laws.

Data Source: Annual school site visits, policy review, discussions with school leadership

Analysis: The authorizer verifies that the school is compliant with state and federal laws pertaining to data privacy and practices.

School verified that the School has a data retention plan:

Date of board approval? May 20, 2020 Policy 752 – Data Retention and Destruction

Date of Historical Society Approval: June 12, 2020

2024-25 School Appointed DPA Responsible Authority (RA): Renee Knutson, HR

2024-25 School DPA Designated Authority (DA): Henry Schantzen, HOS

2024-25 School Data Practices Compliance Official (DPCO): Meghan Booth, BOD Chair

APPLICABLE BOARD POLICIES:

515 -Protection and Privacy of Pupil Records Policy

722 – Public Data and Data Subject Requests

752 – Document Retention and Destruction

Tennessee Warning included in Employee Handbook (evidence in standard 11 in compliance binder) - Each Employee Signs the Employee Handbook as part of the employment process.

Tennessee Warning included in Enrollment Process. (evidence in standard 10 in compliance binder)

Board minutes 7/18/24 contain evidence of board appointment of RA/DA/DPCO? ☒ Yes ☐ No

Authorizer representative verified that Student academic records are filed in a separate locked cabinet.

☒ Yes ☐ No Location: Administrative Office

Authorizer representative verified that Student / Employee legal records are filed in a separate locked cabinet.

☒ Yes ☐ No Location: There is a separate cabinet designated in the administrative office.

Authorizer representative verified that Student/Employee health records are filed in a separate locked cabinet.

☒ Yes ☐ No Location: Health Office

Authorizer representative verified that the school has Tennessee Warnings for both the enrollment and employment process. ☒ Yes ☐ No

School verified that only designated school employees have access to files containing student/employee records.

☒ Yes ☐ No

School has a board approved Data Request Policy / Procedures. ☒ Yes ☐ No

722 – Public Data and Data Subject Requests

Authorizer representative verified that the school maintains a detailed register/log of all data requests.

☒ Yes ☐ No

M/O Standard 5 - Evidence suggests that the school engages parents and students in ways that build positive relationships and engages them as partners in their child's learning.

X

2: Meets - The school provides ample evidence that the organization engages parents and students in ways that build positive relationships and engages them as partners in their child's learning.

1: Partially Meets - The school is making progress approaching standard.

0: Does Not Meet - The school could not provide evidence that it has a plan or activities to engage parents and students in ways that build positive relationships and engages them as partners in their child's learning.

Data Source: Annual school site visits, annual submission calendar document review, discussions with school leadership

ANALYSIS –

The school has two parent teacher/guide conferences per year (spring and fall).

Ways BMS incorporates parents:

- Annual parent-teacher conferences to discuss the compact and the child's achievement;
- Frequent progress reports to the parents; and
- Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

Policy 612.1 – Development of Parent and Family Engagement Policy for Title I Programs.

Bluffview is committed to the goal of providing quality education for every child in Bluffview Montessori School. The school establishes partnerships with parents and with the community, acknowledging that everyone gains when Bluffview staff and families work together to support high achievement of our children. Parents and families play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

M/O Standard 6 - Evidence suggests that the school-teachers are covering the scope and sequence of the state academic standards and engaging in data-driven decision-making.

X

2: Meets - Evidence suggests that the school has established a uniform system to ensure that the school-teachers are covering the scope and sequence of the state academic standards and monitoring student progress toward comprehension.

1: Partially Meets - The school leadership provided some examples of how he/she provides oversight that school-teachers are covering the scope and sequence of the state academic standards, but systemic plan for monitoring progress and data-driven decision-making was lacking.

0: Does Not Meet - The school does not have a system established to ensure that school-teachers are covering the scope and sequence of the state academic standards &/or does not engage in data-driven decision-making.

Data Source: Annual school site visits, annual submission calendar document review, discussions with school leadership

ANALYSIS –

Analysis:

Most recent curriculum standards alignment review for language arts: upcoming 2025-26 upon 24-25 completion of CORE OL&LA Read Act requirements

Most recent curriculum standards alignment review for math: 2018-20

Most recent curriculum standards alignment review for science: upcoming 2022-23

Most recent curriculum standards alignment review for social studies: upcoming 2026-27

Management requires that lesson plans and student learning targets are aligned to the state standards.

☒ X Yes ☐ No

Description of school requirement as provided by the school: Each teacher maintains a curriculum binder with grade level scope and sequence.

