

**DRAFT CEAAMP 2020 Work Plan**

Month/Year	Advisory Committee Objectives	Capital Process (Annual Capacity)	Capital Process (BTA V Planning)	Enrollment Planning	School Board	Key Dates
January 2020	<ul style="list-style-type: none"> <li>Hire Facilitator</li> </ul>	Capacity projects summer work list drafted			Approve annual Capacity Management BAR for the next school year	
February 2020	<ul style="list-style-type: none"> <li>Select committee members</li> <li>Set meeting times, dates, locations</li> </ul>	Capacity projects work list adjusted (based on budget allocations)		Initial School Projections Completed (mid-February)  Staffing allocations released by Budget (late February)		Open Enrollment occurs (Feb 3-Feb 21)
March 2020		Notifications sent to community organizations impacted by capacity projects (childcare providers)	Begin developing Capital Planning potential levy list (9-12 months)	Boundary change conversations begin with principals for 2021-22 implementation	Approve BARs that support capacity projects such as <ul style="list-style-type: none"> <li>Moving Portables</li> <li>Purchasing technology</li> <li>Furniture Contract</li> </ul>	
April 2020		OSPI Asset Preservation Program (APP) report completed (2020 Delayed for Stay-Home Order)  Capacity projects work list adjusted (after school budgets are completed)		Boundary changes conversations begin/continue with schools for 2021-22  Process choice assignments (April through May)  Publish initial wait list (after Spring Break)	Approve BAR for Facility Condition Assessment	Schools and families notified of Open Enrollment Results
May 2020	<ul style="list-style-type: none"> <li>Welcome and Introductions, review charter and committee charge</li> <li>Strategic Plan focus</li> </ul>	Capacity and Enrollment Board work session (5/5)	Issue RFPs/RFQs for <ul style="list-style-type: none"> <li>BTA V Master Planning</li> <li>Cost Estimating</li> <li>Seismic Analysis Update</li> </ul> Begin Building Condition Assessment work. (pending end of Stay-Home order)	Capacity and Enrollment Board work session (5/5)	Capacity and Enrollment Board work session (5/5)  Approve BAR: Update to Policy 6901; New Policy 6900	School Choice Ends May 31
June 2020	<b>In Meeting:</b> <ul style="list-style-type: none"> <li>Try on proposed meeting norms</li> <li>Learn basic meeting agenda format</li> <li>Explore and understand work plan for the year. At a high level, cover the following topics:                             <ul style="list-style-type: none"> <li><b>Enrollment Planning work process flow</b> <ul style="list-style-type: none"> <li>Enrollment Projections 101</li> <li>Waitlists</li> <li>Boundary changes – when and how</li> </ul> </li> <li><b>Capital Planning work process flow</b> <ul style="list-style-type: none"> <li>Capacity calculations/assumptions</li> </ul> </li> </ul> </li> </ul>	Adjust capacity projects work list (based on updated school projections and staffing adjustments)  Begin capacity projects after school is out (construction, portable moves, deliver furniture, technology, curriculum)		Update School Projections for the next year (minimal staffing adjustments made at this time)		

