

Enrollment and Capacity Management Advisory Committee Agenda

October 17, 2016 6:30 PM – 9:00 PM

OPTIONAL: 5:30 PM tour of Basswood Principal Patrick Smith

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

1. continue to learn about each other and the work of the ECMAC,
2. learn about Basswood Elementary School,
3. provide observations and surface questions regarding the fall 2016 enrollment, and
4. provide observations and surface questions regarding elementary attendance area maps.

Agenda Item	Binder Materials
Welcome and Introductions	Participant list (revised)
Overview of Basswood Elementary	
Agenda Review	Agenda - yellow
Elementary Capacity Review & Discussion	1. Basswood floorplan 2. Three charts with notes
Review of preliminary fall 2016 enrollment	Three enrollment documents
Boundary change stories	
Break	
Review of elementary attendance areas	1. Elementary Attendance Area Map 2. Standard Building Abbreviations
Table work & report out	
Check Out and Evaluation	Evaluation form - blue

Other Materials included in packet: Summary of September 19, 2016 meeting (pink)