

Procedure #4103
Title: REQUESTING NEW EXTRACURRICULAR ACTIVITY (ECA) POSITIONS
Category: Personnel
Date of Initial Approval: 08-12-2024
Revision/Reauthorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this procedure is to clarify the process of establishing new extracurricular activity (ECA) positions at the Minnesota State Academies (MSA) so that we improve fiscal responsibility and comply with the requirements for filling ECA positions (Procedure #4104 – Filling Extracurricular Activities positions)

II. PROCESS

1. Conversation and pre-approval from supervisors:

Staff and/or administrators with an idea for a new ECA (organization, event, activity, etc.) must have a conversation with their supervisor to discuss the details of the activity, staffing needs, budgetary needs, and so forth. After obtaining pre-approval, it is the employee's responsibility to develop a detailed proposal as outlined below for consideration.

Note: double check to make sure the ECA duties do not overlap with the duties of an existing position at MSA.

2. Formal proposal:

After obtaining pre-approval from their supervisor, the employee is responsible for completing a detailed proposal to the superintendent's office that includes the following:

- Goal/purpose of the organization, event, activity, etc.
- Benefit for the students
- Anticipated number of students participating in the activity
- Minimum number of students in order for the activity/event to happen
- Start/end dates of the activity/event
- Is this a one-time need or a sustained need (repeated for future years)?
- Proposed practice/game schedule and/or event schedule
- Staffing needs
- Budgetary needs (including where the funds will come from)
- Scheduling
- Impact on other departments (i.e., health services; food services; physical plant operations; interpreting; etc.)
- If this is not already a position listed within the SRSEA bargaining contract for ECAs, propose a salary range for this position along with justification. *Note: Developing a new position that is not listed requires additional time (up to one year) due to the process of developing a MOU and/or including it in the next round of bargaining.*

3. **Additional requirements:**

- Check with the Director of Fiscal Services to determine if our budget allows for additional positions/activities.
- Check with other departments impacted by this organization, activity, or event to ensure that their needs are included in the proposal.
- If this organization/activity/event requires supplies or equipment, include preliminary quotes for the costs (start-up and on-going).

4. **Superintendent's Responsibilities:**

Upon receipt of the proposal, the superintendent will review the content, consult with Fiscal Services, Human Resources, and any other department that may be affected by this activity and determine if the proposal is ready to be considered by the Instructional Leadership Team. If additional information is needed, the superintendent will return the proposal to the employee for revision. If the proposal is ready to be considered, the superintendent will place the proposal on the ILT agenda for consideration at the next regularly scheduled meeting.

Annually in April, the Instructional Leadership Team will meet with the Director of Fiscal Services to review all established ECA activities/positions to determine what MSA will offer during the following fiscal year. During this review, all newly established positions will be included.

5. **Deadlines:**

The deadline for submitting a proposal for a new ECA position that is already listed within the SRSEA bargaining contract is **two months in advance of the event/activity**. If the ECA is not listed, it may take **up to one year** to create the position.

For simpler needs (i.e., chaperones, drivers, etc.), a detailed proposal is not required but all hiring processes (obtaining approval and completion of the hiring process) must be completed **two weeks in advance**.

III. **CRITERIA USED TO EVALUATE ECA REQUESTS**

Listed below are some criteria that will be used to evaluate any request for new extracurricular activities and positions. Those criteria will be used as appropriate to each request/situation.

- The "value" of the activity
- The number of activities already allocated at the same time
- Staffing and budget limitations
- Longevity of the activity
- Availability of similar activities outside of MSA