

# MINNETONKA PUBLIC SCHOOLS

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## POLICY #901: COMMUNITY EDUCATION

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### I. PURPOSE

The purpose of this policy is to establish the framework for providing community education programs and services to members of the community within the Vision and Mission of the School District.

### II. VISION

Ownership of the Minnetonka School District resides with each and every citizen who lives within the ten communities we serve. In recognition of this mutual investment, we commit ourselves to developing and expanding a robust array of community education services and programs which will reflect and respond to the needs and desires of all ages, abilities, and incomes.

All residents of the Minnetonka School District have a right to benefit from the physical, human, and financial resources of the school district they support. A responsive and inter-generational community education program will be the common and unifying element which will allow us to effectively pursue and attain world-class, child-centered excellence. As much as our efforts in early childhood and family education are focused on maximizing each student's potential for success, our community education services and programs will be focused on serving the needs of all citizens for lifelong learning. Uniting all elements of the community is a cornerstone of our Community Education program. Frequent needs-assessments and responsive program development, as well as an organizational structure that reflects all stakeholders in the community, will enable us to build a Community Education program that is rich in content, readily accessed, widely used, and ever-evolving as the needs of both the community and School District change over time.

### III. GENERAL STATEMENT OF POLICY

The School Board affirms a strong commitment to the Community Education program and seeks to provide educational opportunities to young children and their parents, as well as recreational and educational programs for older children, youth and adults in the District by using the human and financial resources available. The School Board welcomes, and strongly encourages, use of school buildings and activity areas by the community when not used for regularly scheduled early education, elementary and secondary programs. The Administration should strive to accomplish the following objectives:

- A. It will be clear in all respects that Minnetonka Community Education and Services (MCES) is an integral element of the District and functions with the same responsibilities and opportunities as all other elements.

- B. Maximum use should be made of public school facilities within the District's service area.
- C. Educational needs and interests of area residents should be determined periodically in order to drive program and service decisions.
- D. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded Community Education program.
- E. Area residents, and non-residents as space may be available, should be encouraged to actively participate in program opportunities.
- F. Collaboration with personnel whose primary responsibilities are in the K-12 program and integration of services with those elements will occur.
- G. Build strong community/School District relationships.
- H. Assist in developing interagency coordination and cooperation.
- I. Involve members of the community in evaluating and creating program and service opportunities.

#### **IV. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. An Advisory Council will be approved by the School Board with the responsibilities and duties prescribed by the Board. The Advisory Council will operate within the parameters described in policy and the further directions of the Board and Superintendent, or designee.
- B. The membership on the Community Education Advisory Council is made up of the following representations:
  - a. One from each of the ten communities in the District: Chanhassen, Deephaven, Eden Prairie, Excelsior, Greenwood, Minnetonka, Shorewood, Tonka Bay, Victoria, Woodland,
  - b. Two students,
  - c. Four at-large members appointed by the Board,
  - d. One representative from Tonka Pride,
  - e. One representative from the Minnetonka Foundation,
  - f. One representative from the Minnetonka Boosters Club,
  - g. One representative from the Minnetonka Arts Council,
  - h. One representative from the Minnetonka Boys Basketball Association (MBBA),
  - i. Two School Board members,
  - j. Two Minnetonka principals,
  - k. Two representatives from local churches, or ministerial associations,
  - l. One ECFE Advisory Council member,
  - m. Two representatives from athletic boosters organizations,
  - n. Two representatives from community service clubs,

- o. Two representatives from community senior organizations,
  - p. Two representatives from other youth sports organizations,
  - q. One LCTS Collaborative committee member,
  - r. One member from the Quality Academics Committee,
  - s. Two PTO/PTA representatives,
  - t. The Director of Teaching and Learning,
  - u. The Executive Director of MCES will be an ex-officio member.
- C. All members will serve at the pleasure of the School Board, and all members must receive initial approval of the Board. Members' terms will be three years, with a maximum of two terms; and members will be subject to the sending organization within those requirements (i.e., the sending organization may reduce the term of its respective representative at any time).
- D. The primary goal of the Council is to advise the Director on the programs and services of the MCES Department and conduct needs-assessments as necessary to develop information.
- E. The Council will assist in promoting the goals and objectives of the program and will serve as ambassadors of the District within the general community.
- F. The Council will endeavor to connect various organizations throughout our ten communities as well as organizations represented by the Council's membership to best serve the entire community.
- G. Bylaws of the Community Education and Services Advisory Council will provide the operating framework for the Council including officers' positions, officers' duties, roles and responsibilities of members, frequency and structure of meetings and such other matters as deemed necessary and appropriate to the functioning of the Council. The committee will not dictate membership nor any other matter reserved to the School Board and Administration. The Bylaws may be created and proposed by the Council, but they will become effective only upon adoption by the School Board. The School Board may revise the Bylaws at any time.
- H. As the purpose of the Advisory Council is to advise the Executive Director, the Council will not meet without the attendance of the Executive Director, or designee.
- I. The Council will adopt a policy to reduce and eliminate program duplication in the District. This expectation will be subject to direction from the Superintendent or School Board.

## **V. ADMINISTRATION OF MCES**

The School Board delegates necessary and appropriate authority to the Superintendent to provide general oversight to the MCES operation (management and advisory functions). There will be an Executive Director employed to provide direct supervision and management to the various programs and services of the Department. The Executive Director will

convene the Advisory Council at least four times annually for receipt of their advice. The Executive Director will report directly to and be supervised by the Superintendent.

The MCES Department and Advisory Council will operate under all applicable policies and procedures of the District.

The Advisory Council has no direct budgeting or accounting authority, but it will advise the Executive Director regarding the programs and services as requested.

The Advisory Council has no authority regarding salary schedules, staff positions, staff assignments or levy recommendations, except as requested.

The Advisory Council will be non-commercial, non-sectarian and non-political. The Council will not endorse commercial enterprises or political candidates.

***Legal References:*** Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)  
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for noncurricular Purposes)  
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

***Cross References:*** Policy 902 (Use of School District Facilities and Equipment)

***Adopted: October 28, 2004***