

Community Education Advisory Council

Tuesday, May 7, 2024 6:00 p.m.

School Office Conference Room, 207 Pioneer Drive, Wrenshall, MN 55797

1. Items for Discussion

5.7.2024 Agenda

5.7.2024 So far this year ...

Advisory Council / Membership Form

CE Basics Budget Balance

Example Mission Statement

Example By-Laws

Esko Community Education
Mission Statement

Community Needs: The advisory Council shall be knowledgeable of the educational, recreational, and social needs of the community and alert and receptive to possible changes.

The Resources: The Advisory Council shall utilize all human, financial and material resources to carry out the council's philosophy in serving the greatest number of community members of all ages.

The Objectives: The Advisory Council shall have as its objectives a current schedule of goals realizing community needs and resources in order to support and stimulate wholesome individual and family recreational and educational programs. The Advisory Council works to support community education philosophically and legislatively when needed. The Advisory Council serves in an advisory capacity under the governance of the Esko School Board of Education and Administration.

The Program and Participants: The program is intended to serve honestly and impartially all the community members of the Esko School District including businesses. Council members shall cooperate in campaigns promoting the recruitment of volunteer members and leaders.

By-Laws of
Esko Community Education Advisory Council
Esko, Minnesota

Article I

Legal Reference: MN Statute 124D.18 and 124D.19

Article II
The Name

The organization shall be known as the Esko Community Education Advisory Council.

Article III.
The purpose.

- Section 1. Community Needs: The Advisory Council shall be knowledgeable of the educational, recreational, and social needs of the community and alert and receptive to possible changes.
- Section 2. The Resources: The Advisory Council shall utilize all available human, financial, and material resources to carry out the Council's philosophy in serving the greatest number of community members of all ages.
- Section 3. The Objectives: The Advisory Council shall have as its objectives a current schedule of goals realizing community needs and resources in order to support and stimulate wholesome individual and family recreational and educational programs. The Advisory Council works to support community education philosophically and legislatively when needed. The Advisory Council serves in an advisory capacity under the governance of the Esko School Board of Education and Administration.
- Section 4. The program and Participants: The program is intended to serve honestly and impartially all community members of the district including businesses. Council members shall cooperate in campaigns promoting the recruitment and training of volunteers and leaders.

Article IV.
Advisory Council Membership

- Section 1. The Members: Members shall have an expressed interest in community education development and school affairs consistent with the stated philosophy of the school district, and shall include one township board representative. The Director and a member of the school board shall also serve as ex-officio members.

- Section 2. The Representation: Members are to be from varied sectors of the community, representing family, school, service, church, business, and local government organizations.
- Section 3. The Voting: There shall be one vote for each seat of member representation.
- Section 4. The Term. The Council Members shall serve on the council for two (2) year terms, (renewable by recommendation from the council.)
- Section 5. The Fiscal Year: The fiscal year shall begin on July 1st and continue through June 30th.
- Section 6. The Resignation: Council members may resign by providing oral or written notice to the council president or secretary of their intentions.
- Section 7. The Vacancies: Council Vacancies may be filled by council appointment.

Article V.
The Meetings.

- Section 1. Meetings: There shall be a minimum of four regularly scheduled meetings within the fiscal year. Special meetings may be called by the President or Director upon two days written or electronic notice.
- Section 2. The Quorum: 50% of advisory council members shall constitute quorum.
- Section 3. The Voting Rule: A simple majority will pass an issue, except on By-Law amendments which require a $\frac{2}{3}$ majority.

Article VI!
The Officers

- Section 1. The Offices: There shall be a President who shall preside at all meetings, who shall coordinate the preparation of the agenda with the Director, who shall appoint standing or ad hoc committees their responsibilities and members, who shall guide the advisory council in fulfilling the responsibilities of Article III, and who shall carry out all of the other responsibilities of such office: a vice-president who shall serve the above responsibilities in the absence of the president, and a secretary who shall see to it that minutes of council meetings and notices of meetings are sent to council members 5 days prior to the date of the meetings.

Section 2. The Election: The election of officers shall take place prior to the first annual meeting.

Section 3. The vacancies: Vacancies in any office created by resignation or otherwise shall be filled within a reasonable time of the vacancy.

Article VII.
The Finances.

Section 1. The Records: The financial records of the Advisory Council shall be maintained by the fiscal agent of the Esko School District No 99.

