



Edina Community Education
YOUTH PROGRAMS

Key Information for Youth Instructors

Youth Enrichment Mission:

Our goal is to offer high-quality enrichment programming for students in Grades K-5 that supports the EPS profile of a Next Generation Learner and introduces students to new concepts and topics in a positive social setting.

Youth Enrichment Expectations:

- program content “[focus’ on key skills and competencies students need to thrive in a changing world](#)”.
- instructors are passionate about their topic, have a desire to share what they know and have basic competence in the subject area. Instructors are responsible for developing the content of their courses including course description and the supplies needed to teach the content.
- instructors observe all safety and security measures including; proper adult to child ratios (Minnesota state baseline ratios-1:15 K-5, 1:10 Prek)*, excellent classroom management skills, awareness of emergency practices and layout of the teaching site, access to participant emergency contact and special needs information, ability to easily connect with building principals.
- no cell phone use is acceptable during instruction time-including photography, personal messaging, emails or calls.
- instructors represent Edina Community Education in a professional and friendly way and extend excellent customer service to all including other district staff and participants and their families.
- instructors will refrain from discussing their fiscal arrangements with CES with other staff or independent contractors.
- instructors sign off on a Letter of Understanding before contract is finalized.

****Edina Community Education (CES) reserves the right to set program fees based on market analysis, course facility needs and content, supply costs and instructor compensation with input from program provider. CES also reserves the right to adjust adult/youth ratios to ensure the best classroom outcomes for participants. All programs are subject to a seasonal or annual review and expense and revenue adjustments may occur as a result.*

Types of CES Instructor Payment Structures:

1. District staff 65% class revenue with TRA/Pera (7.65%).
2. Independant contractor: LLC/W9/Background checks required.
3. Gratis No charge

District Employees 65% of class revenue with TRA/Pera (7.65%)

This option enables an individual who is a current Edina Public Schools employee to run their camp/class as an Edina School District program and receive an additional TRA/Pera benefit of approximately 7.65%. Class curriculum and most supplies are the responsibility of the instructor. Other expenses such as tee shirts, music, some sports equipment may be included in the class fee and will become the property of CES. The cost of these types of expenses will be deducted from the revenue before instructor fee is calculated. A facility charge is not assessed and Community Education oversees the administrative duties of the camp, including setting and collecting fees, paying expenses and marketing. All fees are negotiated and CES reserves the right to make the final decision about all program details including fee structure, expenses and ratios . Adding waitlists is not typically an option but will be considered on a case by case basis as long as instructor/child preferred ratios are not compromised.

CES Support includes:

- CES Leadership
- Online Registration and customer service (all registrations for programs offered through CES must be processed through CES).
- Finance Services (payroll, accounts payable & receivable)
- Fee Collection
- Copier/printing costs
- Postage
- Credit Card Fees
- Online Registration
- Website Management Services
- Human Resource Services (hiring, background checks if needed-\$15 fee payable by applicant)
- Marketing-catalog,electronic newsletters eblasts and printed materials.
- All communications from instructors to participants should be copied to CES. See Letter of Understanding.
- Facility Reservation-subject to availability and use is prioritized according to district policy
- Insurance
- Fee Assistance for qualified participants

Cost of Support: 35% admin fee added to the course fee to participants

Compensation

1. 65% compensation of class revenue after expenses and includes a PERA or TRA contribution of 7.65%. CES reserves the right to make the final decision about all program details including fee structure, expenses and ratio.
2. Prep time is included in the 65%
3. Most supplies and curriculum development are the responsibility of the instructor and are not subject to additional reimbursement.
4. Instructor contract will be sent to you by email with all course details and compensation agreement. You must respond with approval before class can open for registration.
5. Complete, date and sign an [invoice](#) in order to be paid. Compensation for teaching CES classes is not paid on a bi-weekly basis like your regular payroll, instead payment will be dispersed within 35 days of the date we receive your invoice as long as the date is past the last day of class.

(Please note these terms will be revised on programs scheduled for Fall 2017. Updates will be available by April 2017 when fall class proposals are due)

District Employees with LLC or Independent Contractors

This option enables a district employee or business to run their camp/class as an Edina School District program. All camp expenses are included in the camp fee. A facility charge is not assessed (there may be exceptions to this depending upon facilities booked-hourly fees, technology support) and CES oversees some of the administrative duties and marketing of the camp, setting and collecting fees. All fees are negotiated and CES reserves the right to make the final decision about program fee structure. Adding waitlists is not typically an option but will be considered on a case by case basis as long as preferred instructor/child ratios are not compromised. ***All LLC employees must have a background check completed and paid for by LLC and any volunteers must complete a [CES volunteer application](#) and submit hours volunteered for CES program data collection.***

CES Support includes:

- CES Leadership
- Online Registration and customer service (all registrations for programs offered through CES must be processed through CES).
- Fee Collection
- Credit Card Fees
- Marketing-catalog, electronic newsletters eblasts and printed materials.
- All communications from instructors to participants should be copied to CES. See Letter of Understanding.
- Facility Reservation-subject to availability and use is prioritized according to district policy
- Insurance for registered participants.
- Fee Assistance for qualified participants

Cost of Support: 35 - 50% admin fee added to the course fee to participants.

Compensation

1. Instructor contract will be sent to you by email with all course details and compensation agreement. You must respond with approval before class can open for registration.
2. An invoice must be submitted in order to be paid. Edina Public Schools have by law up to 35 days to pay invoices. Further, all checks are approved by the Edina School board and mailing dates are determined by the dates of the school board meeting. Bottom line; it can take about a month for the check to arrive in the mail
3. A W9 tax form must accompany your first invoice and will be referenced for future invoices. All vendor employees must have a background check provided and volunteers must complete a [CES volunteer application](#) and submit hours volunteered for CES program data collection.

***Class Categories and Preferred Ratios**

Class Category	Example	Ratio
Dance	Ballet, tap, jazz	12:1
Elementary Enrichment	Art, Science, Technology, Writing	15:1
Health/Fitness	Run Club, Fitness Club, Stacking	25:1
Performing Arts	Theatre, Choir	25:1
Swimming Lessons	Level 3 Stroke Development	6:1