

**COMMON LOTTERY BOARD MEETING  
JULY 30, 2019  
1050 First Street NE  
3<sup>rd</sup> Floor, M.C. Terrell Conference Room  
12:00PM – 1:30PM**

**MINUTES**

**I. Called to Order 12:04 and Roll Call**

Board Member (Designee)	Organization	Voting Status	Roll Call	May Min	Policy Guide
Paul Kihn	DME	Voting Member	x	Y	Y
Jubria Lewis	SEED Foundation	Voting Member	x	Abstain	Y
Claudia Lujan	DCPS	Voting Member	x	Y	Y
Colin Taylor	DCPS	Voting Member			
Hilary Darilek	E.L. Haynes	Voting Member			
Melissa Kim	DCPS	Voting Member	x	Y	Y
Daniela Anello (Alina Thouyaret)	DC Bilingual	Voting Member	x	Y	Y
Lenora Robinson Mills (Scott Pearson)	DC PCSB	Non-Voting Member	x	N/A	N/A
Hanseul Kang	OSSE	Non-Voting Member	x	N/A	N/A
Catherine Peretti	MSDC	Non-Voting Member	x	N/A	N/A

**II. May Minutes**

Approved with a majority, cross-sector vote with one abstention.

**III. Introduction of New Members**

Dr. Jubria Lewis joins the Board as a charter LEA representative from the SEED Foundation. Dr. Melissa Kim joins as a representative from DCPS, appointed by the Chancellor.

#### **IV. Mock Lottery Exercise**

The Board formed into teams and used three student profiles to create a lottery application as if they were the family of the student. They used resources available from My School DC and any they could find on their own.

Board members Lujan and Alina Thouyaret suggested it could be easier to find specialized programs in the My School DC directory. They were not using the online search, so it could be helpful for those using the paper guide. Alina also suggested an app. Board member Peretti said that in the past when they have explored an app it has seemed cost prohibitive for the benefit, but it could enhance family outreach.

Board members Lewis and Pearson said that they had to keep typical entry grades in mind as their student scenario was a rising 6<sup>th</sup> grader and many charters start at 5<sup>th</sup> grade.

#### **V. 2020 Programmatic Goals**

Board member Peretti presented the goals staff have set for the upcoming cycle in response to parent and school feedback, and their experience from the past cycle.

- 1. Create interactive chat functionality in the MSDC application**
- 2. Conduct impact analyses on policy proposals related to lottery and access, prepare reports for stakeholders**
- 3. Achieve 4.2 or above on satisfaction ratings (overall hotline satisfaction, and overall MSDC process satisfaction)**
- 4. Increase rate applicants in by the deadline by 2%, measured on 6/30**
- 5. Increase rate of at-risk applicants before the deadline by 2%, measured 6/30**
- 6. Keep Ward's applicant share within 2% of Ward's enrollment share**
  - a. Board member Lujan suggested that we look even more closely into the Ward applicant shares by grade, and especially focus on PK since everyone uses the lottery for access at that stage.
- 7. Decrease enrollments outside the process by 20% or more on audit**
  - a. Board member Lewis asked for and received examples of these. MSDC is already working with LEAs to prevent these for next year.
- 8. Achieve 92% or more satisfaction rate with EdFEST**
- 9. Attract 99% or more school participation**
  - o The Board celebrated the news that LAMB joined the common lottery for the 2020 cycle.

Board member Kim asked if there was something behind using 2% as the goal for many of these improvements. Board member Peretti said that for numbers that were already pretty solid, a 2% increase seemed like an achievable target in the interest of continuous improvement.

Alina Thouyaret asked why charter participation was not mandatory. Scott Pearson responded that it was a critical feature to get charters to participate initially, and a tool to keep onerous

measures at bay. Board member Peretti suggested that it was an interesting challenge, but also pushed the staff to create a valuable service that would be hard for schools to opt out of using. Alina asked how it could possibly prevent schools from recruiting the population that they want, for example, DC Bilingual is always seeking more low-income applicants but can't control who gets matched. Board member Peretti responded that participation in My School DC wouldn't change the fact that charters must adhere to federal and DC laws and rules around open enrollment, so while the applicant pool may change, the rules a non-participating charter needs to follow would not.

## **VI. 2020 Lottery Policy Guide**

The Board reviewed and discussed changes to My School DC policies, italicized below.