Section 2. The Reports: The report of financial condition shall be made at the first annual meeting by the Director with a final financial statement being presented from year-end.

Article VIII.
Personnel

Section 1. The Director: The director shall plan, organize, and administer a broad program of recreation, adult education, and other community services according to the needs of the community as deemed by the Advisory Council.

Section 2. The duties of the Director:

- A. Shall schedule classes, seminars, and recreation programs, hire class instructors, and recreational personnel, and arrange class location.
- B. Shall promote, publicize and interpret existing and planned programs to the community.
- C. Shall develop and maintain public contact with community organizations such as youth sports, churches and businesses to assist in coordinating activities designed as community related.
- D. Shall prepare, recommend and disburse the budget necessary for operation of Community Education Programs.
- E. Shall prepare state compliance reports, timely reports, program evaluations and any other reports so directed by the Advisory Council.
- F. Shall pursue program opportunities, resources, and grants available outside the community.

Section 3. Accountability: The Community Education Director is accountable to the Advisory Council for program and recreational items and to the Superintendent for fiscal and personnel items.

Section 4. The Coordinators: The program coordinators so employed shall be responsible to and supervised by the Director.

Article IX.
The Policy.

- Section 1. The Policy Statement: Policy statements shall be drafted by the Advisory Council, and approved by the school board, establishing standard operating procedures under which the Community Education programs will function.
- Section 2. The Revisions: The policy statements shall be reviewed annually by the Director and President.

Article X.
Amendments of the By-Laws

These by-laws may be amended at any regular meeting by a $\frac{2}{3}$ majority vote of the members of the Advisory Council present and voting: provided, however, a written notice of the meeting and proposed by-law amendment shall have been delivered to each council member not less than fifteen days prior to the meeting. Such amendment shall become effective upon approval.

Community Education

The Basics & Budgets

Basics

Programs of Community Education

Early Childhood Family Education

Early Childhood Screening

School Readiness

Youth Programs

Adult Recreation & Classes



ECFE

Early Childhood Family Education



Utilizes a parent education teacher and early childhood teacher. Both must be licensed in the state of Minnesota.

Funding is separate from all other areas of CE and money is not legally to be transferred to other programs without approval from the Minnesota Department of Education.

Funding is attached to the state funding formula & gets increased every time the general ed \$ gets increased at the state level. ECFE is the best funded CE program.

In Wrenshall, we receive \$24,269 to run this program.

School Readiness

School Readiness also has its' own separate fund.



Funding is inadequate and is subsidized by tuitions. SR has not had a funding increase from the state in several years.

We receive \$11,372.42 in state money to run school readiness. Tuition adds \$28,000 to the budget. Pathways II funding adds up to \$37,500. Students need to qualify for that funding.

This year, the costs of this program with staffing and supplies is over \$87,100. We have a \$10,128 budget deficit.

General Community Education

This covers adult classes and recreation.



The funding is based on a formula of \$6.35 X the population of the school district. The state money we receive to run community education is \$11,805. This amount was increased from \$5.42 per capita in 2025 FY. This was the first increase to the formula since 1987.

The money in this fund covers the Community Education Coordinator, supplies for general community education. Any losses incurred in any general program (such as child care) would be covered from this pot of money.

Youth programs also operate out of this pot of money although they have additional state aid.

Youth Programs



Youth enrichment and youth development money is given from the state and is derived from the population for the school district.

The money is pooled in a fund with general community education money.

In Wrenshall, we receive \$3,439 to run after school clubs and \$1,859 to run youth service programming. This money helps cover the cost of the community education coordinator, as the duties for these programs fall onto the coordinator.

Wrens Club Child Care



School Age Care must be financially independent meaning that all of the costs of the program must be paid with the fees collected from parents. No state aid is given to school age care. *There is a small amount of money available to offset costs for disabled children.

