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**2007-2008 Student Accountability Report  
Submitted: October 1, 2008**

**TRIO Wolf Creek Distance Learning Charter School #4095  
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**I. SCHOOL MISSION STATEMENT**

*TRIO Wolf Creek Distance Learning Charter School's mission is to provide students with a personalized, rigorous, technology based, and flexible high school education emphasizing accountability, higher-level thinking, and communication skills to prepare students for the future.*

Our mission is reviewed annually for accuracy. This year all members of the board reviewed and analyzed our adherence to the mission statement. Several changes did occur from our previous mission statement.

In addition to our mission driving decision making at our school, we use our motto of "Learning Any-time-Anywhere," to help ensure that we are making quality On Line Learning opportunities available for all students who attend our charter school.

**SCHOOL PHILOSOPHY**

Our school is based on a "small community" school philosophy. The maximum number of students at full capacity will be 200 students. Our philosophy includes the belief that each student, even if they have not been successful in a traditional school setting, will make significant progress with us. This progress will be lead by one caring individual who helps them in academic, as well as, non-academic areas of their lives. This caring individual is called a Learning Manager and is the center of the model on which we base our educational program. Learning Managers use what is referred to as an IGP (Individual Graduation Plan) to help with planning for student course goals, create Basic Skills Testing (BST) and/or Minnesota Comprehensive Assessment II score goals, create short term and long term goals, and to think about their future. Our small school philosophy is shown in our student-to-teacher ratio of twenty-five students per Learning Manager. We believe that small numbers allow each Learning Manager to build a long-lasting relationship with each of their students. We also believe that each student must begin to make progress from where they begin and that progress will be self-paced for each individual. Some of our former students have seen their graduation dates pass where others graduate early. We work with each student on an individual basis, starting from where they came from and taking them to where they want to go.

Our school philosophy is embedded in day-to-day interactions with students, parents, staff, and the community; as well as being evident in all working documents for our school. Our philosophy is reflected by the governing body of our school board in all financial decisions.

We work with the larger online learning community within the state and across the nation to help ensure that we are providing research based educational practices for our students. Our charter school is a member of both MNOLA Minnesota Online Learning Alliance (MNOLA) and National Online Learning Alliance (NACOL). We pride ourselves on being one of the first Online Learning programs in the state and one of the most

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respected. We are not the largest Online Learning program, nor do we enroll the most students but we feel that we truly make a difference in each of our students' lives.

**CHANGES DURING 2007-2008 SCHOOL YEAR**

We are proud to say that we were fully certified by MDE during the fall of 2007 and were the only fully certified (with full alignment to standards) OLL provider in the state for the 2007-2008 school year. It is our hope that at some point MDE will find it appropriate to designate those fully certified providers on their website and acknowledge this distinction.

**II. SPONSOR INFORMATION**

Sponsor Name: Chisago Lakes Area Schools ISD #2144

Sponsor Liaison: Heide Miller

**SCHOOL FINANCE**

Business Manager

Heide Miller

(651)213-2010

[hmillier@chisagolakes.k12.mn.us](mailto:hmillier@chisagolakes.k12.mn.us)

Chisago Lakes Area Schools

13750 Lake Blvd.

Lindstrom MN 55045

Our sponsor, Chisago Lakes School ISD #2144, has been supportive of all of our efforts as a charter school. This three year charter with our sponsoring agent was renewed on July 1, 2007 when it expired. All necessary information on our sponsor agreement was submitted to MDE in a timely manner.

We have a very close relationship with our sponsoring agent due to the fact that we contract with them for specific services which include:

Business services, Payroll services, Technology services, and Special Education services-including Director and School Psychologist

Chisago Lakes School is involved in the Wolf Creek Charter School on a day to day basis and does an extensive amount of hands on advisement when necessary. It is not uncommon to see a representative from our sponsor in our school building once a week, which we believe shows their commitment to our school.

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**III. STUDENT BACKGROUND DEMOGRAPHICS**

Number of Students Enrolled –Core Calendar

*\* Began using data for each student enrolled throughout the year not just those present at the end of the school year  
\*\* End of year data*

- *Discuss any significant trends in the data and your response to the trends:*

The trend at Wolf Creek is that we continue to serve a greater number of students each year. In most years our ADM projections are only raising slightly due to the fact that many students attend for only a quarter or two. This attendance is because students only required a few credits to graduate or had a medical condition that needs only a few quarters to alleviate itself. We continue to serve a need in our rural community of Chisago Lakes and at large across the state of Minnesota to offer accredited Online availability for all students in need of course work.

	2004-05*	2005-06*	2006-07*	2007-08**	2008-09** Projected
9th	9	14	9	14	25
10th	32	30	32	17	45
11th	29	48	27	52	50
12th	55	66	56	61	70
Total	125	158	124	144	190

For the 2007-2008 school year we served over 250 students at one time throughout the year but we will continue to use the June snapshot data for comparison data for numbers. We hope to end the 2008-2009 school year with close to 170 students.

Another trend that **did not** continue in the 2007-2008 school year was that more students are using supplemental services at Wolf Creek and not enrolling as full time students. This means that a student is enrolled in a different Minnesota school district and is taking only a few courses at Wolf Creek to supplement their schedule. Students may be doing this to supplement a PSEO schedule or to work around a scheduling conflict in a bricks and mortar school. Other reasons include needed an abbreviated schedule in a bricks and mortar school due to medical reasons or after school activities.

