

Community Relations

Community Education Services

I. Purpose

This policy conveys to employees and to the general public the important role of community education services within the school district.

II. General Statement of Policy

The school district has a strong commitment to the Edina Community Education Services (ECES) program. ECES is an integral element of the district, and functions with the same responsibilities and opportunities as all other elements. The district welcomes and strongly encourages the use of school buildings and activity areas by the community when not in use for regularly-scheduled early education, elementary and secondary programs. District administration strives to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the district's service area.
- B. The educational needs and the interests of area residents will guide the development of a vibrant, well-rounded Community Education program.
- C. Area residents, and non-residents, as space is available, are encouraged to actively participate in program opportunities.
- D. Collaboration and integration of services between ECSE staff and personnel whose primary responsibilities are in the K-12 program.
- E. Build strong community-district relationships.
- F. Assist in developing inter-agency coordination and cooperation.
- G. Involve community members in evaluating and creating program and service opportunities.

III. Community Education Services Governance

- A. The Community Education Services Advisory Council (CESAC) Bylaws will provide the organization's framework, including criteria pertaining to membership, officers' duties, frequency and structure of meetings, and other matters deemed necessary and appropriate (see Appendix I).

IV. Community Education Services Advisory Council (CESAC)

- A. The council will assist in promoting the goals and objectives of the program.

- B. CESAC membership will consist of members who represent the community's various service organizations; faith community; public and nonpublic schools; local government; public and private nonprofit agencies serving youth and families; parents; youth; city parks and recreation; and other interested citizens.
- C. The CESAC will follow the established bylaws in completing their duties and responsibilities.
- D. The CESAC will strive to reduce and eliminate program duplication within the district.

VI. Community Education Services Financing

- A. The financing of the community education services program is the responsibility of the school board. Community education services programs have equal status and consideration for funding and space with other instructional programs of the school district.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.18, Subd. 1 (Purpose of Community Education Programs)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References:

Policy 110 (School District Decision Making Process)
Policy 902 (Use of School District Facilities and Equipment)
CESAC Bylaws, 2016

Policy
adopted: 7/19/10
Revised: 8/15/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Policy 901 Community Education Services
Appendix I
**EDINA COMMUNITY EDUCATION SERVICES BOARD
STRUCTURE AND BY-LAWS**

STATEMENT OF MISSION

The Community Education Services Program of the Edina Schools strives to serve the entire Edina Community in responding to educational, recreational, cultural, and social needs. It serves as a catalyst for developing individual potential, solving community problems, increasing a positive sense of community, connecting community to the schools and improving community living.

ARTICLE I - NAME

The name of the organization shall be Edina Community Education Services Advisory Council, (CESAC)

ARTICLE II – PURPOSE

Section 1: To assist in the development of the district’s community education program

Section 2: To promote citizen involvement in the planned activities of community education

Section 3. To improve communications between school and community

Section 4. To work with community education advisory councils and civic, faith, service and governmental organizations when necessary to provide for the needs of the community

Section 5. To promote the community education philosophy of lifelong learning for all ages

ARTICLE II – Authorization and PURPOSE

The purpose of the Council, as mandated by MN Statutes Sec 124D.18 and Sec 124D.19 is to advise the CES Director and School Board on issues relating to Community Education Services. Specifically, the Council will advise and recommend on items pertaining to:

Section 1. **Finance:** The Council will recommend to the Director and the School Board the approval of an annual Community Education budget and advise on the use of Community Education funds and resources

Section 2. **Programs:** The Council will recommend and advise in the areas of staff, programs, classes, policies, services and facilities. The Council will promote and foster new programs and services and will coordinate these with existing community programs to avoid unnecessary duplication.

Section 3. **Communication:** The Council will serve as liaison between the community and the school district in evaluating Community Education needs.

Section 4. **Community:** The Council will provide input reflecting and anticipating the needs and wants of the community as they relate to Community Education.

Section 5. **Philosophy:** The Council will advocate for maximum use of the public schools by the community and for expanded utilization by the schools of the human resources of the community, pursuant to MN Statues Sec 124D.18

ARTICLE III – MEMBERSHIP

The Community Education Services Advisory Council shall consist of the following members and should reflect the diversity of the resident population in the district

1. The chairperson, or his/her council member designee, from each of the various community service advisory councils and or programs.
2. One member of the Edina Board of Education and one member from the Edina City Council.
3. One member of the Edina Park and Recreation Board.
4. Three community representatives at large, one to be appointed by the Edina City Council, the Edina Board of Education, and one to be appointed by the Community Education Services Advisory Council.
5. One member of the District Leadership or Action Team
6. The Director of Community Education Services who shall serve as an ex-officio, non-voting member and as principal staff officer.

ARTICLE IV - OFFICERS

1. The officers of the Council shall consist of chairperson and vice-chairperson.
 - a. The officers shall be elected annually at the organizational meeting.
 - b. The Chairperson shall appoint a nomination committee which will present a slate of officers for election at the designated meeting. Nominations will also be taken from the floor.
 - c. The term of office would be limited to three consecutive years.
2. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the members.

ARTICLE V – DUTIES OF THE OFFICERS

1. The chairperson shall be chief officer and preside over all regular meetings of the Council.
2. The Vice-Chairperson shall act as aide to the chairperson and shall perform the duties of the chairperson in his/her absence or inability to serve.

ARTICLE VI – MEETINGS

1. Regular meetings of this Council shall be a minimum of five per year and will be approved by the council annually.
2. Meetings shall be open to the public, but the privileges of making motions and voting shall be limited to members of the Council.
3. Special meetings may be called by the chairperson or by written request.
4. A quorum will be one-half of the active Council membership.
5. Members are requested to attend all regular meetings. A member that fails to attend three consecutive or less than 2/3 of the regular meetings shall be replaced with a new representative.

ARTICLE VIII- AMENDMENTS

Proposed changes to these By-Laws may be made by a two-thirds vote of the members subject to final approval of the Board of Education.

Revised: June, 2016