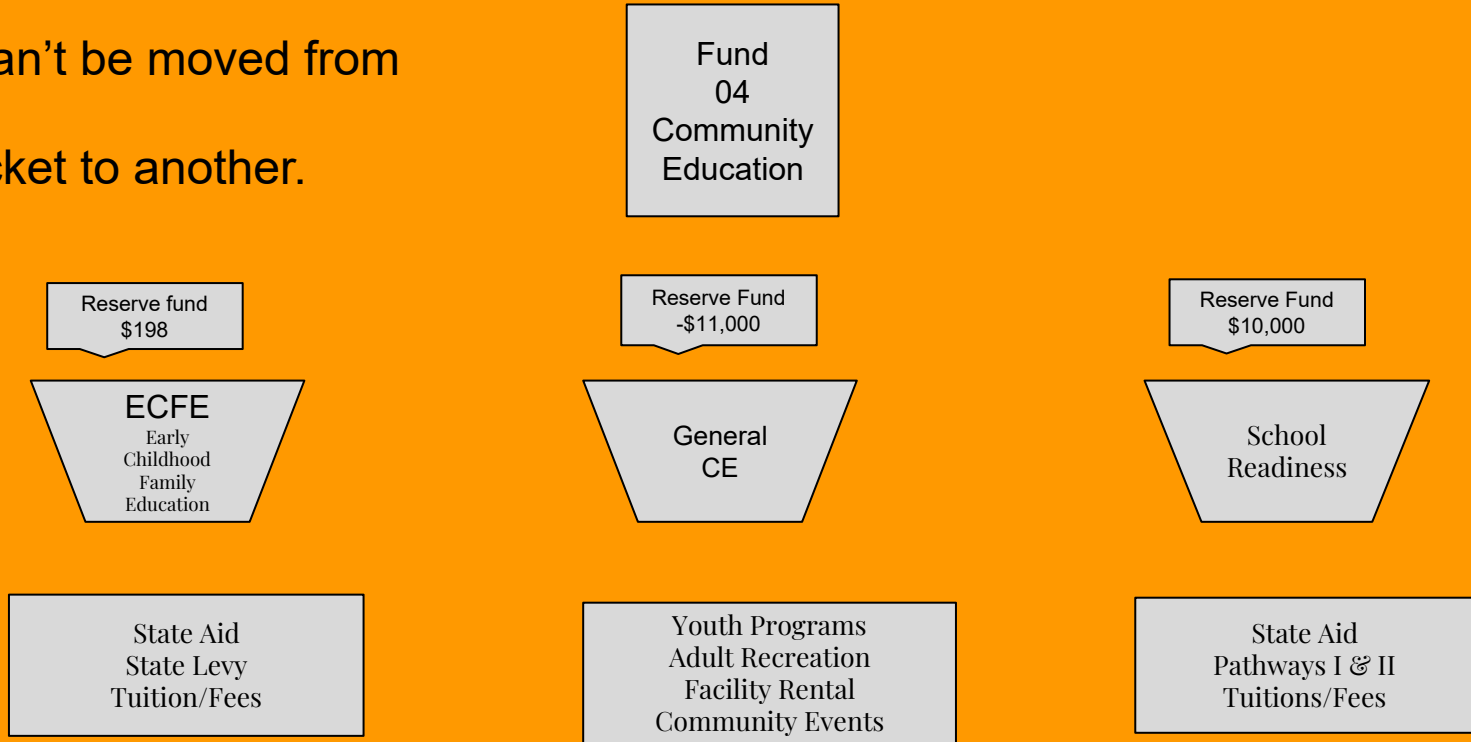
The cost of running Wrens Club. This covers the costs of staff, supplies, snacks, and some of the community education coordinator's hours.

This is why people must pay their child care bills! This is also why our fees have been raised. In 2023-2024, Wrens Club lost over \$10,000.

Budget

Fund 04

Funds can't be moved from one bucket to another.



Wrenshall Budget Challenges

We are short of materials for programs but don't have reserve funds to lean on.

Costs for School Readiness Program are high while tuition is low.

We want to provide the quality people are looking for yet progress is slow as we can't go and buy new items like cots for our Pre-K students to use during the day.

Our napping mats will likely fail a DHS inspection due to breaking down.

The work required to move a program forward is often more than we can afford to pay for. (Katie is 24 hours per week)

Costs of Running Programs

Community Ed

Cost per hour for coordinator is \$22.45.
Annual=about \$22,450. \$5400 of cost needs to be covered by child care revenue.

Child Care

Cost per hour for staff is \$36.85. At our current rate, we need 12 students just to break even.

At the new rate, we will cover costs with 10 kids Tuesday/Thursday & 12 kids average before /after school.

School Readiness

Cost per hour for staff \$55.20. Current cost for students is under \$3/hour. We need 22 kids in each program to cover costs. We are allowed to have 20 by state statute.

ECFE

We currently don't have staff or space to run these programs.

