HEWLETT-WOODMERE UFSD Policy 4340

( ) Required
(X) Local
( ) Notice

ADULT EDUCATION

The Board of Education will establish and maintain an adult education program including a broad range of courses, to underscore the belief in lifelong learning.

ADMINISTRATION, FINANCES AND PERSONNEL

Administration: The Adult Education program shall be administered by the Executive Director of Communications, Community Services, Registration, & Grants, who will supervise the Senior Account Clerk assigned to the Community Services Office.

Finances: The program shall be supported by registration and material fees, local Taxation, and state and federal aide funds. The Executive Director shall submit an annual estimate of income and expenditures to the Assistant Superintendent of Finance and Personnel for consideration as part of the proposed annual school budget for the following year.

Registration fees shall be set each year by the Board of Education on the Advice of the Superintendent of Schools, the Assistant Superintendent of Finance and Personnel, and the Executive Director.

Registration Fees: Registration fees for adult education courses are listed in the Fees Policy 1336.

Personnel: Instructors and other Adult Educationa~~l~~ personnel shall be appointed and have their salaries established by the Board of Education on the recommendation of the Executive Director.

Facilities: The Adult Education program shall generally have available for use all of the school system's physical facilities whenever they are not scheduled for any District school or after school activities.

Registration: The Executive Director shall establish registration procedures giving priority to residents of District 14. Basic Education courses and Senior Citizens Programs are open to nonresidents. Resident Senior Citizens (ages 60 and older) will receive a 10% discount. Non-residents will incur an additional fee. Non-residents may be accepted in other Adult Education Programs as long as space is available and class size is maintained.

Schedule Adopted
March 2, 1978
Amended: 7/1/80, 2/90, 2/15/23