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One reason for this decline is the legislative changes that allowed supplemental students to only take 50% of their enrolled credits with a certified OLL provider. In previous years many supplemental students took more courses with us and were still considered supplemental students.

SUPPLEMENTAL STUDENT NUMBERS

2005-2006 100 courses taken

2006-2007 130 courses taken

2007-2008 43 courses taken

The following Information was collected for the Facilities Planning Grant offered to charter schools from MDE this year. We were approved for the initial stages of that grant. It is important when looking at statistics about our charter school to understand the unique needs of the at-risk population we serve.

<b>Criteria</b>	<b>Student Percentage (based on 2007 data)</b>
Eligible for Free/Reduced Lunch	7%/2%
English Language Learners	0%
Special Education Students	6%
At-Risk Students	71%-75% *

\*As is evident from our data we serve a large at-population that includes pregnant and parenting teens. We provide a teen parenting class and supports. We work with students in the JSAC program in Chisago County who have had issues with the law and addictions. We are working with an intern from the Hazelden Foundation for more support in these areas for the 2008-2009 school year.

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**IV. TEACHING STAFF INFORMATION**

Licensed teachers

2007-2008			
Name	File #	Assignment	08-09 Status*
Tracy Quarnstrom/Director	349108	Social Studies	R
Brenda Swanson/Dean of Students	348443	Life Sciences	R
Cassie Piechowski	426261	Social Studies	R
Stacy Bender	406560	Communication/ Arts/Literature	R
Kelly Legg	419415	Special Education December-end of year	R
Lindsay Jarombek	437249	Life Sciences	R
Sandra Flint	421010	Mathematics	R
Emily Stull ( start date 1/1/2007)	426852	Visual Art	R

\*R = Return; NR = Not Return

- *Calculate the licensed teacher percentage turnover rate:*

2007-2008:  $[\text{Non-returning teachers}/\text{total teachers} \times 100] = 0\%$

- *Trends in Staff turnover*

We had zero staff turnover for the 2007-2008 school year. We have worked very hard on peer mentoring and training programs over the past three year at Wolf Creek to ensure good teacher retention. We have worked with several elements of Q comp to

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ensure that this is a priority for Wolf Creek. We are very happy to have the turnover rate at zero for the 2007-2008 school year.

Administration instituted a training program in August for our online learning teachers and weekly staff meetings on Wednesdays. In addition a new mentoring program was begun under the Q comp incentives at our school involving the creation of a Lead Learning Manager role for the 2006-2007 school year. This program continued in the 2007-2008 school year and beyond. It allows for a Lead Learning Manager and other mentoring models which will help in our retention.

**V. GOVERNANCE**

Our school board is made up of eight members. Each board member is referred to as a director of our school board. Along with board membership the following officers are elected at the annual meeting each year from among those duly elected directors

- Chair
- Vice-Chair
- Clerk/Treasurer

Our annual meeting for this year was held on October 9, 2007. At that time, some of the following positions were up for election; others will be up for election this year on the rotating schedule.

Director Positions:

- \*Parent representative-1 year term
- \*Community at Large member-1 year term
- \*Community at Large member-2 year term
- \*2-full time teacher positions-2 year terms
- \*3-alternating full time teacher positions-2 year terms

The next election was held on September 9, 2008. Due to suggestions from the Minnesota Association of Charter Schools we have moved our annual meeting to the September date to coincide with our open house each year. We have increased our participation rate from less than 10% to 40% this year. It is our goal to continue to increase this rate until we have 90% participation in the school board election in years to come.

**CURRENT BOARD MEMBERS:**

*Chairperson of Board: Tom Plocher-community at large ( 1 year)*

*Vice Chairperson of the Board: Jeff Vitali-community at large (2 year)*

*Treasurer/Secretary of the Board and Full-Time Teacher Representative: Brenda Swanson(1 year)*

*Full time teacher representative: Kelly Legg*

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*Full time teacher representative: Sandra Flint*

*Full time teacher representative: Stacy Bender*

*Full time teacher representative: Cassie Piechowski*

*Parent Representative: Ed Jordan*

In addition, Tracy Quarnstrom, Director of TRIO prepares the agendas, attends all TRIO board meetings providing information to the board on all agenda items in an ex-officio capacity. Heide Miller, Director of Business Services for Chisago Lakes ISD #2144 who is the sponsor for TRIO attends all board meetings and provides information on the financial status of TRIO including but not limited to monthly and year to date expenditures, revenues and budgets.

School board attendance for the 2007-2008 school year is 80%. Based on school board minutes we were missing very few members in any meetings. We meet once a month and members are in attendance. We did not have any changes to the board this year and the positions were held all year by those elected to them.

**VI. PROGRAM SUCCESSES AND BEST PRACTICES**

**Successes:** *Successes this year are numerous but a few will be highlighted here.*

Becoming the first fully certified (with full alignment to standards) OLL Provider in the state.

Receiving the MN Facilities Incentive Grant in the amount of \$422,618.40 that will allow us to acquire new facilities for the 2008-2009 school year for Wolf Creek.

