



## New Mexico Public Education Commission (PEC)

### Lottery and Enrollment Policy Change Notification Instructions

**Purpose:** To notify the Public Education Commission (PEC) of a change in the school's lottery and enrollment policy.

**Submission Deadline:** Changes to the lottery and enrollment forms that comply with the PED policy on lottery practices do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this change.

**The school must provide:**

- Fully completed form
- Approved board minutes or certification of the vote taken by the board regarding the change
- Description of and rationale for the change
- A red-lined copy of the lottery policy and enrollment forms and instructions
- A clean copy of the new lottery policy and enrollment forms and instructions

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

**Lottery and Enrollment Policy Change Notification Form**

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and The Montessori Elementary and Middle School, hereafter "the school," effective on 12/17/2024.

Current section & language in school's lottery and enrollment form and instructions which will be changed or replaced (can refer to red-line copy provided): See Red-Line Copy

New section & language to change or replace what is provided above (can refer to red-line copy provided): See Red-Line Copy

Effective Date: 12/17/2024

The school's notification is hereby submitted by:

Signature of School Representative: *Piper Kelley* Date: 12/17/24

Signature of Governing Board Chair: *[Signature]* Date: 12/17/24

\_\_\_\_\_  
**For PEC/CSD use only**  
\_\_\_\_\_

PEC Meeting Date:

Agenda:  Consent (typical)       Regular (unusual circumstance)

The school's notification was:  Accepted  Rejected (provide reason)

Electronic signature of CSD Director: \_\_\_\_\_ Date: \_\_\_\_\_



**MINUTES OF  
THE MONTESSORI ELEMENTARY SCHOOL  
GOVERNING COUNCIL  
DECEMBER 17th, 2024  
THE MONTESSORI ELEMENTARY SCHOOL  
1730 Montano Road, NE  
ALBUQUERQUE, NM 87107**

Present: Alan Li, Mary Salazar, Javier Benavidez

Absent: Mary Chappell, Denise Rumely

Administration: Piper Curry, Stan Albrycht

Note taker: Alan Li

Alan called the Regular Meeting of the Governing Council to order at 5:35 pm and confirmed a quorum was present with a roll call vote.

**Approval of meeting agenda**

Javier's motion to approve the agenda was seconded by Mary S. and passed unanimously.

**Public Comment**

None.

**Review and approve the Special Meeting minutes for November 19th, 2024**

Mary S's motion to approve the minutes for the Regular Meeting, held on November 19th, 2024, was seconded by Javier and passed unanimously.

**Discussion/Action – Finance Committee**

- I. BARS
  - A. None.
  
- II. Expense Reports – Council members reviewed the November expense report.
  - A. Mary S.'s motion to approve the November expense report as reviewed by the finance committee was seconded by Javier and passed unanimously.
  
- III. Chair Update – None.

**Discussion/Action – Director's Report**

Current student count is 447. See attached report.



**Discussion/Action – Updated/New Policies**

Mary S's motion to update the Policy 302: Enrollment, Admission and Lottery with the updated language and process was seconded by Javier and passed 3-0 with a roll call vote.

**Discussion/Action – Employee Handbook Updates**

Alan's motion to table Item 7: Discussion/Action – Employee Handbook Updates, was seconded by Javier and passed unanimously.

**Discussion/Action – Student/Parent Handbook Updates**

Alan's motion to approve updates to the Student/Parent Handbook regarding the updated FERPA language, was seconded by Mary S. and passed unanimously.

**Discussion/Action – Schools Accountability Report from NM Vistas**

The board was presented the NM Vista Report.

Javier's motion to adopt the Report was seconded by Mary S. and passed unanimously.

Javier's motion to amend the early motion to include the '23-24' date to the adoption was seconded by Mary S. and passed unanimously.

**Discussion/Action – Board Training**

The GC spoke about New Member Training.

**New Business – Next Meeting**

The GC scheduled the next Regular Meeting for January 28th, at 5:30 pm.

**Adjournment**

Alan's motion to adjourn the meeting was seconded by Mary S. and passed unanimously. Meeting adjourned at 6:08 pm.

