



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: DOUGLAS WHEELER

Director of Activities & Community Education: MELISSA CROSSE

Administrative Assistant for Community Education: TRICIA ZEIS

Community Education Advisory Council Members:

- Shannon Harden
- Theodore Herron
- Julie Jennings
- Ronald Kouski
- Jessica Light
- Shannon Riddlebarger
- Beth Shelton
- Valerie Skow
- Melissa Smith
- Cassie Strickler
- Rob Strickler

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)

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)

- 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		
TOTAL suggested cost per participant		

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: _____

Registration Platform will be through Revtrak.com

Volunteer Platform will be through 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. Douglas Wheeler, Superintendent of Schools
Ryan Eidahl, 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, Vice-President
Chad Vitiritto, Board of Director
Henry Wood, Board of Director
Melissa Sassman, Board of Director
Doug Kayser, Board of Director
Roland Kouski Jr., Board of Director

Superintendent: Mr. Douglas Wheeler
Board Secretary: Beth Vitiritto



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

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.