**VII. AREAS FOR IMPROVEMENT/PROGRAM CHALLENGES**

**Challenges:** *Same challenges as last year are noted.*

Our largest challenge is mobility of students. We have students who start with us and we take a considerable amount of time in preparing credit checks and requesting records. After that they have a 1-2 hour start up meeting called and IGP with their Learning Manager. After that some students stay with us only a short period of time, such as a week. It is discouraging for all of us to put so much work into the process of preparing them for success at our school and having the student not follow through.

On the other hand if they find out that online learning is not for them it is better for them to find a solution immediately and we understand that also. We are trying to do some work before students apply; this includes having students view the curriculum, tour the lab area, and ask questions so that when they do apply they are serious about becoming

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online learners. We are hoping that the time involved in doing this will help students make informed decisions about enrollment at TRIO Wolf Creek.

The amount of forms for enrollment and data submission for all students needs to be considered when we create policies around OLL for the state of Minnesota.

Another area of concern is the creation of a post secondary plan by our at-risk students and the need for them to obtain training after high school. We work with many students who are the first person in their families to obtain a high school diploma and college feels like a foreign concept and out of reach. We began instituting a series of college nights and college visit days to help acquaint our students with the forms and process of getting into any trade school or college.

We did pay an additional fee for a Learning Manager to become the career resources representative at our school and do know that this is a priority for Wolf Creek. For the 2009-2010 school year we also have plans to implement a College in the Schools course at Wolf Creek.

**VIII. ACCOUNTABILITY DATA**

**ACADEMIC and NONACADEMIC GOALS FOR 2007-2008 SCHOOL YEAR**

	<b>Academic Goals</b>	<b>Indicators of Success and Data Source*</b>	<b>Goals</b>	<b>Results for 2007-08</b>
A.	Demonstrate proficiency in reading, writing, and math across the curriculum.	<i>Success will be measured scores on the MCA II's and other standardized testing</i>	45% of students will meet the proficient goal. (Q comp goal also) Math and Writing scores are not calculated due to change in goal area.	39% of Wolf Creek students in the 10 <sup>th</sup> grade received a proficient score on the MCA II in the first round of testing. A small number of students took the BST and data is too distinguishable to list in this document.
B.	Meet TWCs graduation credit requirements by June of 2008 in order to participate in graduation.	Percent of students who meet the graduation credit requirements	75% of seniors (by credit definition) will meet this goal.	65% of seniors did meet this goal.
	<b>Non-Academic Goals</b>	<b>Indicators of Success and Data Source</b>	<b>Goals</b>	<b>Results for 2007-08</b>
A.	Be active participants in the IGP process.	Percent of students who complete OTIS credit for all 4 terms on Class	75% will meet the goal	57% of students completed this goal

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		Server. Or the number total terms enrolled.		
B.	Have a post-secondary plan.	Percent of students with a post-secondary plan in place within six months of graduation <i>Teacher Checklist</i>	100% of those on target to graduate will meet the goal.	We did not meet this goal but we did institute a speaker series to address this in 2007-08 Best estimate is 50% completed their post secondary plan.

**ANALYSIS OF ACCOUNTABILITY DATA FOR CURRENT SCHOOL YEAR**

We are changing our goals for the 2008-2009 school year due to poor data in the past two years on the goals we created. We do not believe that the goals we had in the past were measurable which is why we did not have enough data to analyze properly. We know this section of the annual report has been insufficient in the past, the plan for the 2008-09 school year is to correct this with new student SMART goals.

**Academic Goals**

**A. Demonstrate proficiency in reading, writing, and math.**

Students demonstrating proficiency in reading, writing, and math continues to be our focus. We are seeing gains based on our data all the time throughout our curriculum and accountability data. Many of our students in grades 9-12 are still retaking BST tests; we are seeing many of them obtain the skills from us that they need to pass these tests.

More students are taking the ACT and SAT.

Please note that we are rewriting this goal to ensure the needed data analysis for the 2008-2009 school year to just MCA II reading tests to coincide with our Q comp goals.

**B. Meet TWC's graduation credit requirements.**

We are encouraged by the number of students graduating from Wolf Creek each year. We serve a large number of seniors who have missed their graduation date who join Wolf Creek to obtain their diploma. Many of those students have indicated that without Wolf Creek they would never have graduated. Distance Learning is not for every student, however we serve a very vital function for those who choose to enroll in our program.

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We held our graduation ceremony in June of 2008 and graduated 21 students. In addition several students graduated before June of 2008 ( 6 students) and several more graduated in summer session of the CLY.

Again please note that we have changed this goal for the 2008-2009 school year to a SMART goal in order to be able to achieve better data analysis.

## **Non-Academic Goals**

### **A. Be active participants in the IGP process.**

Based on Learning Manager checklists and verbal analysis from staff, students, and parents it is evident that this is an area of weakness for Wolf Creek. Working independently is a difficult task for many high school students. Distance learning is not an appropriate placement for everyone. Students need to spend time discovering this for themselves in a variety of ways.

We are again instituting OTIS (Online Technology and Internet Skills), which began in the 2005-06 school year, which will be required for all students as they enter Wolf Creek. The course will teach the students skills that are necessary to become effective and efficient distance learners. It will present vital information about how to contact Learning Managers for assistance as well as how to use basic technology. OTIS was expanded for the 2007-08 school year and was placed on Class Server and continues to be a valuable tool for students learning to be effective online learners.

Again please note that we have changed this goal for the 2008-2009 school year to a SMART goal.

