

## Enrollment and Capacity Management Advisory Committee Agenda

March 13, 2017 6:30 PM – 8:30 PM

Osseo Senior High – Forum Room

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. review and edit the DRAFT Summary of Progress Report;
2. understand the FY 2017 revised meeting schedule and the proposed FY 2018 schedule; and
3. be prepared to finalize our FY 2017 work at the April 3, 2017 meeting.

	<b>Agenda Item</b>	<b>Binder Materials</b>
6:30	Welcome and Introductions - group photo	
6:50	Agenda/materials review	1. Agenda – yellow 2. Evaluation Responses from 1.23.16 – pink
7:00	Overview of emerging Summary of Progress report	3. Summary of Progress report
7:25	Group Editing Round 1 – 20 minutes Round 2 – 15 minutes Round 3 – 15 minutes Round 4 – 15 minutes	
8:30	Discussion of next steps (meeting to finalize our report and upcoming presentation of our work)	4. FY 2017 meeting schedule
8:40	Planning for next year	5. FY 2018 meeting schedule
8:50	Check out and evaluation	6. Evaluation form – blue

Wi-Fi access *Osseo-Public*