

## Enrollment and Capacity Management Advisory Committee Agenda

September 19, 2016 6:30 PM – 9:00 PM

**OPTIONAL: 5:30 PM tour of Palmer Lake by Principal Chan**

Palmer Lake Elementary School – Media Center

Facilitator: Patricia Magnuson

*The **purpose** of the Enrollment and Capacity Management Advisory Committee (ECMAC) is 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**:

- adhere to Guiding Principles identified in the Enrollment and Capacity Management Framework;
- 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:** In the category of **Capacity Management/Building Use**, as a result of our meeting tonight, ECMAC members will:

- continue to learn about each other and the work of the ECMAC
- learn about Palmer Lake Elementary School
- review and provide feedback regarding elementary school capacity

<b>Agenda Item</b>	<b>Binder Materials</b>
Welcome and Introductions	Participant list (revised)
Overview of Palmer Lake Elementary	Common acronyms list
Agenda Review	Agenda - yellow
Elementary Capacity Review & Discussion	1. Potential outcomes document 2. Palmer Lake Elementary School floorplan 3. Three charts
Break	
Small group work	
Small group reports	
Check Out and Evaluation	Evaluation form - blue

Other Materials included in packet: Summary of August 22, 2016 meeting (pink), Draft Q&A