### **B. Have a post-secondary plan.**

As stated above this number continues to grow and we have some preliminary data only. Our numbers are too small to utilize here and would identify individual students so it will not be placed in this document for security purposes.

Our numbers continue to grow each year as to how many Wolf Creek graduates do attend a post secondary institution and that data is being collected for future analysis.

For the 2008-2009 school year we have added an additional post secondary meeting and documentation to the IGP process and we will have better data next year.

Again please note that we have changed this goal for the 2008-2009 school year to a SMART goal.

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**IX. ALL STUDENT/SCHOOL GOALS FOR THE UPCOMING SCHOOL YEAR**

**Academic Goals for 2008-2009**

45% of TWC students will demonstrate proficiency in reading through passing scores on the MCA II reading test for 10<sup>th</sup> grade students in the spring of 2009.

75% of eligible seniors will meet TWC's graduation credit requirements by June of 2009 for 26 credits, if each student started out the 2008-2009 year needing 8 or less credits.

**Non-Academic Goals for 2008-2009**

75% of TWC students will be active OLL Participants by earning a passing grade in OTIS for each quarter in which they are enrolled in OTIS at TWC.

75% of TWC students will have a postsecondary plan completed with their LM as noted on the IGP form at TWC by May of 2009.

**X. OTHER SCHOOL ACCOUNTABILITY MEASURES**

Our reputation and long history as one of the first Online Learning Programs in the state makes us accountable to our charter families.

Below is information on our history and characteristics to help better understand our traditions of leadership in Online Learning in the state of Minnesota.

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**HISTORY**

TRIO Wolf Creek Distance Learning was established in 1996 and was first a part of the public school system in the Chisago Lakes School District. From the beginning, the program was focused on using innovative ways to teach students by leveraging the latest technology. We were one of the first online learning programs in the state of Minnesota and continue to be a leader in online learning policy innovations in the state.

Our first three years we were a part of Chisago Lakes Schools. We operated with the distinction of being executed by a state grant called TRIO (Technology Regional Integration Organization). When the grant ended we were a “school within a school program” for Chisago Lakes for several years. It became apparent that working within the confines of the public school was a hindrance at times. Eventually the decision to become a charter school became clear. In 2002 we officially opened as a charter school sponsored by Chisago Lakes Schools. This sponsoring arrangement was very beneficial to the Wolf Creek Charter School as we first began as a charter school entity. Our charter school has experienced a positive sponsoring relationship unlike many sponsor relationships in the state. For example, our sponsor has aided us by providing invaluable financial, as well as, leadership consultation while still allowing us to be an autonomous entity. We have evolved from an alternative program into a highly successful charter school. In addition, we have expanded from a handful of students to serving well over one hundred students during a school year.

For additional information on school history please see Appendix Pages.

**CHARACTERISTICS OF OUR SCHOOL**

TRIO Wolf Creek Distance Learning is an online learning high school serving grades 9-12. Students entering our program understand that approximately 80% of their work will be completed at a distance from a physical school building. We are the only hybrid online high school in the state of Minnesota and feel that we are producing quality online curriculum for students while still allowing them flexibility. Many high school students in full time online schools lack motivation to get the work completed completely online at a distance; so our hybrid model has students working 20% of the time in our lab space for more structure and support. The other work is independent and can be completed from home. This work can be completed using a variety of materials including a personal computer with internet access, educational websites, and online curriculum, etc. Most students complete their work at their home but other students may complete work at a public library or other location. The other 20% of their school work is completed in our school which is often referred to as the “Lab”. In the lab setting, students find opportunities to socialize with other students, as well as, meet face-to-face with Learning Managers.

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Our self-paced philosophy is evident in the flexibility of our course outlines. We do not have assignments due on a daily basis but rather on a weekly basis. Some students desire to work late at night, while other students may work on the weekends but take Monday morning off for personal reasons. If the student is able to complete his/her schoolwork and still schedule time for other responsibilities then TRIO Wolf Creek may be the program for them. We offer weekly deadlines and consequences for not completing work on a weekly basis which many students need. But, we also offer the flexibility that many students crave.

For some students the flexibility of our program is highly motivating. These students would rather see the entire course outline instead of just one assignment at a time handed out by a teacher on a daily basis. Some students are able to complete work at a faster pace than they were able to complete at a traditional high school. Most students find our curriculum easy to understand and highly motivating.

Students in our program need to be independent and self-motivated. When we encounter a student who does not possess these qualifications, their Learning Manager will work with them to personalize the course outlines to accommodate their needs. These students may require weekly or even daily goals. Each student works on an individual plan to meet their individual goals. Weekly monitoring by parents is also crucial to student success. Parent involvement is essential for success as an online learner even in the high school grades. We try to involve parents in a variety of ways through communication at conference meetings, open houses, newsletters, charter school board and committee meetings, telephone, and e-mail communications.

#### **ACCREDITATION: CITA and NCA**

We are accredited by both Commission on International and Trans-regional Accreditation (CITA) and North Central Accreditation (NCA). We have reviewed our accountability with both bodies on a yearly basis. We have both accountability documents available for review if necessary.

We are the only accredited online high school in the state of Minnesota and are proud of the efforts that this accreditation process took. We are held accountable on a yearly basis by supplying information to both organizations to continue our accreditation.

