



## SAYDEL COMMUNITY SCHOOL DISTRICT

Big City Opportunities, Small Town Commitment for Students

WWW.SAYDEL.K12.IA.US

# Saydel Community School District Community Education Handbook

## MISSION

The mission of Saydel Community Education is to enhance the lives of all residents in the Saydel Community School District through improving access to educational and recreational activities for an active lifestyle.

**Superintendent of Schools: MR. TODD A. MARTIN**

**Director of Activities & Community Education: MELISSA CROSSE**

**Community Education Administrative Assistant: SHANNON RIDDLEBARGER**

### **Community Education Advisory Council Members:**

- Haley Ellis
- Roxie Franklin
- Shannon Harden
- Theodore (Ted) Herron
- Joshua Heyer
- Julie Jennings
- Roland Kouski, Jr.
- Jessica Light
- Jeremy Lowe
- Ginny Mitchell
- Beth Shelton
- Valerie Skow
- Melissa Smith
- Cassie Strickler
- Jennifer Van Houten
- Henry Wood

## SAYDEL COMMUNITY EDUCATION

Saydel District Office, 5740 NE 14TH STREET, DES MOINES, IA 50313

Phone: 515-264-0866 Fax: 515-264-0869

# Saydel Community Education External Partner Agreement

This document outlines the agreement between external organizations and the Saydel Community Schools Community Education Program. Before being approved by the Saydel Board of Directors, all agreements must be approved by the Community Education Advisory Committee.

Year of Agreement: \_\_\_\_\_

Name of External Organization: \_\_\_\_\_

External Organization Contact #1: \_\_\_\_\_

External Organization Contact #2: \_\_\_\_\_

External Organization Committee/Board Members: \_\_\_\_\_

The following are services provided by Saydel Community Education, please indicate which services you would like to be provided:

**Note:** CORE Service items are required as part of an agreement with Saydel.

## CORE Services

**Note:** core services will require a 10% processing fee which will be deposited into the Community Education Account for growth of community education programming and to offset staffing costs associated with providing the core services. This fee can be built into the cost of the program.

- Online Registration & Payment
- Electronic Communication to Saydel Families
- Access to Online Volunteer Scheduler
- Free facility use of selected facilities and access to facilities scheduler
- Needed facilities: \_\_\_\_\_
- Note: facilities will be used in accordance with Board Policy 905.1.
- Creation of contact lists for participants
- Volunteer screening (if not choosing this option, please describe below how this is accomplished by your organization)

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## Expanded Services

- Paid Community Education Coordinator  
**Note:** will require an additional 15% to Community Education to cover wages and FICA/IPERS.
- Purchase of materials or uniforms related to the activity (describe below)

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- Creation of a school-managed organization account for operation of the program  
*Note: organizations with school accounts must follow all established Saydel internal controls practices.*
- Organization requests the following additional services  
*Note: if the additional supports cannot be provided within the CORE services percentage, additional fees can be negotiated and built into the cost of the program.*

**Additional Terms of This Agreement**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Approved by Community Education Advisory Committee:

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Printed Name: \_\_\_\_\_

Approved by Saydel Board of Directors:

Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Prior to registration and course announcement all Community Education Programs must receive approval from the Community Education Advisory Council.***

## Saydel Community Education Program Models

### Youth Program Model (courses, camps, leagues, & events)

1. Application must be submitted and approved by the community education advisory committee
2. Unapproved programs are subject to district facility rental fees, regardless of classification
3. Community Education Department Fee - 20% of registration fees, provides:
  - a. Registration and payment system
  - b. Required volunteer screening
  - c. Facilitating payment to instructor(s)
  - d. Facility use fees
4. Instructor Fee - 80% of registration fees. Provides:
  - a. All necessary materials
  - b. Payment amount to instructor(s) of school program

**Note:** all materials needed to provide the service must be arranged for by the instructor.

### Adult Program Model 1 – not for profit community education

(courses, leagues & events)

1. Not for profit community education opportunities are defined as those in which the service is provided, but the instructor is not selling additional goods or services to the participants
2. Application must be submitted and approved by the Community Education Advisory Committee
3. Unapproved programs are subject to district facility rental fees, regardless of classification
4. Community Education Department Fee - 20% of registration fees, provides:
  - a. Registration and payment system
  - b. Required volunteer screening
  - c. Facilitating payment to instructor(s)
  - d. Facility use fees
5. Instructor Fee - 80% of registration fees. Provides:
  - a. All necessary materials
  - b. Payment amount to instructor(s) or school program

