

Enrollment and Capacity Management Advisory Committee  
 Orientation & Meeting Agenda  
 September 16, 2019 6:30 PM – 9:00 PM  
 Educational Service Center – Forum Room  
 Facilitator: Ron Meyer

*The **purpose** of the Enrollment and Capacity Management Advisory Committee (ECMAC) is to increase community trust in long-range planning for enrollment and building use. The ECMAC will analyze information affecting enrollment, capacity, and building use, and generate observations and recommendations to be communicated to district administration.*

In order to facilitate our work together, we agree to the following **protocols**:

- represent the work of the ECMAC when communicating with others;
- share concerns directly with the person involved if a communication or relationship breakdown occurs;
- listen for understanding and contribute individual perspectives and interests openly;
- fully engage in the ECMAC work; and
- begin and end on time unless we agree to revise.

**Outcomes:** As a result of our meeting tonight, ECMAC members will:

1. get to know each other and begin to create a sense of cohesion and trust as a group;
2. deepen their understanding of the Enrollment and Capacity Management Framework and ECMAC member’s role
3. review the FY 2019 Summary of Progress Report;
4. be informed about the 2019 community survey results; and
5. be informed about the ECMAC meeting plan.

Agenda Item	Binder Materials
<b>Welcome and Introductions</b> <i>Your name, connection to the school district?</i>	1. Agenda 2. Committee Roster 3. Charge Statement 4. Overview of Meetings
<b>Meeting Protocols</b>	5. Meeting Role Description Worksheet
<b>ECMAC History/Framework/Summary of Progress Review</b>	6. Strategic Plan 7. ECMAC Framework 8. IAP2 Spectrum of Public Participation 9. FY 2019 Summary of Progress report 10. Integrated Facilities Planning Process
<b>Morris Leatherman Community Survey Results</b>	
<b>Check out</b>	
<b>Evaluation &amp; Photo Release</b>	11. ECMAC Photo Release 12. Evaluation form

Wi-Fi access: *Osseo-Public*

