

Isthmus Montessori Academy Public  
Governance Council Meeting Agenda

Date: 11/28/2018

Time: 7:00 pm

Location: Isthmus Montessori Academy Public Conference Room

Time	Item	Actions
7:00 pm	Call To Order	<ul style="list-style-type: none"><li>● Heads of School Welcome</li><li>● Roll Call</li></ul>
7:10	Heads of School Report	<ul style="list-style-type: none"><li>● Review Governance Council responsibilities, tasks, expectations</li></ul>
7:15	Discussion & Action Items	<ol style="list-style-type: none"><li>1. Set monthly meeting calendar for remainder of school year.</li><li>2. Determination of 2019-2020 school year application, lottery, and enrollment dates.</li><li>3. Determine strategic planning process and timeline.</li></ol>
8:30	Adjourn	

**Attachments:**

- 2018-2019 Application, Enrollment, Lottery timeline
- Proposed Strategic Planning Process as described in approved IMAP application to OEO

## **2018-2019 Application, Lottery, and Enrollment Process and Timeline**

### **Admission policies and practices to be used to enroll students the first year and succeeding years (118.40(1m)(b)10).**

No family will ever be obligated to enroll their student at IMAP. Application and enrollment is entirely voluntary.

Importance of continuous programming: Continuous participation throughout primary and secondary school allows children to realize the full benefits of this scientific method, though benefits will accrue to children enrolled for shorter terms, as long as a critical mass of classmates are rooted in the method.

4K - 1st Grade enrollment: Applications will be subject to an annual initial application deadline.

Admission after the start of 1st Grade: In years of expansion or to fill vacancies from departing students, older students may submit an application for enrollment provided such enrollments would not result in more children in the receiving class having more non-Montessori children than those with Montessori experience. This interest in the preservation of culture and climate may be overcome when IMAP performs a balancing test and determines that the needs of the student outweigh the risk of temporary disruption.

### **Application/Enrollment Request Process:**

1. Application Window Opens: February 14, 2018
2. Application Window Closes: Midnight April 2, 2018
3. Families are notified via e-mail that application has been received.
4. Applicants are entered into spreadsheet and sorted by grade level (2018-2019 School Year) by Program Coordinator.
5. Heads of School verify student information on the spreadsheet matches information on submitted applications.
6. Any student who's application has been received prior to Midnight on April 2, 2018 AND will be entering a grade level that does not exceed enrollment capacity will be placed at that grade level and considered enrolled students.

### **Strategies to be employed when, and if, more students apply for admission than there are seats available.**

Any child whose family demonstrates an interest in the method and believes Montessori to be an educationally appropriate placement is welcome to apply for entering and back-fill seats. Applications in excess of capacity will be resolved through lottery, except for such lottery exemptions as provided by Wisconsin Statutes 118.40(3)(g)(1) through (3).

### **Lottery Process:**

7. For any grade level that has more applicants than there are spots available, a lottery will be held to determine enrollment and priority order for the waiting list. Lotteries will be conducted starting with the highest grade level requiring a lottery and ending with the lowest grade level requiring a lottery. (9th grade, 8th grade, 7th grade...4K).
8. Within each grade level requiring a lottery, applicants are assigned a number, starting with 1 and continuing until all applicants have been assigned a number by the Heads of School.

9. All students within that grade level will be entered into the lottery unless the child is allowed to be exempt from the lottery as provided by Wisconsin Statutes 118.40(3)(g)(1) through (3). These children include:
  - a. Children of School Founders
  - b. Children of Governing Board Members
  - c. Children of Full-time Staff Members
  - d. Siblings of enrolled students
10. A third staff member will be assigned to conduct the lottery draw, who will not have access to the numbers that applicants have been assigned.
11. The lottery conductor will be informed of the numbers that are to be entered and will place those numbers into the lottery machine.
12. The lottery conductor then draws numbers one at a time, turning the lottery machine and announcing the numbers to two recorders (Heads of School). The first number drawn will identify the first open grade level spot filled. This step repeats until all open spots within that grade level are filled and the priority order of the waitlist is determined.
13. The Lottery process: (steps 7 through 12) will be observed by an independent observer who meets the following criteria:
  - a. Is not a member of the IMA, Inc. Board
  - b. Is not an employee of IMA or IMA, Inc.
  - c. Is not a member of the IMA Governance Council
  - d. Does not have children who attend IMA (grades 4K through 9) or IMA, Inc. (grades 3K and younger)
  - e. Is not living in the same household as anyone described in a through d above.
14. The Lottery process (steps 7 through 12) will be video recorded.