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## **TRIO WOLF CREEK STUDENT/PARENT EVALUATION SUMMARY**

TRIO Wolf Creek worked with Instructional Designs Inc this year to form a strategic long range plan and also to gather survey data. The following are copies of some of the information we obtained in various meetings and formats throughout 2007-2008. For an official copy of the strategic plan in draft form please contact Tracy Quarnstrom at [tquarnstrom@chisagolakes.k12.mn.us](mailto:tquarnstrom@chisagolakes.k12.mn.us).

### **TRIO Wolf Creek**

#### *Strategic Planning Document – July 8, 2008*

This plan is presented to the TRIO Wolf Creek Board of Directors for their approval. This plan is a result of several meetings with school stakeholders and analysis of student and parent surveys and interviews. Research documents were collected and summarized. Parent, student, and staff interviews/surveys were conducted and summarized. Staff developed mission and vision statements. Most importantly, stakeholders reviewed all of this information and discussed how these thoughts and ideas from the staff, students, and parents could inform the strategic planning process. They built consensus on the most important areas to focus on and took several meetings to drill down on goals, directions, and strategies.

The intent of this document is to set direction in several key areas and define tasks that the school leadership is to implement. If approved, this document should define the “ends” that the school leadership is responsible for with general guidance on the main strategies or “means” they are to use in implementation over the next five years. Certainly, more granular action plans and tasks will emerge during implementation; however, this is an opportunity to get all of the key stakeholders “on the same page” with the general strategic direction of the school.

TRIO Wolf Creek Distance Learning Charter School #4095 opened on July 1, 2003. The TRIO Wolf Creek Distance Learning Charter School is a hybrid online high school serving grades 9-12 in the Chisago Lakes area. It is certified by the Minnesota Department of Education to be an online provider in the state. A hybrid combines time between the network computers in a school lab setting with computers at home or another location. This simply means that students work online at home or other safe

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location several days of the week. Students also access the network computers two to three days per week in our school setting.

The school has seen a steady growth in student enrollment. While it has continued to grow, like many charter schools - the student population is "top heavy" with juniors and

seniors which means that ongoing marketing of the school is very important.

Also, core to our program is the Learning Manager model of instruction. The Learning Manager is one caring individual who helps students in academic, as well as, non-academic areas of their lives. Learning Managers use what is referred to as an IGP (Individual Graduation Plan) to help students gain credits, create Basic Skills Testing (BST), NWEA, and MCA II score goals, create short term and long term goals and to think about their future. Our student-to-teacher ratio is twenty- five students per Learning Manager. We believe that small numbers allow each Learning Manager to build a long-lasting relationship with their students.

The student population at Wolf Creek is a population that is a majority of at-risk youth. Using the definition provided by Minnesota statute 124D.68 at least 60% of the Wolf Creek population is considered at-risk by definition. Many of them have significant gaps in their education and need to have remediation in able to continue with their high school education and obtain a certified high school diploma.

TRIO Wolf Creek does experience high levels of parent satisfaction based on the cards and comments from a variety of parents and relatives of our students. Things they like most include:

- We liked the one-on-one help my child would receive
- My child would be comfortable there
- We are very happy with the school
- My child can proceed at his own pace
- There is much flexibility in the program
- My child was at risk for not graduating
- WC has a one-on-one, more personal program
- We heard good things about the school
- The student gets more attention than in the public schools
- My child has medical issues
- The HS counselor recommended Wolf Creek

More in-depth interviews of a few parents highlighted some of the main things that parents like about the school and the things they would not want to change. See the Appendix for a summary of these interviews.

Staff provided input on a variety of topics. They outlined several critical areas that the school should address as it moves forward; which included:

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1. How should we use the new building – will there be more space for math/science labs and hands on learning, and concurrent lab classes?
2. How can we differentiate between the kids who can be very independent and those that can't be independent; and how can we, as a small school, meet the needs of students who want a wide variety of course options?
3. A major challenge is serving those that come to use for credit recovery and those who want to accelerate into post secondary/career planning and preparation. We need a program that is somewhere in between so that we can light a spark for those that need it and also have a program for those that want to move ahead.

A more detailed summary of the teacher interviews is in the appendix. 88 students responded to an online survey. In summary, the students were very positive about the school and frankly didn't want the school to change much. They like the interaction with their teachers and really like the flexibility of the program. While generally satisfied, they did emphasize their desire for more "fun courses," job skills, and help with college planning. More detailed results are in the appendix.

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*updated 7/21/08*

## *HISTORY OF TRIO*

YEAR	<b>1996-1997</b>
NAME	<b>TRIO Grant</b>
DIRECTOR	Bonnie DeClerq
LEARNING MANAGERS	Martha Spires
GRADES	grades 4-12
# of STUDENTS	5

YEAR	<b>1997-1998</b>
NAME	<b>TRIO Grant</b>
DIRECTOR	Bonnie DeClerq
LEARNING MANAGERS	Martha Spires Lori Lavene/Schultz
GRADES	grades 4-12
# of STUDENTS	20

YEAR	<b>1998-1999</b>
NAME	<b>TRIO Grant</b>
DIRECTOR	Bonnie DeClerq
LEARNING MANAGERS	Martha Spires Tracy Quarnstrom
GRADES	grades 4-12
# of STUDENTS	33