E1 and E2 are importing MRX (Montessori Records Express) for record keeping, Erdkinder uses Think Wave, Children's House uses a Montessori of MN drafted plan aligned with MN ECIPS and Parent Aware requirements.

School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards.

Leadership is currently in year 2 of MnMTSS sessions with MDE through a three year MnMTSS grant.

Description of school plan provided by the school: Montessori teachers have paper binders for all subjects. Teachers utilize Fastbridge, EduClumber (data warehouse which anchors Data team/committee), MCAs including Benchmark reports.

School DAC Name: Sherry Lohmeyer, Assist Head of School

School Explanation of State Assessment Compliance Oversight: ongoing MDE training. Students test in a computer lab.

School Assessment Calendar and information for parent on [BMS Website](#)

Policy 614 - School District Testing Plan and Procedure [614](#)

M/O Standard 7 - The school employs highly qualified, appropriately licensed teachers.

X	2: Meets - The school provides evidence of exemplary hiring processes that ensure teachers are properly credentialed. There have been no license infractions.
	1: Partially Meets - The school has had two or fewer teacher license infractions and they were swiftly resolved. Evidence suggests that the school has systems to recruit quality licensed teachers.
	0: Does Not Meet - The school has had multiple license infractions.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
ANALYSIS - The school maintains teacher licensure information on their Compliance binder spreadsheet. Additionally, the authorizer verifies teacher licensure annually as part of the VOA-MN Submission Calendar. (link to teacher roster with file numbers)	

M/O Standard 8 - Criminal background checks are conducted on all persons per the board policy and Minn. Stat. 123B.03, Subd.1.

X	2: Meets - The school provided evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees and school volunteers.
	1: Partially Meets – N/A
	0: Does Not Meet - The school could not provide evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees and school volunteers.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
ANALYSIS - Background Check Policy: 404 – Employment Background Checks Frequency: Frequency of background checks on volunteers: 2 yrs Frequency of background checks on employees: 5 yrs Background Check Policy # 404, Family Handbook pg. 16-17	

M/O Standard 9 - The school meets / maintains its enrollment goals.	
X	2: Meets - The school could provide evidence that it is meeting its annual student enrollment goals.
	1: Partially Meets – N/A
	0: Does Not Meet - The school is not meeting its student enrollment goals.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
ANALYSIS – 2024-2025 Student Enrollment / Headcount by Grade (Sept 20): 239 EC – 28 K- 24 1– 25 5- 26 2- 25 6- 24 3- 25 7- 19 4- 25 8- 18 Source: JMC 239 Number of students (head count) served in 2024-2025: 239 (pre-k is the primary reduction) Number of students (head count) served in 2023-2024: 251 Number of students (head count) served in 2022-2023: 249 Number of students (head count) served in 2021-2022: 244	

M/O Standard 10 - The school institutes a fair and open student admission process that complies with Minnesota law.	
X	2: Meets - The school provides evidence of adherence with state laws and guidelines pertaining to student admission.
	1: Partially Meets - The school provides evidence of adherence with state laws and guidelines pertaining to student admission. The school has been the subject of state investigation with findings.
	0: Does Not Meet - The school could not provide evidence of adherence with state laws and guidelines pertaining to student admission.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership, website.	
ANALYSIS - Admissions & Enrollment Policy #540 Authorizer Verifies that Student Application Form is Compliant: <u> X </u> Yes <u> </u> No <u> </u> Partial Authorizer representative verified that the school has Tennessee Warnings for enrollment process. <u> X </u> Yes <u> </u> No <u> </u> Partial Link to application: Link to enrollment policy:	

M/O Standard 11 - The school's employment process complies with state and federal law.	
X	2: Meets - The school could provide evidence of job descriptions for all employee positions and aligned to an evaluation process.

	1: Partially Meets - The school could provide evidence of job descriptions for most employee positions but did not have a defined evaluation process.
	0: Does Not Meet - The school could not provide evidence of job descriptions for all employee positions and aligned to an evaluation process.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
ANALYSIS - Link to all school policies	
<p>School Evidence Provided for Authorizer Review:</p> <p>400 Employees/Personnel</p> <p>401 Equal Employment Opportunity</p> <p>402 Disability Nondiscrimination Policy</p> <p>403 Discipline, Suspension, and Dismissal of School District Employers</p> <p>404 Employment Background Checks</p> <p>405 Veteran's Preference</p> <p>407 Employee Right to Know – Exposure to Hazardous Substances</p> <p>410 Family and Medical Leave Policy</p> <p>School Designated Human Resources Person: HR Coordinator</p> <p>EEO Grievance Designee: Head of School</p> <p>District Human Rights Officer: Assistant Head of School</p>	