**Note:** all materials needed to provide the service must be arranged for by the instructor.

### Adult Program Model 2 - for profit community education

(courses, leagues & events)

1. For profit community education opportunities are defined as those in which the service is provided, but the instructor is selling additional goods or services to the participants
2. Application must be submitted and approved by the community education advisory committee
3. Unapproved programs are subject to district facility rental fees, regardless of classification
4. Community Education Department Fee - 30% of registration fees, provides:
  - a) Registration and payment system
  - b) Required volunteer screening
  - c) Facilitating payment to instructor(s)
  - d) Facility use fees
5. Instructor Fee - 70% of registration fees. Provides:
  - a. All necessary materials
  - b. Payment amount to instructor(s) or school program

**Note:** all materials needed to provide the service must be arranged for by the instructor.

# Saydel Community Education Employment Information

## Equal Employment Opportunity

The Saydel Community School District will select for employment qualified applicants for each position without regard to race, color, creed, sex, religion, marital status, parental status, sexual orientation, gender identity, national origin, ethnic background, age, or disability. The District shall take affirmative action, consistent with its adopted affirmative action plan, in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity.

## Job Description

The primary responsibility of a Community Education Instructor is to be able to convey their expertise for their subject in an effective manner. As potential Community Education Instructors, you are expected to have strong communication skills and have significant experience with the topic described in your Course Proposal Form. Qualities for successful instructors include the desire to share their subject and excellent presentation skills. Community Education courses are designed to appeal to the diverse interests and needs of lifelong learners.

## Course Materials

Any materials, supplies, equipment, and/or copies that are needed for your class must be approved by the Community Education Coordinator or Director prior to the course being listed in the printed schedule. Audio visual equipment must be requested and approved by the coordinator in advance of course scheduling. The Saydel Community School District assumes no liability in connection with the use, loss or damage of personal equipment. Such equipment may not be stored in district buildings.

## Course Fees

Upon application to offer a course or activity, the applicant is asked to include a preferred fee structure for the event. Pending final approval of the Community Education Advisory Committee, the final course fees and tuition are approved by the Director of Community Education. The Director may consult with instructors. A number of factors including coordinator time and expense, course material expense, facility needs, and miscellaneous costs are used to calculate the cost per student for each course. The program depends entirely on fees collected from registrations to cover administrative and marketing costs. It is important that course titles and descriptions are clear, concise and enticing enough to encourage class participation. Courses with insufficient registrations will be cancelled. It is the expectation of the Community Education Department that course expenditures will be offset by course revenues.

## Instruction

- It is expected that instructors will conduct themselves in a courteous and professional manner. Instructors will be evaluated by participants after each course.
- It is expected that the instructor will use the evaluation as an opportunity to improve the quality of content and instruction.
- Classes should begin and end on time.
- Instructors are expected to follow all guidelines for District facility use, Board series 905.1 & 905.1.R1 (Appendix A)
- Instructors will be selected upon the basis of their ability to instruct in a diverse setting that meets the mission of Saydel Community Education.

## Instructor Background Check

- All instructors are subject to a Background Check conducted by the Saydel School District.
- A yearly \$15 Background Check fee will be deducted from an instructor's. This is a one-time fee.

## Instructor Payment

- Instructor payment will be made after completion of the course/program.
- For Non-District personnel, payment will be made in the form of a check issued by the Saydel Community School District and approved by the Saydel School Board.
- For District personnel, payment will be made via payroll as a payroll addition. Payment will be made in the month following the completion of the course/program. Payments to District personnel are subject to FICA/IPERS deductions.
- Non-District instructors must complete a W-9 prior to payment.

# Saydel Community Education Application for Program Offering

## Instructor Information

Name: \_\_\_\_\_

Address (number, street, city, state): \_\_\_\_\_

Phone(primary): \_\_\_\_\_

Phone (mobile): \_\_\_\_\_

E-mail: \_\_\_\_\_

Summary of instructor qualifications relevant to this offering:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any assistants that will be involved in this offering. Background checks and payment information applies to any assistants that will be involved in offering instruction. Any payment of assistants must be recorded in the costing form below and paid through the Department of Community Education.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Class Information

Name of Class or Activity: \_\_\_\_\_

Description of Class or Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class or Activity Objectives:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Target Audience for Class or Activity:

