

PCSC Lottery Observation Summary

An observation of each school's lottery process is required by [Section VI of PCSC policies](#), and will take place once each performance certificate term.

Below you will find the summary of the PCSC lottery observation for your school. The purpose of this observation is to ensure compliance with Idaho's equitable selection process outlined in [IDAPA 08.02.04.203](#). Please see the PCSC's [Equitable Selection and Enrollment Process Guidance](#) document for more information. If you have any questions/comments/concerns regarding the summary below, please feel free to reach out to the PCSC staff. You may provide a response to this report within two weeks of receipt. Both the report and your response will be included in your school's renewal portfolio.

Observation Date: 4/8/2021

Observation Location:

<https://us02web.zoom.us/j/87009723221?pwd=QzEyQ05VRmVMYnFqZDlkVE9XTk9rZz09>

Observer: Melissa-Jo Rivera

School Personnel Present	Office (if applicable)
Erica Kemery	Superintendent
Leann Jacobs	Secretary
Neutral Third-Party Conducting Draw	Title
Nari MendeHall	Ronald McDonald's House Representative

Observation Category	Status	Date
Enrollment Deadline Notification	No Concern	4/8/2021
Enrollment Form	No Concern	4/8/2021
Lottery Process	Concern	4/8/2021

Additional Notes (As Applicable)

Deadline Notification & Enrollment Application |

- It is unclear on the date to which the Monticello Board motioned/second/voted to establish the enrollment deadline. If you have this board meeting date and/or meeting minutes, please provide a copy. This bullet will be updated if received information and/or documentation fulfills the requirement.

- It is unclear if the school made a press release or public service announcement at least 3x, more than 14 days prior to the enrollment deadline by a neutral party. Social media does not fulfill the requirement. If you have the name(s) of the entity(ies) used along with the dates of releases, please provide that information and this bullet will be updated.
- The school's website has enrollment information available all year around on their website. The enrollment deadline was updated on the site for SY 2021/2022. It was unclear when the 2021-2022 school year enrollment deadline was published. Please provide more information that identifies when the deadline was published.
- Student application was provided and made available in English & Spanish.
- Non-discrimination statement was available on the school's website; however, statement was not posted with enrollment information. The statement was in a subsection of enrollment under "Admissions>Why Choose Us", rather than with application information. Please be sure this statement is located on the application page as required by IDAPA 08.02.04.203(02).

Equitable Selection Process |

- Lottery was made available for public observation via Zoom. I would recommend ensuring that microphones are muted until the lottery start time to protect any data and/or private information from being released or internal discussions being overheard.
- School personnel and third-party representative were introduced by Monticello's administrator.
- Third-party representative was Mrs. Nari MendeHall.
- Lottery selection process lacked transparency regarding the practices that would take place during draw. I would recommend the administrator and/or school personnel provide an explanation prior to the lottery regarding practices that will be conducted during the selection to include an explanation of preference categories. Communication prior to and during the equitable selection process facilitates transparency to the public and commission on compliance and equitable practices.
- Grade levels & students were drawn at random by school secretary (Leann Jacobs) and neutral third-party (Mrs. MendeHall)
- School personnel corrected a grade level draw with an explanation as one student card was not included in the original draw. All students in that grade level were re-randomized and drawn. Communication was provided to the public for this action.
- Students were given sibling preference during the live draw. Mrs. MendeHall provided clarity on the sibling preference and final listing about halfway through the process. This process lacked initial communication and transparency resulting in confusion on the status of students being drawn.
- Students first & last names were provided publicly. Please review your data privacy & security policy (3575) to ensure that student's personal identifiable information is not shared publicly and remains in compliance with FERPA.

- It was unclear on the status of students being drawn. Some students were labeled “wait-list” while others were mentioned as having to get their “application”. Please differentiate between the application (used before students are offered a seat) and registration paperwork (available after students accept a seat) to reduce confusion. Please provide clarity on the status of the student’s names drawn.
- Communication was given that all K5 drawn students received a seat per a parent/guardian request for clarification; however, as the terms used were not clarified regarding whether students were waitlisted or offered a seat, the status of drawn students was unclear throughout the process.
- It was unclear on the student capacity for the 2021-2022 school year. Please provide a by grade breakdown of grade, returning students, open seats, and applications. I would recommend that this information be shared by any and /or all the following methods: Posted to website with enrollment deadline information; communicated the day of prior to lottery selection; and/or communicated during lottery (by grade level). This facilitates transparency to the public regarding equitable practices and admission of students.
- It was unclear as to the timeline families would be notified of student acceptance. Please provide clarity on the communication methods and timelines regarding when parents will receive notification of offer for a student’s seat and when parents must notify the school of acceptance (in writing) of the offered seat.
- School personnel remained available post lottery to answer any parent/public questions or address any comments/concerns.
- Due to concerns regarding transparency & communication of the equitable selection process, a follow-up observation will take place during the 2022-2023 school year.

Reminders | *Reminders are provided below for your specific school to support and ensure compliance on future lottery processes. Please ensure these reminders are implemented during your next enrollment season.*

- As a reminder, a minimum of a three-month notice of enrollment deadline is required; though the school’s enrollment information is present year-round, each school year deadline of enrollment is required to be provided.
- As a reminder, per (FERPA) & your student data privacy and security policy, a student’s identifiable information should not be disclosed publicly. I would recommend creating a modified naming convention to ensure that release of student information remains in compliance with FERPA and your data/security policy. Some shared best practices include using a number system that directly correlates with students; shorten first/last names, combination of both.
- As a reminder, Per IDAPA 08.02.04.203 press release or public service announcements need to be disseminated by a neutral media outlet for broadcast/print no later than 14 days before the enrollment deadline. Social media does not fulfill this requirement.

- As a reminder, per IDAPA 08.02.04.203 an enrollment deadline needs to be established by your school board (with a motion, second and vote) at least 3 months prior to the deadline.
- As a reminder, per IDAPA 08.02.04.203 a non-discrimination statement needs to accompany all published enrollment information, including fliers, advertisements, and social media.