



**Community Education**  
Prior Lake-Savage Area Schools

PRIOR LAKE-SAVAGE AREA SCHOOLS  
COMMUNITY EDUCATION SERVICES

# Advisory Council Handbook

*"Volunteers do not necessarily have the time;  
they just have the heart."*

*- Elizabeth Andrew*

# Table of Contents

|  |    |
|--|----|
| About PLSAS Community Education Services | 3  |
| Community Education in Minnesota         | 4  |
| Community Education Programs             | 5  |
| Community Education Staff                | 7  |
| Community Education Advisory Council     | 8  |
| Advisory Council Bylaws                  | 10 |



## About PLSAS Community Education Services

### Mission

Prior Lake-Savage Community Education Services Mission is to enhance the quality of life for all citizens by helping to provide opportunities for individuals to reach their full potential and contribute to their communities.

To accomplish this mission requires that parents, family, schools, churches, businesses, community organizations, and all people living within our community work together. This can be done through a cooperative effort in meeting the recreational, educational, social and cultural needs and wants of the community.

### Vision

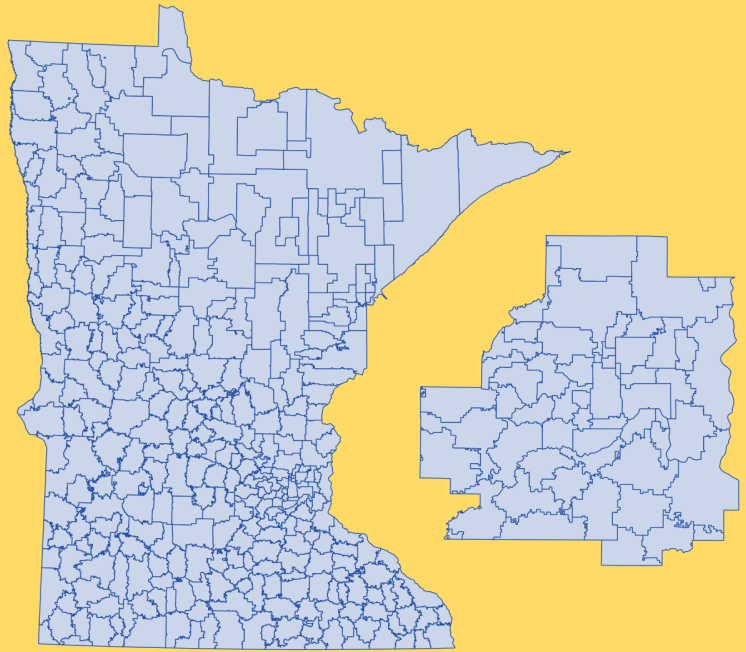
We are committed to the development of a quality, comprehensive lifelong learning system. This system will recognize that throughout life each community member is valued as both a learner and resource. We will proactively in partnerships with other school district programs, community groups, municipalities, businesses, organizations, agencies and individuals in realizing shared ideals. To this end:

- We believe in offering opportunities to improve quality of life.
- We believe the entire community is a learning environment.
- We believe in extending the concept of public education, for all generations, beyond the traditional K-12 system.
- We believe in valuing everyone in the community as both teacher and learner.
- We believe in engaging a broad representation of the community in advisory roles.
- We believe in the sharing of expertise among programs and other providers to maximize the use of resources and avoid duplication.
- We believe partnerships encourage meaningful collaboration and open communication.
- We believe in responsive, open, non-traditional education methods, including experiential learning.
- We believe learning is a lifelong process.

# Community Education in Minnesota

Community Education exists in all Minnesota school districts. It not only has an impact on local communities, it also affects the quality of people's lives throughout the state.

Minnesota Statute 121.88 (1971) requires each school district operating an approved Community Education program must have a representative citizen's advisory council that broadly reflects the composition of the community it serves.



## The Philosophy of Community Education

- The school serves all of the community
- School facilities are a community resource
- Educational opportunities should reflect citizen interests and needs
- Quality of education is enhanced when a close relationship between community and school is established
- Community involvement in decisions that affect the community is critical
- Coordination of community services is necessary and the school can assist in this by developing a delivery system based upon identifying need and service availability



# Community Education Programs

## Early Learning

Provides programs for young children, their parents, and families. Early Learning programs includes Early Childhood Family Education, School Readiness, Preschool, and Early Childhood Screening.

