

Chisago Lakes School District

CHARTER ANNUAL ASSESSMENT RUBRICS

2023-2024

Charter schools were created to provide educators the freedom to create an innovative learning program in exchange for greater accountability regarding student progress and school administration. Chisago Lakes School District holds the schools it authorizes accountable in four major areas: academic and educational programs, fiscal management - budget and finances, governance and leadership, operations, and legal compliance. Chisago Lakes School District believes in data-driven accountability and collects data in all areas with the goal of ensuring timely feedback and informed intervention to assure that all students learn at the highest level possible.

As an authorizer, Chisago Lakes School District acknowledges and supports MN statute in that improving all pupil learning and all student achievement is the most important factor in determining contract renewal and will be based substantially on the school’s attainment of its contract academic outcomes and goals. Successful performance in the areas of fiscal management, governance and leadership, operations, and legal compliance, do not outweigh improving pupil learning and student achievement for all students.

All currently authorized charter schools will participate in performance reviews. All reviews will follow a similar format. These completed Assessment Rubrics will be used as a tool for tracking and measuring contract goals across time and for identifying and addressing interventions, corrections, and termination.

Indicators		
Accountability Categories:		
- Academic and Education Program (most important factor) - Fiscal Management - Budget and Finances - Governance and Leadership - Operations and Legal Compliance		
Measures	Metrics	Evidence

Academic and Education Program

Measures	Metrics	Evidence
A1. Mission and Vision	Operations and programming are consistently true to mission and vision	Wolf Creek's Mission To provide students with a personalized and flexible online education that will prepare them for future success. Wolf Creek's Vision To motivate and empower students to reach their full potential. Wolf Creek conducted a new strategic plan during the 23-24 school year. <u>Strategic Plan/Revised Goals</u> 1. Strategic Plan Initiatives: A. Meeting enrollment numbers to fulfill the needs of students and Wolf Creek's capacity through marketing efforts. B. Curriculum review and continued enhancement toward achieving goals of engaging, flexible, differentiated, and personalized learning. To achieve this we will offer high-quality professional development to all staff members. C. Engaging parents as partners in their student's academic progress. D. Wolf Creek will provide a safe, comfortable, and accepting environment for all students, regardless of their background, beliefs, or identities. We are committed to creating a community where everyone feels welcome and valued. E. Wolf Creek will ensure that students feel supported in academic and non-academic pursuits in a variety of ways. The new strategic plan initiatives were passed at the Oct 10, 2023 school board meeting after years of consideration and input from stakeholders.

			<i>Please note that Wolf Creek worked on reviewing our strategic plan for the past three years.</i> <i>Link to working group notes</i> <i>Strategic Plan timeline link</i> The Wolf Creek Board retreat was held in June of 2023 1. Retreat Agenda and notes 3. Notes on plan creation link
A2. Educational Philosophy	Educational Philosophy aligns with and supports the school's mission and vision		<u>Philosophy</u>
A3. School Culture: Other measures of success determined by the schools	i.e. Hope Survey I.e showing innovation in charter statute by applying yearly to the MACS Innovator Award		Wolf Creek Hope Survey Fall 2021 - Spring 2024 MACS Innovator Award 2024 IM Model not awarded MACS Innovator Award 2023 - awarded for Data Timeline MACS Innovator Award 2022 - not awarded MACS Innovator Award 2021 not awarded for our data timeline.
Assessments: (performance as listed in each school's contract)			
A4. Assessment: MDE Expectations	MCA scores		MCA Graphs from MDE Report Card • <u>MCA Math</u> • <u>MCA Reading</u> • <u>WBWF Gaps</u>
A5. Assessment: Course Completion	Course Completion rates/trends		Course Completion by Department Course completion presentation 23-24 <u>Analysis of Credits Earned at Entrance to Wolf Creek 23-24</u>
A6. Assessment: Student Growth	Percentage of students achieving or exceeding targeted gains		<u>FastBridge / MCA Growth Trends</u> <u>FB Reading Trends (Meets/Exceeds)</u> <u>FB Math Trends (Meets/Exceeds)</u> <u>WBWF Gaps</u>
A7. Assessment: Achievement Equity WBWF: All gaps closed	Provide: Percentage of students proficient disaggregated by subgroups		MCA Graphs from MDE Report Card • <u>MCA Math</u> <u>MCA Math FRP</u> <u>CTSR for SPED</u> • <u>MCA Reading</u> <u>CTSR for all subgroups</u> • <u>WBWF Gaps</u>
A8. Assessment: Graduation Rate WBWF: All students graduate from high school.	Provide: Graduation rate provided by MDE		<u>MDE Report Card Graduation Rates</u> Students enrolled at Wolf Creek need 26 credits to graduate. This includes 4 credits Language Arts, 4 credits Social Studies, 3 credits Math, 3 credits