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	<ul style="list-style-type: none"> <li>▪ Program impacts to capacity (SPED, ELL, HCC, Pre-K)</li> <li>○ <b>Budget process and how it affects capacity/enrollment</b></li> </ul>					
July 2020 <i>*either 4 hours or 2 meetings in July</i>	<p><b>Independent Work Pre-Meeting 1:</b></p> <ul style="list-style-type: none"> <li>• Read Board Policy <a href="#">6900 and 6901 Capital Levy Planning</a></li> <li>• Complete 2 online equity modules</li> <li>• Read Board Policy <a href="#">0030 Ensuring Educational and Racial Equity</a></li> <li>• Preview <a href="#">Racial Equity Analysis Toolkit</a></li> </ul> <p><b>Meeting 1: Focus on Equity in Facilities Planning</b></p> <ul style="list-style-type: none"> <li>• Build foundational understanding of equity principles</li> <li>• Articulate how a racial equity analysis can be applied to CEAAMP work: Review BEX V Guiding Principles and analysis</li> <li>• Begin generating strategies for promoting equitable outcomes in Facilities Planning</li> <li>• Begin to determine information needed to provide recommendations on Levy Planning processes</li> </ul> <p><b>Independent Work Pre-Meeting 2:</b></p> <ul style="list-style-type: none"> <li>• Contribute to development of Committee norms</li> <li>• Provide input on decision making/voting process</li> <li>•</li> <li>•</li> </ul> <p><b>Meeting 2: Focus on Committee Processes</b></p> <ul style="list-style-type: none"> <li>• Review charter to understand conflict of interest, attendance, term limits</li> <li>• Duties and responsibilities of a chair(s) would be</li> <li>• Confirm Committee norms general concepts (majority voting or consensus based?) – establish a sub committee to work on by laws with Staff</li> <li>• Identify process by which the community can bring forward capacity/enrollment issues</li> <li>•</li> </ul>	Continue capacity projects (construction, portable moves, deliver furniture, technology, curriculum)				
August 2020 No Meeting	<p><b>Independent Work Pre-September Meeting:</b></p> <ul style="list-style-type: none"> <li>• Review most recent Facilities Master Plan and currently drafted BTA V Levy Planning documents</li> </ul>	Complete capacity projects (construction, portable moves, deliver furniture, technology, curriculum)	Begin BTA V EIS Process (approximately 12 month process)		Draft BTA V guiding principles	Waitlist dissolved 8/31
September 2020	Meeting 1:	If needed, draft capacity projects fall work list (based on fall staffing adjustments)		Fall staffing adjustments based on actual enrollment		

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	<ul style="list-style-type: none"> <li>Briefing on District’s 104 schools and Enrollment Capacity, as based in the Facility Master Plan, Ed Specs and building conditions assessments</li> <li>Update on changes made due to COVID re-opening plan</li> <li>Compile AC ideas of potential recommendations, questions, analysis needed on Facility Master Plan</li> </ul> <p>Meeting 2:</p> <ul style="list-style-type: none"> <li>Briefing on Staff Proposed Boundary changes updates and engagement discussion: Fall adjustments? Enrollment updates?</li> </ul>					
October 2020	<ul style="list-style-type: none"> <li>Presentation from Staff of Annual Capacity Analysis and long range capacity analysis</li> <li>Question to AC: Are the currently proposed SATP and boundary revisions responsive to the long term projections? Are there other “hot spot” areas of concern (over/under enrolled schools)</li> </ul>	Complete annual capacity analysis per Policy H13	Develop capital long range capacity analysis for BTA V planning  Draft list of potential BTA V Capacity projects	Draft changes to Student Assignment Transition Plan  Continue Boundary Change Conversations for the 2021-22 SY	Approve/provide BTA V Guiding Principles	Official October 1 Enrollment Counts for the Current School Year (from DoTS)
November 2020	<ul style="list-style-type: none"> <li>BEX and BTA Levy overview</li> <li>BTA V Planning</li> </ul>	Draft capacity management plan for 2021-22; BAR drafted and routed		Begin engagement for Boundary Changes and Student Assignment Transition Plan changes. BARs drafted and routed.		Boundary Changes and Student Assignment Transition Plan Changes BAR to OPS Committee
December 2020	<ul style="list-style-type: none"> <li>Proposed Capacity projects for next year</li> </ul>	Present Capacity Management BAR to Operation Committee	Draft Communication Plan for BTA V Levy (high-level; community meetings, Board work sessions, etc.)	Continue engagement for Boundary Changes and Student Assignment Transition Plan Changes	Capacity Management BAR to OPS Committee	Capacity management BAR to OPS Committee  Student Assignment Transition Plan Changes BAR Introduced & Approved
January 2021		Draft capacity projects summer work list			Approve annual Capacity Management BAR for the next school year	Deadline for Student Assignment Transition Plan Changes BAR Approved