M/O Standard 12 - The school has defined job descriptions and defined evaluation process for all personnel.	
X	2: Meets - The school could provide evidence of job descriptions for all employee positions and aligned to an evaluation process.
	1: Partially Meets - The school could provide evidence of job descriptions for most employee positions but did not have a defined evaluation process.
	0: Does Not Meet - The school could not provide evidence of job descriptions for all employee positions and aligned to an evaluation process.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
ANALYSIS - The school provides evidence of job descriptions for all employee positions and aligned to an evaluation process.	

M/O Standard 13 - The school complies with IDEA, special education laws and school's TSES plan, including "Child Find." Applicable training is provided to faculty annually.	
X	2: Meets - The school could provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find."
	1: Partially Meets - The school could provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find." However, the school has been the subject of MDE complaint investigation with findings.
	0: Does Not Meet - The school could not provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find."
Data Source: School site visits, interviews with school faculty, document review.	
ANALYSIS -	
<p>School Evidence Provided for Authorizer Review: TSES and website</p> <p>Special Education Program at Bluffview Montessori - Winona Mn</p>	

Faculty Training Topic(s) and Dates(s): TSES, Child Find, and Restrictive Procedures Manual in September.

Bluffview Montessori School has staff members licensed to provide special education and related services for those students who meet criteria and have special education needs. Parents and students are directly involved with the school and appropriate outside agency staff in the development of the special education program and the student's Individual Education Plan (IEP) for school-age children. Students are eligible for special education services until the IEP Team decides to terminate services. Students remain with their general education peers in the least restrictive environment (LRE) to the extent the IEP Team determines is appropriate. Special education program evaluation is accomplished through a single strategic plan to improve due process compliance and program results for students with disabilities.

Special Education Teachers:

Kim Bell has been at Bluffview Montessori as a special education teacher since 2016. Previously, she worked as a substitute and volunteered at the school. Kim has two daughters, one who currently attends Bluffview Montessori. License #382280

Brooke Kammerer grew up in Winona, MN and has been a special education teacher at Bluffview Montessori School since Fall 2015. She triple majored at Winona State University in early childhood education, elementary education and special education. In her spare time, she works at Home and Community Options with children who have developmental disabilities. License #482591

Michaela Steinfeldt is originally from Wisconsin but moved to Winona in 2010. She graduated from Winona State in 2014 with a degree in elementary education and middle level math. Michaela began at Bluffview Montessori as a Special Education Teacher fall 2018. She previously worked at the Winona Middle school as a 7th grade math teacher and 5th grade physical education teacher. License #485123

M/O Standard 14 - The school is not subject to special education investigations by MDE and is not in Corrective Action.

X	2: Meets - The school is not subject to special education investigations by MDE and is not in corrective action or is adhering to their plan to resolve concerns.
	1: Partially Meets - The school has been the subject of MDE investigations with findings. Progress has been observed to resolve findings.
	0: Does Not Meet - The school has been the subject of MDE investigations with findings. Findings have not been resolved.

Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership, MDE communications.

ANALYSIS – To the authorizer's knowledge the school is not subject to special education investigations by MDE.

If yes,

Isolated incident/complaint:

Program systems complaint:

Resolved: Yes / No

School Evidence for Authorizer Review:

ROUTINE SPECIAL EDUCATION AUDITS –

Date of last special education program audit: self audit April 1, 2018. We/ as part of HVED are scheduled for an audit in FY 26.

Date of last special education financial audit: Annual CLA audit: annual audit

Current audit stage: na

M/O Standard 15 - The school is compliant with laws pertaining to special education directors and Advisor Council (SEAC).

X	2: Meets - The school could provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).
	1: Partially Meets - The school contracts with a special education director but could not provide evidence that it has a SEAC that meets at least annually.
	0: Does Not Meet - The school could not provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).

Data Source: Annual site visits, annual submission calendar document review, discussions with school faculty.