		Science, 1 credit Physical Education, 1 credit Health, 1 credit Art, 0.5 credit Careers, 0.25 credit Advisory, 8.25 credit Elective. <u>Graduation by Cohort (MDE Data)</u> shows 5-, 6-, & 7-year graduation rates Authorizer goal for Wolf Creek Graduation Rate: <u>On Track Grads - Trendline</u> <u>WBWF 3-Year Graduation Goal</u> <u>Number of Early, On Track and Late Graduates -</u> Wolf Creek has been identified for graduation rate and has been working with the Regional Center of Excellence. The documents below are from the 22-23 school year. The RCE advocate attended and presented at PD, PLC, and Equity meetings along with other support for the school and individual staff members. Wolf Creek is in full compliance with all RCE reporting procedures.  RCE Summer (June 30) Quarterly Reflection_WC  22.09.12 SIP Report_Wolf Creek
A9. Assessment: College Preparedness WBWF: All students are ready for career and college.	Provide: Percentage of students reaching score predictive of college success on exam	MCA Graphs from MDE Report Card • <u>MCA Math</u> • <u>MCA Reading</u> <u>Advisory Course Completion</u> <u>WBWF FY24 (11/30/24)</u> - also linked on website <u>WBWF FY23</u> <u>WBWFFGoals & Data (21-23)</u> <u>PLP Reviewed by Student & Parent</u>
Overall Comments: Trio Wolf Creek had continued growth in course completion rates with 73% of students passing their classes. There were 5% increases in the areas of math and science and a 14% increase in music. There was a large decline in FastBridge proficiency rates in math and reading; however, 77% of students met their growth target in reading and 64% of students met their growth target in math. A point of celebration is the increase in graduation rates for students who enter with 19 credits. In addition, 100% of students and parents reviewed the student's personal learning plans. We know partnership with families is imperative for academic success and for the student's success after high school.		

Areas to improve to meet goals:	
Consider looking into the decline in passing rates in the physical education courses. Although we know the number of students who take the MCA tests are small, there is a continued need to examine the low proficiency rates in MCA math.	

Fiscal Management - Budget and Finance

Measures	Metrics	Evidence
F1. Audits	Annual financial audits by a qualified and independent external auditor as prescribed by MN law	*ABDO will provide documents in December 2024 2024 documents 2024 Final Annual Financial Report 2024 Final Management Communication 2024 Final Audit Presentation Policy 703 Annual Audit
F2. Budget Forecast	5-year budget forecasts are up-to-date, meet Charter contract goals, and reviewed by the authorizer.	Current Budget Document Link Budget specifics Budget presentation to the board for FY 25 link 5-year Plan Budget Link
F3. Enrollment	Accurate measurement and tracking of current and projected student enrollment	Enrollment Graphs Reported at CL Board Meeting Graph of enrollment reported at Board Meetings and Projection of Enrollment
F4. Finance Awards	Minnesota Department of Education Finance Award Recipient	Years previous to 2017 on previous rubrics MDE no longer awards this information Wolf Creek continues with evidence in our audit document to show strength in fiscal responsibility.
F5. Finance Governance	Board approved financial policies and	Policies 703-720

	procedures that create a sound financial infrastructure for management of the school including a balanced budget, reviews monthly and annual review of budget reports, and trainings	Board Financials found on Board website Board financial trainings found in board minutes
F6. Fund Balance	Board goals and maintenance of a cash reserve for unexpected expenses (20%)	Policy 714 - Fund Balances
Overall Comments:		
TRIO has strong financial standing. There were no instances of noncompliance in the audit. The fund balance policy is set at 25% and TRIO is well above that at 80.68%. Enrollment declined slightly with an average enrollment of 198 over the course of 2023-24 but it was mostly stable around 208 for the majority of the school year.		
Areas to improve to meet goal		
No concerns in the area of fiscal management.		

Governance and Leadership

Measures	Metrics	Evidence
G1. Leadership: Structure and Capacity	The Board of Directors will comply with Minnesota law regarding requirements and board governance structure	The board currently consists of 3 teachers, 4 community at large members, and 1 parent/guardian. All board members are fully trained as noted in our annual report on page 24. For more information on board positions please visit the school board page on our website. Cycle of Trainings for Board members- Link Board Survey Link on needed trainings Board Member self eval survey link Annual Report link Annual report board attendance page 19 Wolf Creek acknowledges that board training is an ongoing endeavor around all