*Data collection for published school profiles is now a “key date” with a deadline of October 11, 2019. School profiles will be published in November 2019. The timing of this deliverable is consistent with previous years. After publishing school information, changes will not be made automatically upon request. The factors that MSDC will consider in making any changes to the published criteria on the lottery application and website are:*

- 1. Whether such a change is finalized with approval from DCPS or PCSB;*
- 2. How families have been notified or can be notified of the change;*
- 3. Fairness to the total applicant pool and number of students impacted;*
- 4. How much risk a late change will introduce into the stability of the common application and lottery for all schools; AND*
- 5. How much time a family has to act on the change before the deadline for the impacted grade span.*

Scott Pearson indicated discomfort with staff making these decisions alone. Board member Kihn would be the decision maker ultimately if there was a difficult change scenario, but an appeal process would be difficult to implement on a tight timeline when the application is expected to be open and the clock ticking for applicants. Board members Kim, Kihn, Lujan and Scott Pearson agreed that it was important to capture the spirit of My School DC's effort to accommodate in writing. The Board requested an added sentence “*My School DC will make all deliberative effort to implement a change.*” in the section regarding the deliberation before changing a school's information in the application.

*Non-residents will now be asked if they intend to move into DC before the start of school in the MSDC application and those not planning a move will receive results accounting for their residency status (i.e. they will not take a matched spot from a resident). Non-DC residents can apply through MSDC and can be waitlisted, but can only be enrolled at a MSDC participating school if 1) the LEA notifies OSSE and MSDC of the intent to enroll a non-resident, 2) there are no DC residents on the waitlist, and 3) the family enters into a tuition agreement with OSSE. Non-DC residents who indicate that they are planning to move into the District, or are unsure, are not impacted by this change.*

Board member Kihn asked that MSDC carefully select language of this question so that non-residents cannot be confused with non-citizens. Board member Kang also requested that My School DC work with the enrollment and residency team to determine whether communication to non-resident applicants that are unsure of their moving status makes sense.

*MSDC may extend the high school deadline until but not beyond the PK3-8 deadline for applicants enrolled in a non-terminal grade at any school to be closed for the following year, to the extent possible and practicable while maintaining on-time lottery results for the city.*

Board member Peretti explained that this would be a limited extension ONLY for students coming out of closing schools that may have not expected to be applying on a short timeline. DC PCSB has agreed to communicate earlier with families enrolled in closing schools, but also has to be mindful of due process rights of the school. Board member Lujan proposed that communication could come from My School DC if they could get the contact information of the families of enrolled students. All agreed that it could be a good role for My School DC. Board members Kim and Lujan also stated that the “may extend” language was appropriate in light of the selective high schools needing more time for auditions, tests, interviews, etc. All will work in good faith to give students impacted by closures more time to access other schools in the lottery.

*The MSDC website will advertise to families which schools have short waitlists (fewer than 10 students) in specific grades after the lottery has concluded and results are released. MSDC will update these data regularly directly from the Centralized Waitlist Management System (formerly, available seats were self-reported by schools with varying accuracy).*

This change is in place already and was deliberated with the working group of LEAs this Spring.

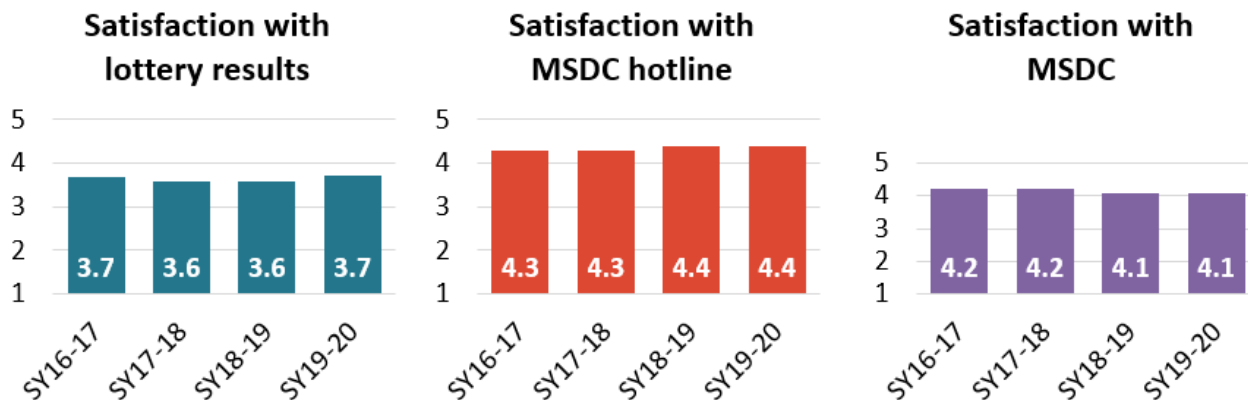
Scott Pearson asked why the Key Dates page stated that 100% LEA participation was expected at EdFEST. My School DC thinks it is best for parents if all schools are present, and that is why even non-participating schools have been invited. We set the expectation because the booths are paid for well in advance, but it isn't a requirement. DCPS does require all schools to staff a booth, even though their need and success in recruiting at the event varies by school. Alina Thouyaret said that every year they go, in part because it is an expectation from My School DC, but also because they enjoy it. The expectation language was added to the handbook three years ago, and that is when 100% attendance from schools began. Board member Peretti explained that schools are more and more engaged with EdFEST and it has been nice for parents to have a robust showing from schools even though it isn't a requirement.