Signed:

Governing Council of The Montessori Elementary School

By:  \_\_\_\_\_  
Signed by: 6D75BE415886496

Alan Li, TMEMS GC Secretary



## **Justification for Changing the Lottery Policy for The Montessori Elementary and Middle School**

The Montessori Elementary and Middle School (TMEMS) updated its lottery policy to enhance transparency, equity, and efficiency in the admissions process. This change was necessitated by several factors:

### **1. Transparency for Families**

Previously, the admissions process involved multiple "mini-lotteries," which made it challenging for families to understand their child's position on the waitlist. The updated policy allows families to know exactly where their child stands on the waitlist at any given time. This clarity fosters trust in the process and helps families make informed decisions regarding their child's education.

### **2. Equity in Admissions**

The prior policy's reliance on multiple mini-lotteries introduced an element of variability that could be frustrating to families by never knowing where their spot was on the waitlist. By shifting to a single, streamlined lottery pull, TMEMS ensures that all applicants have an equal opportunity to be admitted based on their assigned waitlist number with full transparency. This change aligns with our commitment to providing fair access to high-quality education.

### **3. Efficiency in Process**

Managing multiple mini-lotteries was administratively burdensome and time-consuming, which delayed the admissions process. The updated policy eliminates the need for these additional lotteries, allowing TMEMS to allocate spots more efficiently and focus resources on serving our students and families.

By implementing these changes, TMEMS demonstrates its dedication to fostering a transparent, equitable, and efficient admissions process, ensuring that all families feel confident and valued as part of our school community.

## **POLICY 302: Enrollment, Admission and Lottery**

**Effective date of Policy 302:** This policy will take effect on December 17, 2024, which will apply to 2025-2026 student admissions and lottery.

**Admission, Lottery, and Enrollment Policy Statement:** ~~Students are~~ TMEMS will comply with all applicable laws when admitting students. As a public school, TMEMS's admissions policy is governed by state law which requires that charter school students be admitted to The Montessori Elementary and Middle School through on a lottery basis if the ~~enrollment and lottery processes~~ number of applicants to a charter school exceed the spaces available for each grade. Otherwise, students will be admitted on a first come, first served basis, when there are seats available as determined by the procedures described below.

Any student living in New Mexico or students of military families with orders to move to New Mexico for the applicable school year, may apply to attend ~~The Montessori Elementary and Middle School~~ TMEMS. The Montessori Elementary and Middle School does not discriminate against any student or family based on race, gender, religious affiliation, national origin, ethnicity, physical or mental disability, gender identity, sexual orientation or any other protected classification of individuals as recognized by state or federal law. The Montessori Elementary and Middle School DOES NOT charge tuition nor have admission requirements, except as otherwise provided in the Public School Code.

~~Class Size Limitations: Each year The Montessori Elementary and Middle School will announce the total number of classes by grade and the total number of students accepted into those classes for each of its locations. At no time will The Montessori Elementary and Middle School's total enrollment for K-8 exceed the PEC approved enrollment cap. The Montessori Elementary and Middle School Governing Council may adjust the number of classes and students accepted per class, if enrollment trends necessitate an adjustment to accommodate staffing or enrollment demand.~~ Students admitted to TMEMS either by application and/or the Lottery will be enrolled after completing the TMEMS enrollment procedures, which includes enrollment forms and information. TMEMS follows all state requirements for enrolling students to public schools, including residency and mandated immunizations or approved exemptions.

**Admission Procedures:** Throughout the school year, students will be admitted to TMEMS on a first come first served basis. For the ensuing school year, if requests for admission exceed the number of seats available, students who are currently attending TMEMS, who are siblings of students currently enrolled, and the children of TMEMS staff members will have admission preference. A Lottery will be held to admit students when the number of applicants exceed the space available.

Students already enrolled at TMEMS are admitted for the next academic year if they complete an Intent to Return Form, which shall be distributed or available on the TMEMS website on or before winter break. A completed Intent to Return form is due to TMEMS by the deadline published, which is generally in or about the first week of January each year.