			topics but also focused on the three legislatively mandated topics • Employment Matters • Board Governance • Finance
G2. Leadership: Development and Planning	The Board of Directors has a plan that includes: • an orientation process for bringing on new members and appropriate records • process and procedure for board training compliant with MN law • process and procedure for creating and implementing new policies • process and procedure for annual Board of Directors self-evaluation	G2 Description Link - Procedures page on Wolf Creek website Policies page on Wolf Creek website	
G3. Leadership: Continuous Improvement	Identify and present current best practices in use at your school	Narrative Link - As a small school employees serve a variety of roles called "additional duties" Additional Duties Document 2023-2024 link	
G4. Leadership: Board of Directors	The Board of Directors has conducted a review process, including timelines and written criteria, for the school leader.	Director Evaluation Form The director is evaluated yearly as stated in MN statute. The process takes approximately two months and starts in May for completion by July 1st with the offering of a contract to the director of the charter school.	
G5. Leadership: Administrative Support	The Board supports the leader in achieving goals and securing long-term success, while respecting the distinct roles of governance vs. management	Board Supports Statement Document Board minutes show the work of board governance Wolf Creek has been awarded the MN Association of Charter Schools Board Governance award which very few schools have achieved due to superior board governance practices. We also are members of MSBA and work with them to ensure compliance to board governance models for all public schools.	

G6. Leadership: Public Accountability and Transparency	Clear, accurate, regular communication to key constituencies	Examples of Communications Website - trio.wolfcreek.com Weekly news to families through Mail Chimp Quarterly newsletters to families. (Sent with report cards in US Mail) Board Packets to Board members. Regular inserts in Chisago County Press. Regular communications with the authorizer in various ways. Social Media accounts, Facebook, Twitter, and Instagram all linked to our website.
G7. Management: Ethical Conduct	Clear background checks for Board, Staff, and Volunteers, and board governs according to the board/school bylaws that comply with current statute No conflicts of interest exist or conflicts were reported and addressed including the Annual Charter School Assurances	<u>Policy 404 - Background Checks</u> No conflict of interest existed or was noted on the most recent assurances signed by board members and attached here. <i>*We don't have a complete set yet. Need new board members to sign.</i> The board has also added a conflict of interest disclosure section to each board agenda. <u>Link to sample agenda</u>
G8. Management: Insurance	Current insurance policy that meets statutory requirements	<u>Certificate of Liability Insurance -</u>
G9. Management: Calendar/Planning	School calendar has at least the required number of instructional hours	<u>2022-2023 Calendar</u> <u>2023-2024 Calendar</u> <u>2024-2025 Calendar</u>
Overall Comments:		
Trio is transparent with their policies and procedures, by having them available on their website. The website also has all board meeting information and minutes available to its community. Board members are active and present as indicated by 93% attendance rate. All board members attend and participate in board trainings.		
The main concern in the area of leadership was stated in the letter the Authorizer sent in June 2024. Continue to work through the transition to a new leader and the changes in organizational structure. In addition, equity work fell off in 2023-24 as stated in the letter. Ensure that the equity work is continued and aligns with the Equity Action Plan created by Trio. Consider other methods or avenues to fill the vacant board seats.		

Operations and Legal Compliance

Measures	Metrics	Evidence
L1. Operational: Relations	The school maintains a high level of parent, teacher, and student satisfaction based on Charter contract goals.	<u>Survey data Presentation Parent and Student Spring 2024</u> Teacher Satisfaction surveys are conducted each spring in various manner, high satisfaction with school culture and employment is noted. Individual data sets can be requested from the director. <u>Equity working group audit links</u>
L2. Operational: Highly Qualified Faculty and Staff	The school employs highly qualified, appropriately licensed teachers.	All staff are fully licensed and noted in the annual report. Please note as a small charter school that the school does utilize the Experiential Program Waiver as well as the for some electives. STAR reporting also shows an alignment to teaching assignments and licensure from PELS.B. 23-24 STAR Report info due on December 4th to MDE was submitted with no errors
L3. Operational: Safety	The school maintains a safe facility conducive to learning.	DIRS-Wolf Creek completes all needed reporting to MDE in July based on deadlines. For the 2023-2023 school years, there was one suspension at the school. Fire Inspector link (most recent inspection) <u>Survey data Presentation Parent and Student Spring 2024</u>
L4. Operational: Open Enrollment Compliance	The school uses a fair and open enrollment process that complies with Minnesota law.	<u>Policy 536 Lottery Policy</u> <u>Procedure 128 - Waiting List</u> <u>Enrollment Application</u>
L5. Legal: Compliance	Full and complete compliance with <u>MN Law</u> , Dept of Education audits, and Charter Contract requirements	The lack of complaints of missing evidence in this area shows our compliance to all requirements <u>SPED Evaluation Summary</u>

