

Name of Association	American Montessori Society
Contact Person	Melanie Thiesse
Date Report Submitted (mm/dd/yyyy)	07/28/2021
Mailing Address	418 Ridge Line Court
City	Dayton
State	Ohio
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Fax Number	
Website	www.amshq.org
Email	melanie@amshq.org
Current Recognition Status	Recognized
Last Year Status Was Awarded	2017
Accredited Schools 2 Years Ago	1
Accredited Schools 1 Year Ago	1
Accredited Schools Current School Year	1
Pre Accredited Schools 2 Years Ago	0
Pre Accredited Schools 1 Year Ago	0
Pre Accredited Schools Current School Year	0
Total in Accreditation Process 2 Years Ago	0
Total in Accreditation Process 1 Year Ago	0
Total in Accreditation Process Current School Year	0
Total Member Schools 2 Years Ago	8
Total Member Schools 1 Year Ago	6
Total Member Schools Current School Year	7
a. New Applications	0
b. School Site Visits (all purposes)	0

c. Schools Awarded Full Accreditation Status (first-time)	0
d. Schools Denied Accreditation	0
e. Schools Placed on Exception, Warning, or Probation	0
f. Accreditation Re-Evaluations	0
g. Total Number of Students Enrolled (all schools in the accreditation process)	234
h. Total Number of Teachers	20
i. Conferences/Workshops/Training Seminars	The Montessori Event (virtual in 2021, both in-person and virtual 2022), Literacy Symposium, AMS Learning library (webinars available on-demand), ABAR certificate program, ARC Summit
Describe	
j. Other Accreditation Activities/Services	Pathway of Continuous School Improvement, Accreditation 101, Self-study training, accreditation team training
Describe_1	
k. Total Number of High School Graduates	0
l. Total Number of School Employees (paid administrators, teachers, instructional staff)	35
m. Median Tuition	11,500
n. Total Dollar Amount of Need-Based Financial Aid Distributed	0
o. Total Dollar Amount of Employee Financial Aid (tuition remission)	0
p. Percentage of Students Receiving Financial Aid	0
q.. Mean Full-Time K-12 Teacher Salaries	0
1 Year Ago	
1 Year Ago_1	
1 Year Ago_2	
1 Year Ago_3	
2 Years Age	
2 Years Ago	

2 Years Ago_1	
2 Years Ago_2	
Current School Year	
Current School Year_1	
Current School Year_2	
Current School Year_3	
1. Purpose/objectives of the accrediting association	Remained the Same
1. Type of Changes	
1. Upload File	
2.. Location of Accreditation Association Headquarters	Remained the Same
2. Type of Changes	In December 2021 we plan to officially become a fully-remote organization, but will continue to have a mailing address in New York. I have included my (Melanie) personal address on page 1, as the quickest way to send mail to me is through that address. The address at 116 E. 16th Street, New York, NY 10003 can still be used through December.
3. Accreditation and Pre-Accreditation Status Levels	Remained the Same
3. Type of Changes	
4. Public Relations Flier and Key Publications	Remained the Same
4. Type of Changes	
4. Upload File	
5. Articles of Incorporation, ByLaws	Remained the Same
5. Type of Changes	
5. Upload File	
6. Legal Governing Body	Remained the Same
6. Type of Changes	
6. Upload File	
7. Accreditation Procedures	Changed Since Last Reporting
7. Type of Changes	Because of COVID restrictions, we have moved the visiting team's document review and interviews to digital platforms. Visiting teams will still be required to be on-site for two days (rather than 4) and must still observe in all

	classrooms in order to complete the accreditation review process.
7. Upload File	covid addendum-ams school accreditation handbook 2018.pdf
8. Application Form/Procedures	Remained the Same
8. Type of Changes	
8. Upload File	
9. Nondiscriminatory Policies	Remained the Same
9. Type of Changes	
9. Upload File	
10. Strategic/Master Plan	Remained the Same
10. Type of Changes	
10. Upload File	
11. Accreditation Manual/Handbook	Remained the Same
11. Type of Changes	
11. Upload File	
12. Accreditation Fees and Charges	Remained the Same
12. Type of Changes	
12. Upload File	
13. Other Items Related to Standards or Substantive Change	Remained the Same
13. Type of Changes	
13. Upload File	
Upload File (A)	opsac association school listing 2021.xlsx
Upload File (B)	list of ams board members 2021.docx
Upload File (C-1)	
Upload File (C-2)	
Upload File (c-3)	
Upload File ((C-4)	
Upload File (D-1)	
Upload File (D-2)	