Siblings of current TMEMS students and children of TMEMS staff are given admission preference in accordance with the Charter Schools Act. If there are more siblings of existing students and/or children of TMEMS staff seeking admission than space available, they will be part of a lottery of siblings and children of TMEMS staff held immediately before the general Lottery which is held during the same Governing Council meeting in February. If there are more siblings/children of TMEMS staff than available seats, they will be placed on a waitlist in the order their names were drawn at that Lottery.

Siblings of current students and employees of TMEMS must submit applications indicating they wish to exercise the “sibling or children of TMEMS staff preference” by January 31. Failure to meet this deadline may result in the student being added to the general applicant pool in the Lottery. If no application is submitted, the student will not be considered for admission.

~~In no event shall an adjustment result in the disenrollment of any student.~~

~~TMES/TMMS will comply with all applicable laws in admitting students. As a Public School, TMES/TMMS’s admissions policy is governed by Federal and State laws which require that admission of students be on a lottery basis.~~

### **Policy for Admission**

~~Continuing TMES/TMMS students are automatically admitted upon their completion of Intent to Return Admissions Form.~~

~~Siblings of current TMES/TMMS students are admitted if appropriate space is available.~~

Military families relocating to military installations in New Mexico pursuant to official military orders may submit their student’s name for the ~~lottery~~Lottery and, if selected, enroll their student in TMEMS, prior to actual physical presence in the state. TMEMS shall accept electronic enrollment applications from military families relocating to New Mexico pursuant to official military orders, and shall provide such families requesting information with information regarding the School’s program, materials regarding academic courses, electives, sports, and other relevant information regarding the School.

### **A student's parent:**

A military family with a student wishing to attend TMEMS:

- ~~(1)~~ (1) shall provide proof of residence in the state within forty-five days after the published arrival date provided on official military documentation; and
- ~~(2)~~ (2) may use any of the following addresses related to the family's military move: (a) a temporary on-base billeting facility; (b) off-base military housing; or (c) a purchased or leased residence.

### **Applications Lottery Procedures:**

Class Size Limitations: Each year The Montessori Elementary and Middle School will be available at announce the total number of classes by grade and the total number of students to be admitted for each grade in the ensuing school for pick up and drop off and will also be available year on our website. or before the Governing Council (“GC”) meeting in February at which TMEMS will hold a Lottery for admission, when required. Spaces available will be determined by subtracting the combined number of continuing students, plus the number of applications for children of employees, plus applications for siblings of existing students from the total number of available spaces for each grade level.

At no time will TMEMS’s total enrollment exceed its enrollment cap (600). The administration may adjust the number of classes and students admitted per class which may affect the number of spaces available, if enrollment trends necessitate an adjustment to accommodate staffing or enrollment demand. In no event shall an adjustment result in the disenrollment of any student.

The Lottery Process: The Lottery and admission processes will be conducted transparently and openly and will be accessible to all parents and guardians of eligible students. The annual open admission application for the ensuing school year will begin the first week of December and end the day before the first Governing Council meeting in February. During this time, new families may submit an admission application online via the school's website or in person at the school. Submission of an application places a new student on the list for admission consideration and if there are fewer spaces available than students seeking admission, for the Lottery. Applications for the lottery will be available on the TMEMS website.

The Lottery will be held at the first GC meeting in February. The date, time, and location of the Lottery and availability of the admission applications will be advertised on the school's website and social media platforms used by TMEMS. TMEMS will also publicize this information at all recruitment and outreach events where the school is represented.

Families do not need to attend the Governing Council meeting at which the Lottery is held for their student to be included in the Lottery. After the Lottery, students who receive a seat through the Lottery or who are placed on the waitlist will be notified by March 31. This communication giving notice will include next steps using the contact information provided by the family in the application. Families are responsible for ensuring that their contact information on the application or with TMEMS is current.

Students not selected for the open seats will be placed on a waitlist in the order drawn during Lottery. If the number of applicants is less than or equal to available spaces for each grade, these students will be notified that they have been admitted to ~~TMES/TMMST~~TMEMS for the coming year by March 31.