### Early Childhood Family Education (ECFE)

Early Childhood Family Education is a unique program that offers parents the opportunity to go to school and learn along with their children. ECFE classes provide support, information and education for parents and their children ages birth to 5. ECFE strengthens families with young children through play, education and support. Participant fees are based on a sliding fee scale. No family is excluded for inability to pay.

ECFE recognizes that parents are the first and most important teachers for their children. Because of this, the Parent Education program was developed to support parents in this role. Teachers who are licensed in parent education provide information on child development and suggested methods for handling a variety of early childhood situations.

### School Readiness / Preschool

School Readiness is a public school program available to children age 3 to kindergarten enrollment who meet certain eligibility requirements. The purpose of School Readiness is to prepare children to enter kindergarten. The goal of School Readiness is to help preschoolers enter school with the skills and behaviors necessary to be successful learners.

### Early Childhood Screening

Early Childhood Screening is offered by school districts to all children once they have passed their 3rd birthday. These free screenings are not designed to assess a child's development, but rather are meant to briefly screen their development in areas of large motor skills, fine motor skills, cognitive skills, and health (vision, hearing, weight). Screenings are require for all children prior to entering kindergarten, however, it is best to screen at least a year prior to a child's kindergarten start date.

## Youth Programs

Provides children with educational programs and activities that extend beyond their regular school day. Enrichment programs are designed to address youth needs in areas such as academic, cultural, social, emotional, and recreational. Enrichment programs provide students the opportunity to improve academic and social skills, explore new interests, gain new skills, and make new friends.

Programs can include: tutoring, academic skill development, dance, language, cooking, sports, hobbies, games, technology, aquatics, and so much more.

---

## Kids' Company Childcare

Kids' Company childcare provides care for students from age 3 to grade 5. Care is provided before and after school, on non-school days, and during the summer months.

School based childcare offers a safe and nurturing environment staffed by educated and experienced professionals. Programs include:

- High quality care and education.
  - Opportunities for social, emotional, physical, and intellectual development of each child.
  - Daily programming that provides enriching, engaging, and developmentally appropriate activities while reinforcing positive self-esteem and confidence.
  - Opportunities for parents and students to develop positive relationships with school staff and administration.
- 

## Adult Programs

Provides program that help participants explore their interests and passions while further developing social and community connections.

Programs can include: skill development, cooking, language, hobbies, technology, dance, GED, Adult Basic Education, Adults with Disabilities, English Language Learners, and so much more.

---

## Facility Use

School Districts provide facility space for community groups and individuals to rent for a variety of events and activities.

# PLSAS Community Education Team

## Community Education

### Joel Dahl

Director  
952.226.0312  
joeldahl@plsas.org

### Bobbi Birkholz

Community Education Manager  
952.226.0311  
bbirkholz@plsas.org

### Jenny Nagy

Adult & Community Engagement Coordinator  
952.226.0315  
jnagy@plsas.org

### Kiley Meyhoefer

Youth Programs Coordinator  
952.226.0309  
kmeyhoefer@plsas.org

### Linda Carlson

Administrative Assistant  
952.226.0322  
lincarlson@plsas.org

### Gina Fern

Facility Use Coordinator  
952.226.0350  
gfern@plsas.org

### Kaitlin Hauck

Facilities Administrative Assistant  
952.226.0324  
khauck@plsas.org

## Kids' Company

### Ashley Kruse

Kids' Company Coordinator  
952.226.0378  
akruse@plsas.org

### Marijane Cochnauer

Assistant Coordinator  
952.226.0376  
mcochnauer@plsas.org

### Ann-Marie Nopola

Kids' Company Administrative Assistant  
952.226.0317  
anopola@plsas.org

## Early Learning

### Erin Metoxen

Early Learning Coordinator  
952.226.0908  
emetoxen@plsas.org

### Vicki Spieler

Assistant Coordinator  
952.226.0956  
vspieler@plsas.org

### Julie Miller

Lead Administrative Assistant  
952.226.0952  
jumiller@plsas.org

### Deb Tribby

Building Administrative Assistant  
952.226.0975  
dtribby@plsas.org



## Advisory Council Information

### What is the Community Education Advisory Council

Community Education Advisory Councils are mandated by Minnesota Statute 124D.19. Each board must provide for an advisory council to consist of members who represent various service organizations, churches, public and nonpublic schools, local government including elected officials, public and private nonprofit agencies serving youth and families, parents, youth, park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district, and any other groups participating in the community education program in the school district.

### Advisory Council Functions

- To recommend areas of program development according to state guidelines.
- To expand and improve communications between community groups, agencies, municipalities, and schools and to assist in coordination and elimination of duplication of programs and services.
- To promote the community education philosophy of lifelong learning.
- To recommend appropriate community education and services program budgets.