**Enrollment Process:**

15. Parents whose children were selected through the lottery are notified within 24 hours of completion of the lottery that their child has been invited to enroll via e-mail.
16. Families have 2 business days from notification to respond via e-mail of their intention to enroll in IMA for the following school year.
17. If no response is received after two business days, families will be contacted by an IMA representative by phone.
18. If no response is received within 1 business day of the phone call, the child will be removed from the enrollment list and the open space will be offered to the first child on the waiting list. The child's application will be maintained for the school year. If at any point the child's parents wish to re-apply for enrollment, they will be placed at the end of the waiting list.
19. Children on the waiting list who are offered any open spaces will also be given 2 business days to respond with their intention to enroll. If no response is received, a phone call will be placed to offer the child a space. If no response is received within 1 business day of the phone call, the space will then be offered to the next child on the waiting list.

**2018-2019 School Year Application/Lottery/Enrollment Timeline:**

February 14, 2018	Application window opens
April 2, 2018	Application window closes
April 4, 2018	Transition Team finalizes lottery process Families of accepted/enrolled students are notified via e-mail. Families of students at grade levels requiring lottery are informed of lottery.
April 5, 2018	Lotteries held beginning at 5:30 pm
April 6, 2018	Lottery results e-mailed out: (acceptance & enrollment agreement OR waiting list)

### **1.11 Describe the process that will be used to develop an initial strategic plan.**

The IMAP Governance Council and administration will lead the development of the school's initial strategic plan, ensuring the participation and input of stakeholders, including but not limited to, school staff members, parents, students and community members. While there are many models available for guiding the strategic planning process, as an AMI school, IMAP has chosen to adapt the AMI Montessori "Cycle of Work and Learning" to develop its strategic plan. The outline below summarizes the process that will be used to apply this to IMAP strategic planning process.

1. **Observation:** *In a lesson, the Montessori teacher begins with careful and thorough observation of the child. In much the same way, the Strategic Planning Process will begin with a careful and thorough "observation" of the current state of the school community.*
  - a. Specific activities:
    - i. Collection and review of data related to our vision and mission, such as demographics that make up our student population, specifically focused on establishing a baseline of underserved populations of children and families who enroll at IMAP.
    - ii. Additional data collection will include gathering input from students, parents, staff members, and community members related to the needs of these stakeholder groups. This may include survey, interview, and observation data.
  - b. Timeline: Initial data collection will occur after enrollment is complete, when demographic data is available.
  
2. **Creating Developmental Goals and Learning Objectives:** *From observations, the AMI teacher develops a developmental goal and learning objectives for the child. In the case of the IMAP Strategic Plan, the school's vision and mission statements represent the developmental goals, and learning objectives will be developed represented by strategic goals.*
  - a. Specific activities:
    - i. Clear and concise vision and mission statements will be created.
    - ii. Specific school level goals designed as steps to attain the IMAP mission and vision including inclusivity targets (student population demographics), academic achievement, access to educational and extracurricular opportunities.
  - b. Timeline: To be completed prior to the start of the 2018-2019 academic year
  
3. **Action Plan:** *The Montessori teacher creates an action plan to meet the unique needs of a child to assist him or her in achieving developmental goals and learning objectives. The Governance Council and School administration will similarly identify the specific actions required to meet the needs of stakeholders and achieve the school's mission, vision, and strategic goals.*
  - a. Specific activities:
    - i. Specific action steps, and timelines will be created to achieve the goals identified in the previous phase.
    - ii. Identify stakeholders who are to be Responsible, Accountable, Consulted, and Informed for specific actions/activities within the Action Plan.
  - b. Timeline: To be completed prior to the start of the 2018-2019 academic year

4. Implementation of Action Plan:

- a. Specific activities:
  - i. Initiation of action plan steps
  - ii. Progress monitoring data collected on action plan steps and progress toward strategic goals.
- b. Timeline: All action plan steps to be completed by the end of Academic Year 2018-2019

5. Observe, Reflect, and Adjust:

- a. Specific activities:
  - i. Collect and synthesize any additional information (such as stakeholder input) and/or outcome data not obtained through progress monitoring.
  - ii. Review data and stakeholder input to determine whether action steps have achieved goals and anticipated outcomes.
  - iii. Determine next steps including the continuation or adjustment of action steps and goals based on data.
- b. Timeline: To be completed after the completion of Academic Year 2018-2019 and prior to the start of the 2019-2020 Academic Year.

To ensure the IMAP Strategic Plan is created and implemented in a way that includes meaningful stakeholder involvement and maintains a focus on the school's mission and vision, the action plan will include which stakeholders are responsible, accountable, consulted, and informed for the implementation of each action step, data collection, and timeline. The Governance Council described in the following section will be the owners of the strategic planning process and will review progress four times annually.