The Board unanimously adopted policies for the common lottery program, as amended in the meeting.

MSDC now will send the policies, summary of changes and annual participation agreements to all LEAs asking them to opt-in again (including inviting non-participants).

## VII. Review 2019 Performance, 2020 Enhancements

Satisfaction rates remained high, with the highest response rate on the survey to-date and the highest satisfaction with lottery results coming from Ward 8 (4.1 out of 5).



Proximity to home and school reputation were key drivers of school selection and enrollment. Enrollment paperwork also came up as a key factor in a decision not to enroll. Board member Lujan asked if this referred to the enrollment packets families are expected to submit. Board member Peretti explained that families have a month initially to gather required papers and enroll, but that timeline gets shorter as waitlist offers go out with expiration dates. It can be a lot to gather in a short window of time, and once an offer expires the school is not obligated to extend it.

The Board discussed goal performance which was strong but not perfect. MSDC is already implementing strategies to decrease enrollments outside the process and increase applications in before the deadline.

2019 SMART Goals	Result
Create one subpage for high school applicants	Goal met. Page was drafted and published with PAC input.
Serve 50 families at field offices and through phone appointments	Goal met. 59 total families served.
Achieve 4.2 or above on satisfaction ratings	Goal met. Average rating is 4.3.
Ward's applicant share is within 2% of Ward's enrollment share	Goal met in all Wards.
Achieve 90% or more satisfaction rate with EdFEST	Goal met. 92% rated the event "Excellent" or "Very Good".
Increase mobile usage of School Finder by 10%	Goal met. 22% increase in mobile usage.

Attract 97% or more school participation	Goal met. Recruited Monument Academy and Mary McLeod Bethune bringing participation to 99%.
Achieve 4.0 or above on ease of use of application on a mobile device	Goal met. Satisfaction rate is at 4.4.
Conduct deliberative impact analyses of at-risk preference permutations	Goal met.
Increase citywide Universal Health Certificate submission by 5%	Data pending.
Decrease enrollments outside the process by 20% or more on audit	Goal not met by the time of the final audit. Decreased but only by 5 students.
Increase by 2% the # of applications submitted by the application deadlines	Goal not met. Decreased slightly overall by 0.7%.

Alina Thouyaret and Board member Kang said they’ve both heard about uneven experiences that parents have with different schools. My School DC should continue to work with schools on school-level customer service and common challenges for a better parent experience.

Barring challenges, MSDC plans to make the following enhancements:

- Application: Add “chat” functionality within application to more rapidly address minor issues that applicants would call the hotline to resolve
- Application: Add “distance from home” and map each school selection on ranking page (currently included in school selection page)
- School Finder: Allow user to filter by STAR rating
- Website: Pull school-specific historical waitlist data onto each profile
- Outreach: Notify non-residents earlier of residency/tuition requirements
- Outreach: Enhance digital strategy in Wards where deadlines are missed
- Back End: Streamline ability for MSDC to make changes & pull data

Scott Pearson noted that there were a small number of schools that ended in 3<sup>rd</sup> grade that were negatively affected by the STAR rating due to their unique grade span. He wouldn’t want to see them impacted in the lottery or caused to drop out and will connect with Board member Kang about it.

### VIII. Adjourn 1:32pm