### Expectations of an Advisory Council member

- Attend scheduled meetings
- Serve as a representative of community education
- Listen to community needs and concerns and be willing to share and discuss them with the council.
- Stay informed of issues that come to the council.
- Provide creative thinking and problem solving.



- Encourage citizen involvement in the community education processes and programs.
- Be an ambassador for community education.
- Seek ways and opportunities for collaboration.

## Operation of the Advisory Council

- All persons who live and/or work within the Prior Lake-Savage Area School District boundaries are eligible to become a council member. Individuals may represent civic or community service organizations, local government, local businesses, representatives of community programs, or high school students.
- The council consists of no more than 20 appointed members and no less than 8. At least one member shall be a Board of Education member. Each member is entitled to one vote.
- Members serve three year or two year (fiscal year, July 1 to June 30) staggered terms.
- The council shall meet a minimum of four times per year.
- All council meetings are open to the public.

## Officers of an Advisory Council

- Officers of the council (serving as the Executive Committee) shall include a Chairperson, Chairperson-Elect, and Past Chairperson. The Director or Community Education Services and/or staff shall serve as an ex-officio members.
- Committees may be established by the council each year according to need.
- The council is (loosely) governed by the Roberts Rules of Order.

# Advisory Council Bylaws

## Article I - Name

### Section 1: Name of the Advisory Council

The name of this organization is the Prior Lake-Savage Area Schools Community Education Services Advisory Council (CES Advisory Council).

## Article II - Purpose

### Section 1: Purpose

The purpose of this council shall be to bring together a balanced representation of interested residents of District #719 and representatives from various service organizations, faith communities, public and non-public schools, local governments, public and private non-profit agencies, parks and recreation, business leaders, and any other group's participating in the community education program, so that well-planned and directed Community Education Service programs will be offered. These programs include enrichment, recreational, and skill building opportunities for all ages, parent support services, volunteer services, school-age childcare, youth services and youth development, early childhood family education, school readiness and community events. The council shall gather input, assess needs, evaluate services, and make recommendations to the Community Education Services program staff and Board of Education for new program development initiatives or enhancements of existing programs.

## Article III - Objectives & Responsibilities

### Section 1: Objectives

- The objectives of this council shall be to provide guidance and support in identifying and coordinating programs and services to meet the lifelong learning needs of the community.
- The council will help to ensure that Community Education Services programs aren't duplicated, but coordinated in cooperation with existing service providers in order to maximize the use of school and community resources. They will utilize school district, community and private resources and facilities.
- To coordinate community resources by promoting:
  - A. Greater use of educational and community facilities.
  - B. Lifelong learning and enrichment opportunities for all ages.
  - C. Greater use and sharing of human talents and resources.
  - D. Linkages between community, schools and businesses.
  - E. Increased interagency coordination and cooperation efforts with other community agencies and groups.

F. Increased citizen involvement in the decision-making process for educational and community developments.

G. Greater community support for the pre-K through grade 12 programs.

## **Section 2: Responsibilities**

- The responsibilities of the CES Advisory Council are to direct the development of Community Education Services programs, so that they effectively meet the lifelong learning needs of the community.
- The CES Advisory Council is responsible for helping with program planning, scheduling, community surveys, promotion, research, identifying goals, program evaluation and other recommendations related to the programs offered.
- All decisions or actions are recommendations only and are subject to approval by the District #719 Board of Education.

## **Article IV - Policies**

### **Section 1: Policies**

This council shall be non-commercial, non-sectarian, and non-political. No commercial enterprise and no political candidate can be endorsed by it. The name of this council or its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the council.

The council affirms that:

- The council is open to representation from all segments of the public as defined in the by-laws.
- There is no discrimination or segregation because of age, race, sex, or social and economic backgrounds in any service provided by the CES Advisory Council.

## **Article V - Membership**

### **Section 1: Membership**

The membership of the council will meet the guidelines specified in the MN Statutes Community Education Advisory Council, 124D.19.

### **Section 2: Selection Procedure**

Memberships will be considered according to the following criteria:

- Expressed interest in school and community affairs.
- Expressed interest in the Community Education Services concept and its development.
- Leadership potential.
- Enthusiasm and interest in working towards council goals.

