

Community Relations

Community Education Services

I. Purpose

This policy conveys to employees and to the community 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 early childhood special education employees 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 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 assists in promoting the goals and objectives of the program.

- B. CESAC membership consists 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 follows the established bylaws in completing its duties and responsibilities.
- D. The CESAC strives 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 (Purpose of Community Education Programs)
- Minn. Stat. § 124D.19 (Community Education Programs; Advisory Council)
- Minn. Stat. § 124D.20 (Community Education Revenue)

Cross References:

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

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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 CESAC, as mandated by Minnesota Statutes §124D.18-19 is to advise the CES Director and School Board on issues relating to community education services. Specifically, CESAC will advise and recommend on items pertaining to:

Section 1. **Finance:** CESAC 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:** CESAC will recommend and advise in the areas of staff, programs, classes, policies, services and facilities. CESAC will promote and foster new

programs and services and will coordinate these with existing community programs to avoid unnecessary duplication.

Section 3. **Communication:** CESAC will serve as liaison between the community and the school district in evaluating community education needs.

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

Section 5. **Philosophy:** CESAC 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 Minnesota Statutes §124D.18.

ARTICLE III – MEMBERSHIP

The CESAC consists of the following members and should reflect the diversity of the resident population in the district:

1. The chair, or chair's designee, from each of the various community service advisory councils and or programs.
2. One member of the District's school board and one member from the Edina City Council.
3. One member of the Edina Parks and Recreation Board.
4. Three community representatives at large, one appointed by the Edina City Council, one appointed by the District's school board, and one appointed by the CESAC.
5. One member of the District's leadership team
6. The Director of Community Education Services, who serves as an ex-officio, non-voting member and as principal staff officer.

ARTICLE IV – OFFICERS

1. The officers of CESAC consist of chair and vice-chair.
 - a. The officers are elected annually at the organizational meeting.
 - b. The chair appoints a nomination committee that presents a slate of officers for election at the designated meeting. Nominations will also be taken from the floor.
 - c. The term of office is limited to three consecutive years.
2. A vacancy occurring in any office is filled for the unexpired term by a person elected by a majority of the members.

ARTICLE V – DUTIES OF THE OFFICERS

1. The chair is the chief officer and presides over all regular meetings of the CESAC.
2. The vice-chair acts as an aide to the chair and performs the duties of the chair in the chair's absence or inability to serve.

ARTICLE VI – MEETINGS

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

ARTICLE VIII – AMENDMENTS

Proposed changes to these bylaws may be made by a two-thirds vote of the members subject to review by the District's school board.

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