Upload File (D-3)

Upload File (D-4)

Name Melanie Thiesse

American Montessori Society
116 E 16th Street 6th Fl New York, NY 10003
212-358-1250
<http://amshq.org>

Executive Director: Munir Shivji

Senior Director of Membership and School Accreditation: Melanie Thiesse, melanie@amshq.org

Accredited Schools in Oklahoma	Address	City	State	Zip	Phone	Grades	Email Address	Head of School
Undercroft Montessori School	3745 South Hudson Avenue	Tulsa	OK	74135-5604	918-622-2890	Early Childhood (Pre K-Kindergarten) through Secondary I (6th -8th grade)	Nancy.Davis@undercroft.org	Nancy Davis

**Board Members of the American Montessori Society
As of July 28, 2021**

Amira D. Mogaji, President of the Board

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School Accreditation Handbook COVID-19 ADDENDUM



Office of School Accreditation | 116 East 16th Street | p. 212-358-1250 | www.amshq.org
| New York, NY 10003 | f. 212-358-1256 | accreditation@amshq.org

AMS STANDARDS

How important is conformance to the Standards in light of COVID-19?

A school going through the accreditation process should meet the standards of accreditation. The School Accreditation Commission understands however that local and regional governments have enacted regulations in light of COVID-19 that may make some of the standards impossible to implement while these temporary measures are in place. When a visiting team determines that this is the case, they should indicate that the criterion is not met and include a major recommendation for the school which will act as a reminder to bring this back into compliance once the regulation is lifted.

In determining if a school is in compliance with the standards, and therefore eligible for accreditation or reaccreditation, the School Accreditation Commission will keep in mind the nature of those criteria out of compliance due to COVID-related restrictions and will give grace as appropriate.

Any items which the visiting team includes in the major recommendations will be reported on in the school's annual report to AMS until it is resolved, serving as the mechanism in which the office will follow up on these unmet standards. The commission may determine that an additional visit (either in-person or virtual) will be required upon compliance.

Besides the Self-Study, what will the school need to submit?

School Tour

Wanting to limit the physical contact between school and team members when possible, we are asking that schools now record a video walk-through of their school as an introduction to the campus. The video should replicate what team members would see if you were walking them through your school rather than an edited video of classrooms. This will help to acquaint them with the campus so they can hit the ground running on day 1 of the in-person portion of the visit.

Verification Documents

Since a good portion of the onsite visit will take place remotely, schools will need to provide verification documentation to the team electronically.

The AMS office will provide each school and team members access to a Google Drive folder. The folder will be organized in the following manner:

School Documents – This is where the school should add their corresponding documentation. Team members will access the documents using this folder.

- School tour and floorplan
- Self-Study
- Standard 1 Documentation
- Standard 2 Documentation
- Standard 3 Documentation
- Standard 4 Documentation
- Standard 5 Documentation
- Standard 6 Documentation
- Standard 7 Documentation
- Standard 8 Documentation
- Standard 9 Documentation

Team Documents – This is where team members will find handbooks and forms related to their visit. (only visiting team members will have access to this folder)

- Team resources
- Pre-Visit Documentation
- Post Visit Documentation

ONSITE VISITS

Onsite visits in the aftermath of COVID-19 will look a little different, so the School Accreditation Commission and AMS office have created this addendum for schools and visiting teams to outline some of the changes you should expect as you prepare for your visit.

How are onsite visiting teams built?

