

Governance Committee Meeting
April 29, 2015

Attending: Stephanie Miller, Jean Walker, Ashlee Savage, Justin Belanger, Travis Works

The committee:

- Looked at the wording of our lottery guidelines in the contract with the Maine Charter School Commission and on the CRCS website.
- Reviewed the historical procedure of the lottery in years 1, 2 and 3.
- Discussed FERPA compliance and privacy rights.
- Added clarification language to the lottery guidelines in our publications. (See below additions highlighted in yellow.)

Lottery Guidelines:

- Siblings and children of staff: All siblings of admitted students will be placed prior to holding a lottery. CRCS shall also give enrollment preference to children of the school's full-time employees, as long as they constitute no more than 10% of the school's total student population.
- CRCS may limit admission to pupils according to given age group(s) or grade level(s) and may make modifications as to the number of students in any particular grade to accommodate staffing exigencies and attrition patterns.
- Applicants: All names of remaining students who have submitted completed applications will be given bingo numbers and placed in a bingo ball if there are more applicants than slots for a specific grade level.
- Drawing: Beginning with kindergarten, as each ball is drawn, the student will be admitted or placed on the waiting list.
- Siblings of admitted students: When a student is admitted, their siblings' names are automatically drawn. If there is space, the siblings are admitted as well. If not, they will be placed on the wait-list.
- Admitted students: Parents of accepted students will meet with the school director for orientation and receive enrollment paperwork. This admittance remains in effect until they graduate or transfer.
- Waitlisted students: If there is no longer space available, the student will be placed on the wait-list in the order that his or her name was drawn. If an opening occurs in a given grade, students on the wait list will be contacted according to their order on the waitlist.
- Students who apply to CRCS after the lottery date: These students will be conditionally admitted only if space is available. If space is not available, they will be placed on the wait-list in the order that their completed application is received.

Recommendation to the board: Insert language from our charter contract (sections 2.3.3 and 2.5.2) to clarify how openings are permitted to be filled.

Respectfully submitted by Jean Walker