ANALYSIS -

Name of director and organization: Tracy Tweeten-Lind, Hiawatha Valley Education District
Special Education Director License Number: #446246

2024-25 SEAC Meeting Dates:

- Fall meeting: Monday, October 28th, 2024 at 6:30
- Winter meeting: Monday, January 27th, 2025 at 6:30
- Spring meeting: Monday, April 28th, 2025 at 6:30
- Summer meeting: Monday, July 28th, 2025 at 6:30

MISCELLANEOUS CHARTER CONTRACT COMPLIANCE ITEMS			
Provisions not included in M/O Standards but required by law or charter contract thus verified by authorizer annually. These items are not included in the annual and renewal evaluations and ratings.			
ITEM	CONTRACT PROVISION	YES	NO
I	Evidence suggests that the school is adhering to their plan for standardized interim assessments and utilizing that student performance data (contract Article 7).	X	
School Evidence Provided for Authorizer Review:			
II	Evidence suggests that the Board of Directors maintains at least the amount and types of insurance coverage up to the applicable tort liability limits under Chapter 466.04 and Article six of the contract – Types and Amounts of Insurance. The School provided the Authorizer with certificates of insurance at least annually (contract Article 6).	X	
School Evidence Provided for Authorizer Review:			
III	Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).	X	
School Evidence Provided for Authorizer Review:			
IV	Evidence suggests that the school is non-sectarian in its program, admission policies, and employment practices, and for all other purposes (contract Article 4 and 6).	X	
School Evidence Provided for Authorizer Review: Assurances			
V	The school's VOA-MN Compliance Binder is complete (contract Addendum B). <i>NOTE: The school should obtain a copy of their Renewal Notice from the MN Office of the Attorney General.</i>	X	
School Evidence Provided for Authorizer Review:			

VI	Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).	X	
School Evidence Provided for Authorizer Review: Authorizer representative viewed electronic employment contracts, evaluations, job descriptions, wage theft notifications and reviewed the process and procedures for employment with the Head of School's.			
VII	Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).	X	
School Evidence Provided for Authorizer Review:			
VIII	Evidence suggests that faculty performance observations and evaluations are conducted according to established policy/manual and consistent with state law, including director evaluation (contract Article 6 and Addendum A).	X	
School Evidence Provided for Authorizer Review:			
IX	Evidence suggests that the school complies with state and federal laws pertaining to data collection storage, and distribution (contract Article 8).	X	
School Evidence Provided for Authorizer Review:			
X	Evidence suggests the charter school disseminates information about the school's offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population. (124E.17 Dissemination of Information.) The school must document its dissemination activities in the school's annual report and in their VOA-MN compliance binder reviewed by authorizer annually during the formal site visit.	X	
School Evidence Provided for Authorizer Review: School disseminates information to locations frequented by families with young/school age children. Examples include but are not limited to Semcac, Early Childhood Screening, and Winona Non-Profit Alliance.			

XI. School Website Content Requirements (School will walk through website with a during visit to verify compliance)		URL
I	Current Annual Report (required components in (MS 124E.16, Subd 2)	https://www.bluffviewmontessori.org/school-board/worlds-best-workforce-plan/
II	World's Best Workforce Annual Report (using MDE template) (MS 120B.11)	https://www.bluffviewmontessori.org/school-board/worlds-best-workforce-plan/
III	Identity of and contact information for the authorizer (MS 124E.07, Subd 8)	https://www.bluffviewmontessori.org/school-board/charter-school-authorizer/
IV	Directory information for board and committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8)	https://www.bluffviewmontessori.org/school-board/committees/
V	Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)	https://www.bluffviewmontessori.org/school-board/board-meeting-documents/
VI	Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)	https://www.bluffviewmontessori.org/wp-content/uploads/Bluffview-Montessori-4001-07-Local-Literacy-Plan-SY-24-25.pdf
VII	Collaborative Agreements (if they exist) (MS 124E.08 (c))	https://www.bluffviewmontessori.org/collaborative-agreements/

VIII	Wellness Policy / Plan (MS 121A.215)	https://www.bluffviewmontessori.org/wp-content/uploads/533-Wellness.pdf
IX	Lottery and enrollment policy and process (MS 124E.11)	https://www.bluffviewmontessori.org/wp-content/uploads/540-Admissions-Enrollment.pdf
X	Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301)	https://www.bluffviewmontessori.org/explorers/assessments/
XI	School Bullying Policy (MS 121A.031) Policy 514	https://www.bluffviewmontessori.org/wp-content/uploads/514-Bullying-Prohibition-1.pdf
XII	Policy for group health (MS 124E.12, Subd 5)	NA
XIII	Early admission policy (comprehensive evaluation needed for under age 5 to kindergarten) (MS 124E.11)	NA
XIV	PSEO Dissemination of Information (124D.09, Subd 7)	NA
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)	https://www.bluffviewmontessori.org/school-board/bms-building-corporation-faq/