YEAR	<b>1999-2000</b>
NAME	<b>WOLF CREEK DISTANCE LEARNING</b>
DIRECTOR	Bonnie DeClerq
LEARNING MANAGERS	Tracy Quarnstrom Larry Stone (1st semester) Shannon Froberg (2nd semester)
GRADES	grades 6-12
# of STUDENTS	55

YEAR	<b>2000-2001</b>
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**TRIO Wolf Creek Distance Learning Charter School #4095**

**2007-2008**

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NAME	<b>WOLF CREEK DISTANCE LEARNING</b>	
DIRECTOR	Bonnie DeClerq	
LEARNING MANAGERS	Tracy Quarnstrom Shannon Froberg Brenda Swanson	
GRADES	grades 6-12	
# of STUDENTS	70	

YEAR	<b>2001-2002</b>	
NAME	<b>WOLF CREEK DISTANCE LEARNING</b>	
DIRECTOR	Sherryl Johnson	
LEARNING MANAGERS	Tracy Quarnstrom Shannon Froberg Brenda Swanson	
PART TIME LM	Jason Kerkow	
GRADES	grades 6-12	
# of STUDENTS	80	

YEAR	<b>2002-2003</b>	
NAME	<b>TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095</b>	
DIRECTOR	Sherryl Johnson	
LM/ASSOC. PRINCIPAL	Tracy Quarnstrom	
LEARNING MANAGERS	Brenda Swanson	
PART TIME LM	Jeff Vitali	
MATH TUTOR	Jason Kerkow	
GRADES	grades 9-12	
# of STUDENTS	68	
		Graduate: 12 CL diploma

YEAR	<b>2003-2004</b>	
NAME	<b>TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095</b>	
DIRECTOR	Sherryl Johnson( 1st semester)	
LM/DIRECTOR	Tracy Quarnstrom( 2nd semester)	
LM/DEAN of STUDENTS	Brenda Swanson-science	
LEARNING MANAGERS	Amanda Brett-English	
LEARNING MANAGERS	Laura White-Math (3rd qtr start)	
PART TIME LM	Jeff Vitali-Business	
PART TIME LM	Keira Schwelbe-Spanish	
MATH TUTOR	Jason Kerkow-Math	
GRADES	grades 9-12	
# of STUDENTS	85	
		Graduate: 24 CL Diploma

YEAR	<b>2004-2005(Moved to Fairview 11/04)</b>	
NAME	<b>TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095</b>	
DIRECTOR/LM	Tracy Quarnstrom	

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DEAN of STUDENTS/LM LEARNING MANAGERS	Brenda Swanson-Science Amanda Brett-English Laura White-Math Terri Berryman-Social	
Social Services	Virginia Vik- Provide Care	
GRADES	grades 9-12	Graduate: 19
# of STUDENTS	89 (5/5/04)	CL diploma
YEAR	<b>2005-2006</b>	
NAME	<b>TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095</b>	
DIRECTOR/LM	Tracy Quarnstrom- Social	
DEAN of STUDENTS/LM LEARNING MANAGERS	Brenda Swanson-Science Stacy Bender-English Tom Doyle- English Sandra Flint-Math Laura Peirera- Art	
	Elizabeth Lenz - Special Educ	
GRADES	grades 9-12	Graduate: 13
students enrolled	107 (6/1/06)	TWC diploma
YEAR	<b>2006-2007</b>	
NAME	<b>TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095</b>	
DIRECTOR/LM	Tracy Quarnstrom- Social	
DEAN of STUDENTS/LM LEAD LEARNING MGR LEARNING MANAGERS	Brenda Swanson-Science Stacy Bender-English Sandra Flint-Math Kris Sanders-Math Cassie Piechowski- Social	
	Elizabeth Lenz/ Kelly Legg - Special Educ	
P/T LM	Laura Peirera- Art	
Para	Sheryl Palmquist - Para	
Social Services	Bob Downs	CLY Status
GRADES	grades 9-12	Graduate: 37
students enrolled	125 (5/15/07)	TWC diploma
YEAR	<b>2007-2008</b>	
NAME	<b>TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095</b>	
DIRECTOR/LM	Tracy Quarnstrom- Social	
DEAN of STUDENTS/LM LEAD LEARNING MGR LEARNING MANAGERS	Brenda Swanson-Science Stacy Bender-English Sandra Flint-Math Cassie Gaede- Social Lindsay Jarombek- Science	

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Para	Emily Stull- Art	
Social Services	Kelly Legg - Special Educ	
GRADES	Sheryl Palmquist & Kim MacKenzie- Para	
students enrolled	Bob Downs	CLY Status
served	grades 9-12	Graduates: 27
	138 on 6/4/08	TWC diploma
	245 students enrolled throughout the year	

**School Report card**

The report card can be obtained from the MDE website or by consulting the last page of this report.

You can also obtain a copy from the TRIO Wolf Creek Distance Learning Charter School Director Tracy Quarnstrom  
[tquarnstrom@chisagolakes.k12.mn.us](mailto:tquarnstrom@chisagolakes.k12.mn.us)

**School's Non-Profit Status**

TRIO Wolf Creek currently has the status of a 501(C)3 with the Internal Revenue Service. We are a tax exempt entity. For further documentation on this status please contact the Charter School Director Tracy Quarnstrom  
[tquarnstrom@chisagolakes.k12.mn.us](mailto:tquarnstrom@chisagolakes.k12.mn.us)

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**Enrollment procedures**

The following enrollment is collected prior to a student being accepted. Policy 624 Online Learning Options has also been adopted by the TRIO Wolf Creek school board.

