

Enrollment and Capacity Management Advisory Committee

Orientation & Meeting Agenda

September 21, 2020 6:30 PM – 8:30 PM

Virtual

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 previous year's ECMAC work;
4. be informed about the ECMAC meeting plan.

| Agenda Item | Binder Materials |
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| Welcome and Introductions <i>Your name, connection to the school district?</i> | 1. Agenda 2. Committee Roster 3. Charge Statement 4. Overview of Meetings |
| Meeting Protocols | 5. Meeting Role Description Worksheet |
| ECMAC History/Framework/Summary of Progress Review | 6. Strategic Plan 7. ECMAC Framework 8. IAP2 Spectrum of Public Participation 9. Building a Better Future process |
| Check out | |
| Evaluation & Photo Release | 10. ECMAC Photo Release Evaluation form |

Wi-Fi access: *Osseo-Public*

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