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: TODD MARTIN
Director of Activities & Community Education: LEVI HUNERDOSSE
Community Education Administrative Assistant: CHRIS MUND

Community Education Advisory Council Members:

- **Meagin Champlin**
- **Gary Christensen II**
- **Amanda Christensen**
- **Katie Delahunt**
- **Katie Despotovich**
- **Ashley Frantz**
- **Jessica Light**
- **Samantha McNeeley**
- **Michael Mortensen**
- **Josh Mullin**
- **Darrell Reece**
- **Patrick Rial**
- **Jacob Santos**
- **Melissa Smith**
- **Jimmy Van Der Kamp**
- **Kassidy Van Der Kamp**
- **Henry Wood**
- **Tricia Zeis**

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% or 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.*

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: _____

FacilitiesNeeded:_____

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: _____

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:_____

Director of Business Services
Amber Ray
515-264-0866

Director of Community Education
Levi Hunerdosse
515-262-9325 x1101

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

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
Brian Vaughan, Principal
Amanda Christensen, Associate Principal

Woodside Middle School
Grades 5-8
5810 NE 14th Street, Des Moines, IA 50313
515-265-3451
Patrick Rial, Principal
Katie Delahunt, Associate Principal

Saydel High School
Grades 9-12
5601 NE 7th Street, Des Moines, IA 50313
515-262-9325
William Crosby Principal
Levi Hunerdosse, Director of Activities/Community Ed

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

Todd Martin, Superintendent of Schools
Amber Ray, Executive Director of Business & Operations
Traci Lust, Executive Director of Schools
Alex Stubbers, Director of Programs & Services/Human Resources
Katie Despotovich, Director of Special Education

SAYDEL BOARD OF EDUCATION

Michael Mortensen, Board President
Gary Christensen, Board Vice-President
Ashley Frantz, Board of Director
Samantha McNeeley, Board of Director
Josh Mullin, Board of Director
Jimmy Van Der Kamp, Board of Director
Tricia Zeis, Board of Director

Superintendent: Mr. Todd Martin
Board Secretary: Beth Vitiritto
Board Treasurer: Amber Ray

School Board meetings are held at the Saydel District Office on the second Monday of each month at 6:00 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 Access Coordinator, Alex Stubbers, Director of Student Services, 5740 NE 14th Street. Des Moines, IA 50313; 515-264-0866; stubbersalex@saydel.net

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