Visiting team members will still be selected based on the characteristic outlined in the Handbook but geographic location of team members will be one of the most important factors in the makeup of the team. The AMS office staff will, when possible, select team members from the same state as the school being visited to avoid potential travel and quarantine restrictions.

What is the typical schedule during a visit?

Team schedules previously consisted of four in-person days. For the foreseeable future, visits will take a hybrid approach, including pre-visit remote work and two in-person days for the typical school.

Days 1 & 2: REMOTE

About one week prior to the visit, the team chair will schedule a full-day virtual meeting via Zoom with the team to discuss and review the following:

- Orientation
- Tour – viewing the virtual tour of the school
- Team planning
- Discuss pre-visit assignments (document review/prewriting)

Team members will then work according to their scheduled assignments to conduct virtual interviews, review school documentation, and begin writing the portions of the report that can be verified virtually.

Days 2 & 3: ONSITE

These onsite days will include classroom observations, visiting team meetings, completing writing assignments, and will finish off with the oral exit report.

For a more detailed look at a sample visiting team schedule, see the last page of this addendum.

How will virtual interviews be scheduled and conducted?

The Head of School and Team Chair will arrange the interview schedule to be conducted during the days leading up to the onsite visit. They will be conducted via Zoom, and the AMS office can assist in setting up meeting links using the AMS Zoom account, if desired. A team may choose to conduct all interviews in a single day, or spread them out over several days. This should be coordinated with the Head of School.

Interviews will consist of the same groups of stakeholders that would typically be interviewed onsite and, using the same interview process. For the sake of confidentiality, interviews should not be recorded.

What health and safety protocols will be in place?

Prior to the visit, the school will provide the AMS office with a copy of the school's COVID-related mitigation measures in place. The visiting team members will have the opportunity to review these measures before agreeing to participate in the visit. While at the school, team members will be expected to abide by those protocol. Team members should also abide by appropriate, COVID-related safety measures throughout their visit, including while off-campus.

Will classroom observations look different?

Depending on the COVID-related restrictions at a given school, classroom observations may look a little different. For example, team members may be asked to sit in a specific chair that has been set up for them rather than moving around the room. If a school has observation windows and restrictions that prevent team members from entering the rooms, this may be an option as well, provided that the sounds of the classroom can also be heard.

Virtual observations of classrooms are not permitted.

SAMPLE HYBRID VISIT SCHEDULE

4-Day Visit including Pre-visit Remote Work

Day 1 – Virtual Team Meeting (team chair and members only)

- 2:00pm Introductions, orientation, complete and sign required documentation
- 3:00pm Virtual school tour
- 3:30pm Determine distribution of work and pre-visit assignments (document review, interviews, pre-writing)
- 4:30-8:30pm Begin working on assigned tasks, either independently, in teams, or with the whole group.

Day 2 – Virtual Team Meeting (team lead and members only)

- 1:00-5:00pm Conduct Zoom interviews of stakeholder groups. At least two team members should be in each interview. Other team members can continue working on pre-visit assignments.
- Various Times While no additionally scheduled times may be set, team members should plan to spend a few additional hours working either on their own or in a group on their prewriting and document review work when it is convenient for them.

Day 3 – Onsite Observations

Team members will arrive and check in to their hotel the night before their Day 3 observations. The team may decide to get together for dinner and/or to review the status of the work so far.

- 8:00am Team meeting at school, observe drop-off, observe classrooms
- 12:00pm Lunch
- 1:00pm Observations, continue working on the team report, observe pick-up
- 6:00pm Dinner
- 7:30pm Team meeting/report writing

Day 4 – Onsite Observations & Exit Report

- 8:00am Final classroom visits or re-visits, with emphasis on areas of question
- Noon Working team lunch and meetings—final review of sub-committee reports, agreement on recommendations/commendations
- 2:00pm Exit interview with head (Team Chair and one other member)
- 3:30pm Oral exit report by Team Chair
- 4:00 p.m. Team members depart immediately after the report