WELCOME
Enrollment and Capacity Management
Advisory Committee

ECMAC Orientation Meeting
September 24, 2018
Table Work - Get to know each other
Meeting Logistics

- Email reminders & updates
- Binder materials
- Attendance is important
Meeting Agenda, Purpose and Outcomes

Enrollment and Capacity Management Advisory Committee Agenda
September 24, 2018: 6:30 PM – 8:30 PM
Educational Service Center – Forum Room
Facilitator: Patricia Magnuson

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 the FY 2018 Summary of Progress Report; and
3. be informed about the ECMAC meeting plan.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Binder Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introductions</td>
<td>1. Agenda</td>
</tr>
<tr>
<td></td>
<td>2. Committee Roster</td>
</tr>
<tr>
<td></td>
<td>3. Strategic Framework</td>
</tr>
<tr>
<td></td>
<td>4. Charge Statement</td>
</tr>
<tr>
<td></td>
<td>5. Overview of Meetings</td>
</tr>
<tr>
<td>Framework/Summary of Progress Review</td>
<td>6. Role description document</td>
</tr>
<tr>
<td>Check out</td>
<td>7. FY 2018 Summary of Progress report</td>
</tr>
<tr>
<td></td>
<td>8. ECMAC Photo Release</td>
</tr>
<tr>
<td></td>
<td>9. Evaluation form</td>
</tr>
</tbody>
</table>

Wi-Fi access: Osseo-Public

Our mission is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams, contribute to community, and engage in a lifetime of learning.

OSSEO AREA SCHOOLS
ISD 279
Role Descriptions

Facilitator

Recorder

Reporter

Participant
Meeting Protocols

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

1. represent the work of the ECMAC when communicating with others;
2. share concerns directly with the person involved if a communication or relationship breakdown occurs;
3. listen for understanding and contribute individual perspectives and interests openly;
4. fully engage in the ECMAC work; and
5. begin and end on time unless we agree to revise.
Protocols - Table Conversation
ENROLLMENT & CAPACITY MANAGEMENT FRAMEWORK

Purpose: To increase community trust in Osseo Area Schools through engagement in long-range planning for enrollment and building use.

Guiding Principles

- Be concise and informed by data
- Align with district racial equity work
- Be sustainable
- Identify and examine the implications for all students
- Identify potential costs and consider funding strategies
- Be made with as much advance notice as possible when change is recommended

Collect Qualitative and Quantitative Data
To ensure comprehensive analysis

Analyze Data
To make observations and recommendations

Generate Observations and Recommendations
To provide information to the administration and school board

Integrate with Strategic Priorities & Long Range Financial Planning
To operationalize the work

Community Engagement
To ensure successful change management and input on decisions

Communication and Feedback via Staff / Superintendent
To inform community, staff, and other stakeholders
Understanding industry standard practice

Gather Data
Interpret Data
Build Shared Understanding of Need
Develop Options
Recommendation
Table Conversation
ECMAC SUMMARY OF PROGRESS REPORT
HOPES
CHECK OUT AND NEXT STEPS