

**COMMON LOTTERY BOARD MEETING  
MARCH 1, 2018  
CONFERENCE CALL  
(712) 770-4141 Participant Code 695884  
1:30-2:15PM**

**MINUTES**

**I. Roll Call**

<b>Board Member (Designee)</b>	<b>Organization</b>	<b>Voting Status</b>	<b>Roll Call</b>
Ahnna Smith	DME	Voting Member	X
Susan Schaeffler	KIPP DC	Voting Member	X (1:45)
Claudia Lujan	DCPS	Voting Member	X
Colin Taylor	DCPS	Voting Member	X
Will Stoetzer	Ingenuity Prep	Voting Member	X
Eugene Pinkard	DCPS	Voting Member	X
Richard Pohlman	TMA PCHS	Voting Member	X
Darren Woodruff (Scott Pearson)	DC PCSB	Non-Voting Member	X
Shana Young	OSSE	Non-Voting Member	X
Catherine Peretti	MSDC	Non-Voting Member	X

**II. My School DC Audit**

Board member Peretti explained the current annual process for data comparison. Once the OSSE enrollment file is ready several months after the lottery closes, My School DC sends the data to a third party vendor to compare the data sets and identify anomalies in enrollments. We then send those anomalies to schools for an opportunity to respond. Once those responses come in, we are

left with a smaller set of anomalies. There are two types of anomalies- “technical” or “substantive” errors. Technical errors mean that the proper buttons were not pressed to follow My School DC procedure, while a substantive error would be that there was an enrollment that could have supplanted a student that was on a waitlist. The team sends the results to LEA leaders with suggestions on how to improve in the future, and we improve our technical assistance to LEAs according to trends we see in the mistakes for the current year.

We called this meeting to discuss the process and gather input from the Board on what, if any, additional steps may be appropriate.

Board member Taylor asked to be reminded of what the trends have been? The largest set of anomalies is typically at schools that do not have waitlists. They have seats available and a student wants to enroll. To follow procedure, they should take a post-lottery application before enrolling the student. While this was the most common finding last year, the trends can change from year to year as practices become more routine or systems change. For example, the year after the boundary changes, we saw some registrars at DCPS using the old boundaries to accept students that should have had out-of-boundary applications at the affected schools. But with training and technical assistance, that has not been an issue in more recent years.

Board member Pohlman asked what are the corrective actions suggested in the letters to LEA leaders? They are customized and suggested based on the types of errors found at that LEA. Some examples are:

- Make sure all applications for new students in PK3 and PK4 come through My School DC, even if the school has open seats.
- Make sure all newly enrolled students have first received an offer and enrolled through the centralized waitlist management system.
- Ensure that school registrars are using the EBIS system to verify that families live in-boundary before enrolling them (applicable to DCPS only).

Board member Pohlman recalled that the Board has increased the responsive action each year, but we do not currently ask for an LEA to respond to our letter.

Board member Pinkard asked how My School DC discerns motives for the anomalies? That’s the difficulty since what My School DC sees is rows and columns of student information with no context. We ask the schools and by and large, do not have reason to mistrust their explanations. My School DC relies on the LEA to follow up on the unexplained anomalies. We haven’t spent too much time trying to discern motives because there haven’t been many violations from schools with long waitlists.

Scott Pearson said that in his experience following up on the letters, there were explanations from schools that the errors were technical in nature and not substantive skipping of waitlists, such as a student being #1 on the waitlist but the offer button was not properly clicked to show they were made an offer.

Board member Stoetzer said that something that been on his mind is ways to prevent people with influence from applying pressure for results, including members of this Board. Board member Smith agrees and notes she has a child in the lottery for PK3.

Board member Schaeffler asked to clarify the My School DC role in residency issues. The role is limited. My School DC does allow non-residents to apply and be matched to schools due to the transient nature of the District's population. However, the applicant must prove residency at the school site upon enrollment when accepting a match or waitlist offer they received through My School DC.

Scott Pearson announced that Rick Cruz was elected as the new Chairman of the DC PCSB, and his designee for this Board will be Lenora Robinson. My School DC will also coordinate with DC PCSB staff for the two seats that are up for election this summer.

### **III. Next Steps**

My School DC will pull together action options for the Board to review in April.