 COMMUNITY EDUCATION COUNCIL DISTRICT 3

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**CEC3 High School Admissions Committee Meeting**

**Minutes**

May 9, 2019, 9:00 a.m.

JOA, Room 204

154 W. 93rd Street

* *Attendance: Jean Moreland, CEC3 High School Admissions Committee Co-Chair, Deirdre Garrett-Scott, CEC3 High School Admissions Committee Co-Chair, Kim Watkins, CEC3 President, Sharmilee Ramudit, CEC3 Member, Samuel Daunt, Senior Director, High School Admissions, Amy Wang, Senior Analyst, Office of Student Enrollment and 12 community members*

1. Data
	1. Reviewed spreadsheet showing the top 5 schools showing up on D3 middle school applications (by each middle school). Eleanor Roosevelt still shows up a lot, even though it’s a D2 priority school.
		1. From Enrollment: 1100 D3 students applied to D2 priority schools. There were 110 first round offers extended, about 50 of these were to students with addresses in D2.
		2. We had asked Enrollment for the impact of the Millennium admissions change to remove Manhattan priority. These year about the same number of D3 students applied to Millennium (690 vs 685 last year). However, many more students in the first priority group (South of Houston) applied this year, so that had the biggest effect on offers. Fewer than 5% of offers were not from the first priority group.
		3. InfoHub data, which shows all applications and offers in Round 1, should be up on that site in July.
		4. Asked if they can compile data on students that go through the HS Admissions process that end up in private or charter schools. They should be able to give data of students that did not show up in September (an offer automatically registers them, but if they don’t show up, the school has to discharge them from enrollment). However, they would not be able to determine what schools they attend outside the system.
		5. Received an update on the errors at NYC LAB and Museum School (both D2). Schools download lists of applicants, do their rankings, and then can submit or upload a file back to the DOE. LAB apparently had columns in an Excel sheet that were hidden and did not get uploaded. They will be accepting extra students as a result. Museum school did not rank enough students in Round 1 (they have been encouraged to rank more before), and thus have more openings in Round 2.
2. Discussed “Batch” rankings
	1. Some schools, particularly those with a large number of applicants, will use batches or buckets for students that are essentially the same as far as their scores on the individual rubrics. For example:
		1. School A may have 1000 applicants, and does batch ranking. They will extend 200 offers. The school only ranks 400 students and leaves 600 unranked.
			1. 100 Students are Ranked #1: In this example, 50 of these students have already matched to something more preferred on their application (perhaps they were matched to the school they ranked first, and they ranked School A second). 50 will get offers.
			2. 100 Students are Ranked #2: 50 match to a more preferred choice on their application, and 50 get offers.
			3. 100 are ranked #3. In this case, 20 match elsewhere and 80 get offers. There have been 180 offers so far, so the school will only extend 20 more offers.
			4. 100 are ranked #4. 10 match elsewhere, only 20 offers will be made out of the remaining 90 in this category. The randomized number that each student was assigned as part of the admissions process will determine which 20 get the offer, as they are all ranked the same. The 20 with the lowest random assigned numbers will get the offers.
			5. In this example, if the school had a district, borough or other admissions priority, the students with that priority would get assigned offers first, and then the remaining offers would be assigned based on the rankings of those remaining who were not in the first priority group.
3. Discussed changes for the next cycle
	1. Sam and Amy said the HS directory will be greatly slimmed down. There had been complaints of it being “unwieldy”, and it was hard to ensure the school overview details were updated. Complete info will still be online, but not in the directory. Some key aspects that will only be online, the school overview and the priorities will not be detailed (the directory will say “this school has a priority in admissions”, but the details are only online). The committee was very concerned that this move will further disadvantage groups that already are at a disadvantage due to lack of access to internet, limited capability to attend tours etc. One suggestion was that Welcome Center hours will need to be extended. Also suggested partnerships with groups such as DYCD for computer access.
	2. Discussed idea for “Common Application”, which would include both Specialized High Schools and other schools, where the student picks their true “number 1” and eliminates the unfair process of some students receive multiple offers (in effect holding seats), while others do not receive any offers from their list. Sam said they are considering this, although will not be implemented next year. Also discussed D2 priority, which is not under their control to eliminate (higher up, political issue).
	3. Discussed the difference between Appeals in middle school and high school. The Appeals process in middle school admissions is essentially equivalent to Round 2 in HS admissions. Appeals in the HS process are for special circumstances: accessibility, safety, IEP requirements etc.
4. Discussed Guidance Counselor training. They have added additional training in June, since September is such a busy time for counselors. The DOE is having their initial HS Workshops in June, rather than July and August this year. Manhattan workshop will be on June 5 at FIT. It starts at 4:30 and will have presentations every 45 minutes.
5. Next Steps:
	1. D3 High School workshop Saturday, June 8th at PS180, 10-12. Since DOE moved their workshops up, they do not have bandwidth to present at ours. They will give us the slides that they give to guidance counselors and use for their workshops. We will invite teens from IntegrateNYC to talk about what they wish they knew during the application process.