### **Section 3: Criteria for Membership**

- The CES Advisory Council will have a maximum of twenty (20) members and a minimum of eight (8). If the active membership should drop below eight, the Council will actively recruit new members. If the requests for membership exceed twenty, those requests will be placed on a waiting list to fill the first available space and for assignment to committee work if desired.
- At least one member shall be a Board of Education member.
- Each active council member will have one vote in official business.
- The Director of Community Education Services and/or staff will act as liaisons to the council, but serve as non-voting members.
- Process for becoming a member through council appointment:
  - A. Prospective members will be recruited through public announcements and from recommendations of council members.
  - B. New member applications will be reviewed and a slate of candidates recommended to the council. If there are objections to a candidate, the vote on the entire slate will be postponed to the following meeting while a committee reviews the objection.
  - C. If there are no council objections to any candidates or following the review of any objections, the council will vote on accepting each candidate. Each candidate must receive a majority vote to be accepted on the council.

### **Section 4: Orientation of New Members**

New members shall be orientated at the first meeting of the year. Orientation will be provided by the Director of Community Education Services and/or staff.

### **Section 5: Terms of Membership**

- Membership options include a three-year term or a two-year term, beginning July 1. Membership will be staggered so that approximately one third of the council will rotate annually. Each member will be allowed to renew membership, if so desired.
- Should vacancies occur during the fiscal year from July 1 to June 30, members may make recommendation for replacement at the council's next meeting following the vacancy or the waiting list people will be contacted.

### **Section 6: Resignations**

Any council member wishing to resign from the council, shall give notice of his/her intention in writing to the Secretary of the Council who shall present the resignation at the next regular meeting.

### **Section 7: Absence from Meetings**

Any member missing three (3) consecutive meetings of the council without notification to the Director or Chairperson will be subject to replacement.

## **Section 7: Absence from Meetings**

- Any member missing three (3) consecutive meetings of the council without notification to the Director of Community Education Services or Chairperson will be subject to replacement. The Secretary will notify the member regarding his/her status and request a letter of intent from the member in question regarding his/her position on the council.

## **Article VI - Meetings**

### **Section 1: Meetings**

A minimum of four (4) meetings must be held each year per state statute. The time, date, and place are subject to change by approval of the council. Members present shall constitute a working quorum for transactions of business.

### **Section 2: Meeting Schedule and Notification**

Special meetings may be called by the Chairperson or at the request of the Director. Three days' notice shall be given whenever possible. Members present shall constitute a working quorum for transaction of business.

### **Section 3: Roberts Rules of Order**

The proceedings of meetings of the members and the council shall be governed in accordance with Roberts Rules of Order Revised, in all cases that are applicable and consistent with these by-laws.

## **Article VII - Officers**

### **Section 1: Officers**

- The officers of this Council shall be a Chairperson, Chair-elect, and Past Chairperson.
- A proposed slate of officers, new member nominees and renewing members for the upcoming year will be prepared and presented at the meeting in May at which time additional nominations may be made from the floor.
- All officers, excluding the Chairperson shall be elected annually by written or verbal votes at the May meeting and shall assume their official duties on July 1st, and serve for a term of one year.
- Chairperson-elect shall succeed to Chairperson position at the end of the current Chairperson's term.
- Any officer wishing to resign from his/her office shall give notice of his/her intention in writing to the Director who shall present the resignation at the next regular meeting.
- No officer shall serve more than two consecutive terms in the same office.
- The Secretary/recorder shall be assigned to a CES staff member.

**Section 2: Chairperson Responsibilities**

The Chairperson shall make every effort to preside at all meetings of the council and may be a member ex-officio of any committee.

**Section 3: Chairperson-Elect Responsibilities**

The Chairperson-Elect shall act as an assistant to the Chairperson and shall preside in the absence of the Chairperson or if the position is vacated for the balance of the term of office.

**Section 4: Past Chairperson Responsibilities**

The Past Chairperson shall perform the duties of the Chairperson in the absence of Chairperson and Chairperson-Elect.

**Section 5: Secretary's Responsibilities**

The Secretary shall keep an accurate record of all meetings of the organization.

**Article VIII - Committees**

**Section 1: Committees**

Committees shall be established by the council according to need and in conjunction with goal areas. Each committee shall elect their own Chairperson and report to the full council for input.

**Article IX - Amendments**

**Section 1: Amendments**

Amendments to the by-laws may be introduced at a council meeting and after approval by a two-thirds vote of the voting members present, all amendments or revisions shall become effective immediately after approval by the Board of Education.



**Community Education**  
Prior Lake-Savage Area Schools

5061 Minnesota St. SE, Door 14N

Prior Lake, MN 55372

952.226.0310

[ce.plsas.org](http://ce.plsas.org)