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**TRIO Wolf Creek Distance Learning  
Charter School #4095**

*www.triowolfcreek.com*

*Mailing Address: 13750 Lake Blvd, Lindstrom, MN 55045*

*School Location: 10363 Liberty Lane, Chisago City*

*Phone: (651) 213-2095 Fax: (651) 257-0576*

*Sponsored by Chisago Lakes Area Schools ISD #2144*

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**WHAT IS TRIO WOLF CREEK DISTANCE LEARNING CHARTER SCHOOL?**

TRIO Wolf Creek Distance Learning Charter School #4095 is a tuition-free public charter school sponsored by Chisago Lakes School District #2144. Instruction is technology based and the majority of work can be completed at home or other off campus location. TRIO Wolf Creek is a hybrid school offering online learning and a school lab. It is recommended that students spend a minimum of 25 hours a week on class assignments with 5 hours per week in our lab setting. This lab time will include individual and group projects, technology workshops, testing, concurrent class time, and goal planning sessions. Some students will choose to come to lab, while other students are successful completing all coursework via "online learning."

A Minnesota licensed teacher works in partnership with students and their families to develop and individualize graduation plans and calendars. Learning goals are aligned with state and district requirements as well as curriculum outcomes. Online courses offer the same rigorous academic standards that a student would receive at an on-campus high school.

**WHAT DO I NEED TO KNOW BEFORE ENROLLING MY STUDENT?**

The learner's goal in this program is to achieve an NCA and CITA accredited High School diploma.

Students need to have access to a computer with the capacity to meet the requirements set forth in the program. At a minimum, the student should have high speed internet access, an e-mail account, Word document capability, hard drive disk space of at least 1700 MB and Windows 2000, XP, Vista, or higher.

The Learning Manager will coordinate students' learning by assigning various learning modules, readings, projects, and activities. Communication with the student and family will occur mainly

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through e-mail or the telephone. It is required that there will be ongoing communication – both from the family/student and from the Learning Manager. The instructor will keep the families updated on student progress. Families/students will be informed about how and when the Learning Manager can be reached if emergencies, concerns or problems should arise.

**Parents/guardians of distance learners must have significant involvement to help assure the student's success. They must be available to help on a daily basis, as well as for special project assignments.**

A minimum of 20-25 hours per week on school work is needed for online learning. It may be necessary for students to increase this time to have adequate progress throughout the year. Students may work on their coursework during the day, evenings, weekends, or holidays. The software will monitor and document the lesson content, time on task, and accuracy of the work completed. Students not attending to their school work will be put on academic probation and then will be referred to county truancy officers as appropriate.

Academic progress will be reported to the parent/guardian and student at regular intervals. Students and parents/guardians will receive a grading report each week; these documents are used to track student progress and to determine grades. Report cards will be mailed home at the conclusion of each quarter. Students who are not independently motivated and conscientious about their work can fall behind and not receive credit due to lack of work completion. A student will earn a diploma when the credit requirements for graduation have been met.

Students may choose to participate in extra-curricular or co-curricular activities via an agreement with Chisago Lakes Schools. Students must pay all activity fees and participate in try-outs for certain sports.

The transcript of a student graduating from TRIO Wolf Creek Charter School #4095 will show all courses completed. These courses will apply to a student's overall grade point average (GPA). Home school grades will not count toward a GPA on the student transcript, but will be evaluated for equivalency for purposes of determining the placement of a student, courses to take, credits and standards. Class rank for TRIO Wolf Creek students will be calculated using only full-time students as markers.

Students planning on attending college should arrange with the Dean of Students or their Learning Manager to take the ACT and/or SAT test, as most post-secondary schools use the data from these tests for admission and placement purposes

**Distance learning is not for everyone. Students who are highly motivated and conscientious about completing their work will be successful.**

**HOW AND WHEN CAN I ENROLL?**

There are a limited number of enrollment positions available. Applications are accepted before the start of the school year and at the beginning of each quarter. Throughout the school year students will be expected to be at the school lab for assigned testing dates and must arrange transportation to and from Wolf Creek for those days.

Students enrolled in another public school can use TRIO Wolf Creek as an Online Learning Provider to access online learning curriculum in accordance with the online learning legislation.

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Students must complete all paperwork and follow all procedures as outlined in the most recent format of the legislation.

Based on policy 624, as a charter school entity, TRIO Wolf Creek Distance Learning Charter School will accept enrollment based on 90% comprehensive students and 10% supplemental students (Supplemental Services). As a charter school, TRIO Wolf Creek Distance Learning Charter School may close for enrollment when the student numbers warrant closure. A lottery will be held each spring if necessary for enrollment purposes. Priority enrollment will be given to students enrolled the previous year at the charter school and siblings of students enrolled the previous year at the charter school. After that lottery or enrollment period, students will be accepted on a first come-first serve basis. When necessary, a waiting list will be created based on these same principles. The TRIO Wolf Creek Distance Learning Charter School will accept enrollment until we are full based on predetermined student numbers and staffing capacities.