L6. Legal: Contract Management and Oversight	All contracts delineate the roles and responsibilities of the parties and articulate performance goals, timelines, and terms, including consequences for inadequate performance or service. • Fulfillment of Charter Contract • Teacher Contracts and Evaluations • Service or management contracts	<u>Procedure 104 - Approval of Contracts</u>
L7. Legal: Regulatory and Reporting: Compliance	Required reports and filings are complete, accurate, and on time • Board approved annual budget by July 1 • Annual report • WBWF report No violations for reporting	Board Approved Annual Budget FY24 link <u>Annual Report</u> WBWF Template 2324 WBWF Template 2223 WBWF Template 2122 WBWF Data Links
L8. Legal: MDE Required Website Content	All website requirements are met, see Charter School Website Compliance Checklist (link) Board roster on file with Authorizer and on the school's website is current	Charter School Website Compliance Checklist Link Wolf Creek conducts this check every three years and continues to hold compliance to MDE as a high priority. We also are members of MSBA and have adopted the policy manual with updated legislative changes.
Overall Comments: Trio has really high satisfaction rates from both parents and students. Students feel prepared for life after high school and parents agree. In addition, both score high on feeling safe at school. Students are highly connected to their learning managers and teachers. Trio complies with all legal and operational requirements. Areas to improve to meet goals: Staff satisfaction wavered during the 2023-24 school year with the stress around staff conflict. With that matter settled, the authorizer would anticipate a return to higher employee satisfaction rates.		

CURRENT CHARTER ANNUAL ASSESSMENT SUMMARY

Charter School: TRIO Wolf Creek	Contract renewal date: June 30, 2026	Authorization level tracker
Charter School Leadership signature:  Date: <u>2/25/25</u>	Assessment date: Finalized 2-24-25	Last year's level: ☐ Authorized ☐ Level One ☐ Level ☐ Two ☐ Level Three ☐ Level Four ☐ Level ☐ Five
Charter School Board signature:  Date: <u>2/25/25</u>	-Review team: <u>Sam Johnson</u> Date: <u>2-24-25</u> <u>Sammy Vance</u> Date: <u>2-24-25</u> <u>Ken</u> Date: <u>2/24/25</u> Date: _____	New level (after assessment): ☐ Authorized ☐ Level One ☐ Level ☐ Two ☐ Level Three ☐ Level Four ☐ Level ☐ Five

Authorizer Comments Section

Indicators	Comments (from above)
Academic and Education Program (performance as listed in each school's contract)	- Trio Wolf Creek had continued growth in course completion rates with 73% of students passing their classes. There were 5% increases in the areas of math and science and a 14% increase in music. - There was a large decline in FastBridge proficiency rates in math and reading; however, 77% of students met their growth target in reading and 64% of students met their growth target in math. - A point of celebration is the increase in graduation rates for students who enter with 19 credits. - In addition, 100% of students and parents reviewed the student's personal learning plans. We know partnership with families is imperative for academic success and for the student's success after high school. - Consider looking into the decline in passing rates in the physical education courses. - Although we know the number of students who take the MCA tests are small, there is a continued need to examine the low proficiency rates in MCA math.
Fiscal Management - Budget and Finance	- TRIO has strong financial standing. There were no instances of noncompliance in the audit. - The fund balance policy is set at 25% and TRIO is well above that at 80.68%. - Enrollment declined slightly with an average enrollment of 198 over the course of 2023-24 but it was mostly stable around 208 for the majority of the school year.
Governance and Leadership	- Trio is transparent with their policies and procedures, by having them available on their website. The website also has all board meeting information and minutes available to its community. - Board members are active and present as indicated by 93% attendance rate.

	• All board members attend and participate in board trainings. • The main concern in the area of leadership was stated in the letter the Authorizer sent in June 2024. Continue to work through the transition to a new leader and the changes in organizational structure. • In addition, equity work fell off in 2023-24 as stated in the letter. Ensure that the equity work is continued and aligns with the Equity Action Plan created by Trio. • Consider other methods or avenues to fill the vacant board seats.
Operations and Legal Compliance	• Trio has really high satisfaction rates from both parents and students. Students feel prepared for life after high school and parents agree. In addition, both score high on feeling safe at school. Students are highly connected to their learning managers and teachers. • Trio complies with all legal and operational requirements. • Staff satisfaction wavered during the 2023-24 school year with the stress around staff conflict. With that matter settled, the authorizer would anticipate a return to higher employee satisfaction rates.
Performance Improvement Plan with timeline:	
N/A	
Completed performance improvement plan: Charter School Leadership signature: _____ Charter School Board signature: _____ Chisago Lakes School District signature: _____	Moving to level: ☐ Authorized ☐ Level ☐ Three ☐ Level One ☐ Level ☐ Four ☐ Level Two ☐ Level ☐ Five