Ideal Number of Participants: \_\_\_\_\_ Age(s): \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_ Preferred End Date: \_\_\_\_\_

Number of Sessions: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_

Length of Sessions: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Special Equipment Needed: \_\_\_\_\_

**Costing Projection:**

Item	Estimated Cost	Notes
Supply Fee (materials, t-shirts, referees etc.) per participant		
Fee to Assistant Instructors per participant		
Fee to Lead Instructor per participant		
Other Costs per participant		
Processing and Facility Fee (Youth Program Model - 20%, Adult Program Model 1 - 20%, Adult Program Model 2 - 30%) per participant		
<b>TOTAL suggested cost per participant</b>		

**Department of Community Education Use Only**

Request Approval by Director of Community Education

\_\_\_\_\_ Date: \_\_\_\_\_

Approval of Community Education Advisory Date: \_\_\_\_\_

Final Approved Cost per Participant: \_\_\_\_\_

Final Approved Structure: \_\_\_\_\_

Ideal Number of Participants: \_\_\_\_\_

Age(s): \_\_\_\_\_

Grade Level(s) \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Number of Sessions: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_

Length of Sessions: \_\_\_\_\_



"Big City Opportunities,  
Small Town Commitment for Students"

# Saydel Community School District

District Office, 5740 NE 14<sup>th</sup> Street, Des Moines, IA 50313

www.saydel.k12.ia.us

515-264-0866

This contract is between the Saydel Community School District of Des Moines, IA 50313  
and

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PAYROLL ADDITION AGREEMENT

Date	Services Provided

### Payment Option:

In consideration of said services provided, the above school will pay to the individual: **0 %** of remaining funds collected after CE fee and any materials the organizer requests be purchased from collected fees.

*Individuals receiving payment are subject to taxes, IPERS and Federal withholdings.*

In consideration of said services provided, the above school will pay designated school account: **0 %** of remaining funds collected after CE fee and any materials the organizer requests be purchased from collected fees

*Individuals selecting to designate payment to school accounts will not pay taxes and fees.*

**School Account Name:**

**School Account Code:**

*Contracted individual agrees that this sum shall cover all of his claims arising from the contract; and the Contracted and School jointly agree that said Contracted shall, at all times, during the term of this contract, be and operate as an independent contractor.*

Contracted Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Community Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School District Business Manager  
Patricia Townsend  
515-264-0866

Director of Community Education  
Melissa Crosse  
515-262-9325 x1101

**(To be completed in duplicate - each party keeping a copy)**



**Registration Platform** will be through [Revtrak.com](http://Revtrak.com)

**Volunteer Platform** will be through [Signup.com](http://Signup.com)

*Actual addresses are pending approval of this handbook.*

## SAYDEL SCHOOLS:

### Cornell Elementary School

Grades PK - 4  
5817 NE 3rd Street, Des Moines, IA 50313  
515-244-8173  
Mr. Brian Vaughan, Principal

### Woodside Middle School

Grades 5-8  
5810 NE 14th Street, Des Moines, IA 50313  
515-265-3451  
Mr. Joshua Heyer, Principal

### Saydel High School

Grades 9-12  
5601 NE 7th Street, Des Moines, IA 50313  
515-262-9325  
Mr. Kevin Schulte, Principal  
Melissa Crosse, Director of Activities/Community Education

**Saydel District Office** (Adjacent to Woodside Middle School)  
5740 NE 14th Street, Des Moines, IA 50313  
515-264-0866

**Mr. Todd A. Martin**, Superintendent of Schools  
**Patricia Townsend**, Business Manager  
**Mary Salazar**, Director of Curriculum, Instruction, Assessment  
**Julie McKibben**, Director of Student Services, Special Education  
**Jessy Sadler**, Director of Food Services

## SAYDEL BOARD OF EDUCATION

**Brian Bowman**, Board President  
**Jennifer Van Houten**, Board Vice-President  
**Julie Jennings**, Board of Director  
**Doug Kayser**, Board of Director  
**Roland Kouski Jr.**, Board of Director  
**Rob Strickler**, Board of Director  
**Chad Vitiritto**, Board of Director

Superintendent: Mr. Todd A. Martin  
Board Secretary: Beth Vitiritto



School Board meetings are held at the Saydel District Office on the second Monday of each month at 6 PM

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It is the policy of the Saydel Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy, please contact the district's **Equity Coordinator, Julie McKibben, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313; 515-264-0866; mckibbenjulie@saydel.net.**

Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.