

**Enrollment and Capacity Management Advisory Committee  
Charge Statement**

<b>Sponsoring Group</b>	ISD 279 – Osseo Area Schools Administration								
<b>Background and Purpose</b>	<p>The <i>Enrollment and Capacity Management Advisory Committee</i> is a critical element of the planning and communication framework created by the Enrollment and Capacity Management Task Force in February 2016.</p> <p>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.</p>								
<b>Guiding Principles</b>	<p>Observations and recommendations will:</p> <ul style="list-style-type: none"> <li>➤ Be concise and informed by data</li> <li>➤ Align with district racial equity work</li> <li>➤ Be sustainable</li> <li>➤ Identify and examine the implications for all students</li> <li>➤ Identify potential costs and consider funding strategies</li> <li>➤ Be made with as much advance notice as possible when change is recommended</li> </ul>								
<b>ECMAC Composition and Qualifications</b>	<p>ECMAC consists of community members and employees of the district. To ensure that the Advisory Committee reflects diverse perspectives of the families and community members served by the school district, community members are selected by an application process. Employee members of ECMAC are identified by district administration.</p> <p>ECMAC members are expected to: be respected by and model a high degree of credibility with their peers; be willing to listen to the ideas of others; express their points of view while working toward consensus; and contribute to the development of potential observations and recommendations to be presented to district administration.</p>								
<b>Commitment of ECMAC Members</b>	<ul style="list-style-type: none"> <li>• Two or three-year term of service (term rotation to be determined when ECMAC members are selected).</li> <li>• Approximate seven 2½ -hour evening meetings annually; additional training meeting in first year of membership.</li> <li>• Additional time for meeting preparation and electronic communication, outside of meetings.</li> <li>• Members must have e-mail access.</li> </ul> <p>Meetings will take place from 6:30-9:00 p.m. on Monday evenings. Preliminary dates for the 2017-18 school year:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• September 18, 2017 – orientation and training</td> <td style="width: 50%;">• February 6, 2018</td> </tr> <tr> <td>• October 16, 2017 – first meeting</td> <td>• March 19, 2018</td> </tr> <tr> <td>• November 13, 2017</td> <td>• April 16, 2018</td> </tr> <tr> <td>• January 22, 2018</td> <td>• May 1, 2018</td> </tr> </table> <p>Meetings will be held at the Educational Service Center, 11200 93<sup>rd</sup> Ave. No., Maple Grove, or at various District schools throughout the year.</p>	• September 18, 2017 – orientation and training	• February 6, 2018	• October 16, 2017 – first meeting	• March 19, 2018	• November 13, 2017	• April 16, 2018	• January 22, 2018	• May 1, 2018
• September 18, 2017 – orientation and training	• February 6, 2018								
• October 16, 2017 – first meeting	• March 19, 2018								
• November 13, 2017	• April 16, 2018								
• January 22, 2018	• May 1, 2018								
<b>Resources Provided</b>	District staff and outside resources will provide information and administrative support for meetings.								
<b>Timeline</b>	ECMAC continues on an annual basis, in accordance with district need.								