~~If the number of applicants exceeds available spaces for a given grade, a lottery process will be used to fill available spaces for that grade~~

### **The Lottery Process**

~~Initial Lottery shall be held at a Governing Council meeting in~~

~~February. Students will be identified by number only during the~~

~~lottery process.~~

~~After each applicant's identification number is drawn, the number shall be announced and recorded in the order drawn until all available spaces are filled.~~

~~Only the number of available spaces will be drawn in the lottery. For example, if there are four available spaces in a grade level, then only four applicant numbers will be drawn in the lottery or mini-lottery.~~

~~Space available will be filled by students in the order in which~~

~~they were drawn. Parents have 10 days to accept the position~~

~~offered.~~



~~After all available spaces have been filled; the remaining applicants will go back into the grade level pool of applicants.~~

~~If an opening becomes available after the initial lottery, a mini-lottery will be held with that grade-level applicant pool.~~

~~Any student expelled or suspended from any other school, including another Charter School, shall be considered to be expelled or suspended from TMES/TMMS and will not be eligible for admission to TMES/TMMS.~~

Any omission or falsification of pertinent information on the TMES/TMMS-TMEMS Lottery application ~~can~~may be ~~considered~~ cause for rescinding ~~of position on enrollment list and loss of drawn-the offer of admission or placement.~~

~~All Pre-k Students must lottery into on the school.~~

~~The Montessori Elementary & Middle School WILL NOT charge tuition waitlist. Parents and/or have admission requirements, except as otherwise guardians will be provided in the Public School Code. To assure that there is an equal with a reasonable opportunity for all parents and students to learn about the school and apply for admission, there will be several public advertisements through newspapers and Social Media. A record of such advertisements will be kept on file at the school to correct the information.~~

### **Enrollment Process for Admitted Students:**

~~Students who are admitted either by preference or through the Lottery must accept the position by completing the online-enrollment process (forms) within 10 days of the date they are notified of the Lottery outcome. Currently, TMEMS registers students using the online “Infinite Campus Online Registration” process, which may be changed or replaced at the administration’s discretion. This online registration process includes completing all forms and uploading required documentation such as, proof of a student’s age and immunizations or approved exemptions. Families requiring assistance should contact the school immediately to ensure they can complete the enrollment process by the deadline. Failure to complete the enrollment process within this timeframe will result in forfeiture of admission for the ensuing school year. If the enrollment process is not completed by the deadline the student’s family must re-apply.~~

### **Ongoing Enrollment and Waitlist Management**

~~If a family applies after the Lottery, the student’s name will be placed at the end of the waitlist for the ensuing school year. If seats for the next academic year become available after the Lottery and enrollment period are completed, students will be offered a space at TMEMS in the numerical order from the waitlist. Students on the waitlist who are offered a seat during the school year must complete the enrollment process. Students who are admitted from the waitlist will have three (3) days to complete the enrollment process.~~

~~Children of newly hired staff (during the school year) will be placed on the waitlist if no spaces are available and behind any siblings or current staff member’s children who are on the waitlist.~~



If a student does not attend the first three days of school, TMEMS will make two attempts to contact the family. If there is no response, the student will be withdrawn from TMEMS and the student's seat will be offered to the next student on the waitlist or be declared vacant.

If a student withdraws during the school year, their seat may be offered to the next student on the waitlist or declared vacant if there is no waitlist.

TMEMS will continue enrolling students throughout the current academic year on a first come first served basis, depending on available seats.

Waitlists from the previous year will not carry over to the following year. A new Lottery will be conducted for each academic year.

***Approved: ~~8/24/21~~ Approved: 08/22/2023 12/17/2024***



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**Lottery Procedures:**

**Class Size Limitations:** Each year The Montessori Elementary and Middle School will announce the total number of classes by grade and the total number of students to be admitted for each grade in the ensuing school year on or before the Governing Council ("GC") meeting in February at which TMEMS will hold a Lottery for admission, when required. Spaces available will be determined by subtracting the combined number of continuing students, plus the number of applications for children of employees, plus applications for siblings of existing students from the total number of available spaces for each grade level.

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Any omission or falsification of pertinent information on the TMEMS Lottery application may be cause for rescinding the offer of admission or placement on the waitlist. Parents and/or guardians will be provided with a reasonable opportunity to correct the information.

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Waitlists from the previous year will not carry over to the following year. A new Lottery will be conducted for each academic year.

***Approved: 12/17/2024***