For additional information visit [www.triowolfcreek.com](http://www.triowolfcreek.com) or contact:

~Director, Tracy Quarnstrom: (651) 213-2017 or [tquarnstrom@chisagolakes.k12.mn.us](mailto:tquarnstrom@chisagolakes.k12.mn.us)

~Dean of Students, Brenda Swanson: (651) 213-2037 or

[bswanson@chisagolakes.k12.mn.us](mailto:bswanson@chisagolakes.k12.mn.us)

Return completed application form to:

- **US MAIL:**  
 TRIO WOLF CREEK DISTANCE LEARNING CHARTER SCHOOL  
 13750 LAKE BLVD  
 LINDSTROM, MN 55045
- **FAX: 651-257-0576**
- **EMAIL: [bswanson@chisagolakes.k12.mn.us](mailto:bswanson@chisagolakes.k12.mn.us)**

<b>Office Use Only:</b>
Date Received: _____
Date Enrolled: _____
LM Assigned: _____

**TRIO WOLF CREEK DISTANCE LEARNING CHARTER #4095  
APPLICATION FORM**

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

Student Name (Legal): \_\_\_\_\_

What grade do you intend to enroll your student in? \_\_\_\_\_

*(Please note that we only serve grades 9-12.)*



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**☐ Student is Over-Enrolling at a Tuition Cost.**

(A student which is enrolled full-time at another school can choose this option to take more classes than state funding allows. The student must pay for the class prior to enrollment; see attached pages for details. Based on Board of Education procedure, 5% of enrollment numbers can be students that are able to over-enroll for a tuition cost. It is recommended that families discuss this option prior to enrollment.)

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## **Enrollment Procedures**

Adopted: September 8, 2005

Revised: June 12, 2007

## **624 ONLINE LEARNING OPTIONS**

### **I. PURPOSE**

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance.

### **II. GENERAL STATEMENT OF POLICY**

TRIO Wolf Creek Distance Learning Charter #4095 is an alternative learning school offered to students in grades 9-12. It is web-based learning designed to meet the educational needs of TRIO Wolf Creek Distance Learning students and other Minnesota students.

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A Minnesota licensed teacher works in partnership with students and their families to develop and individualize graduation plans and calendars. Learning goals are aligned with state and district requirements, as well as, curriculum outcomes. Online courses offer the same rigorous academic standards that a student would receive at an on campus high school.

- A. The charter school shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The charter school shall grant academic credit for completing the requirements of an online learning course or program.
- C. The charter school shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- D. The charter school shall continue to provide non-academic services to online learning students when needed.
- E. Online learning students may participate in the extracurricular activities of the charter school if applicable.

**III. DEFINITIONS**

- A. “Online learning” is an interactive course or program that delivers instruction to a student by computer, is combined with other traditional delivery methods that include frequent student assessment and may include actual teacher contact time, and meets or exceeds state academic standards.
- B. “Online learning student” is a student enrolled in the school district or charter school for purposes of compulsory attendance and enrolled in an online learning course or program delivered by an authorized provider.
- C. “Online learning provider” is another school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students.

**IV. PROCEDURES**

- A. Dissemination and Receipt of Information
  - 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved

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online learning providers and online learning courses and programs developed, published, and maintained by the Minnesota Department of Education.

2. The school district will receive and maintain information provided to it by other online learning providers.

**B. Students**

1. A student may apply to an online learning provider to enroll in online learning. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. An online learning student must notify the school district as soon as possible and may not enroll after half of the term has elapsed at their local district.
3. An online learning provider will notify the school district and the student within ten (10) days of acceptance of the student's online learning course or program and hours of instruction. Any additional requested information as stipulation in law will be submitted in a timely manner to the enrolling district.
4. An online learning student may enroll during a single school year in a maximum of 50% of their course load to be delivered by an online learning provider. This can be amended if an agreement is made in writing between the enrolling and providing districts.
5. An online learning student may complete course work at a grade level that is different from the student's current grade level.
6. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for payment of any tuition or course fees.

**C. Classroom Membership and Teacher Contact Time**

1. A school district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. A school district may reduce the teacher contact time of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.

**D. Academic Credit; Graduation Standards or Requirements**

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1. The charter school shall apply the same graduation requirements to all students whether they enroll in fully On Line courses or Concurrent Courses.
2. The charter school shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. Any school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with the Minnesota Department of Education.

E. Enrollment

1. As a charter school entity TRIO Wolf Creek Distance Learning Charter School will accept enrollment based on 90% enrolling students and 10% providing students (Supplemental services). As a charter school, TRIO Wolf Creek Distance Learning Charter School may close for enrollment when the student numbers warrant closure. A lottery will be held each spring if necessary for enrollment purposes. Priority enrollment will be given to students enrolled the previous year at the charter school and siblings of students enrolled the previous year at the charter school. After that lottery or enrollment period students will be accepted on a first come-first serve basis. When necessary a waiting list will be created based on these same principals. The TRIO Wolf Creek Distance Learning Charter School will accept enrollment until we are full based on predetermined student numbers and staffing capacities.
2. Learning Managers will not instruct more than 40 students in any one online learning course or program.
3. All procedures for closing will be reviewed with the Charter School specialist at MDE.
4. Once closed students will be accepted on the following basis; 90% enrolling students and 10% providing students.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option Act)

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 605 (Alternative Programs)

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MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 62