We could purchase services from another district.

Why we need to make the budget work across all programs: All CE programs are vital to the district.

Our programs work in tandem- none can flourish without all of us growing.

We provide amazing opportunities and service to the school district of Wrenshall. We are the first experience families will have with ECFE, we care for children in off hours, we provide them learning opportunities, service opportunities and give the citizens of our school district community connections through our large events.

We are the best example of TEAM. Together Everyone Achieves More.

**Your role on the CEAC:
Explain why rates have gone
up. Understand our budget.**

Questions?

CEAC Meeting
Tuesday, May 7, 6:00 PM
Wrenshall Conference Room

Attending:

Old Business:

- List of what we have accomplished so far (attached)

New Business:

- Registration news
 - Summer 7 kids enrolled: Need 20 to make the budget work
 - Fall: Would an early bird registration discount help people follow through on registration earlier so we can plan staffing?
 - Registration Opens June- July
 - Pre-K Programs
 - Hatchlings:
 - Little Wrens:
- Budget Information (Slideshow attached)
- Hiring- HELP!
 - Summer help
 - Students \$12/hour, adults \$15/hour
 - Morning/afternoon shifts available
- Examples of Mission Statement & By Laws (Esko)
- Reports
 - School Board
 - CE Coordinator
- Next Year meeting dates:
 - September, November, January, March & May (Thank you party)
 - Second Tuesday of those months 6:00PM
 - Sept. 10th,
 - Nov. 12th
 - Jan. 14th
 - Mar. 11th
 - May 13th

Wrenshall ISD 100
Community Education Advisory Council Membership Form

Name _____

Address _____

Phone _____ (home) _____ (cell)

E-mail address _____

Shirt size: _____

Please comment on the following:

Personal Background: _____

Community Education Involvement: _____

Why would you like to serve on the Advisory Council? _____

What we have worked on so far....2024

- Recommended adding Staff to Wrens Club to post position & have 2 people working in the program at all times.
 - We now have 2 people working in the room so Katie can work on coordinator duties!
- Recommended purchasing Brightwheel software to use for child care and Pre-K registration and payments as well as child care scheduling and paperwork.
 - We have a couple of families testing the program and they love it.
 - We will roll out to families for the summer program
- Recommended purchasing Rschool facility Scheduler to streamline the process of facility use and maintaining a calendar for the custodial staff.
 - This has been done & we are working on the back end set up before we roll this out to the community
 - We also need school board policies in place regarding facility use
- Recommended Pay increase for CE employees
 - Students are \$12/hour & adults \$15/ starting March 1st
- Recommended a rate for Wrap Around Child care for Fall 2024
 - Flat rate of \$75 for 2 days of care
 - 9.5 hours of care daily for Hatchlings(\$3.94/hour)
 - 12 hours of care available to Little Wrens (\$3.13/hour)
 - Flat rate of \$125 for 3, 4, 5 days of care
- Recommended Rate for Summer child care
 - Flat Rate
 - \$50 for 1 day \$4.35/hour
 - \$90 for 2 days (\$45/day) \$3.91/hour
 - \$105 for 3 days (\$35/day) \$3.04/hour
 - \$140 for 4 days (\$35/day)
 - \$175 for 5 days (\$35 per day)
- Hired Katie into her position
- Recovered certification for the child care program allowing us to receive \$696 monthly to offset wages
- Moved child care into a more appropriately sized room
- Received \$250 from Minnesota Power for summer programming
- Received \$1000 from Irving Community Club for Wrens Club
- Received \$500 from Minnesota Energy for Wrens Club
- Awaiting replies on Weatherby Grant (\$4000)
- Offered After school clubs for students
- Father Daughter Ball is in the books!
- Open gym for the community
- Open Playground gathering coming up
- Recommended a new rate for before & after school care to the school board
 - Flat rates are easiest to budget & for families to plan (flex spending)
 - Shorten hours of programming to 6:30 AM to 5:30 PM

- Minimum cost for before/after
 - Suggested \$4 for before and after school care
 - \$40 per week rate/ 38 weeks of school = \$1520 annually
 - 20 hours of possible care per week (\$2/hour)
- Brought Wrens Club Handbook & CE Staff Handbook to the school board for approval
- Written New job descriptions for al CE staff in child care and school readiness assistant

What still needs to be addressed

- Budget for Pre-K programs
 - Losing over \$10,000 annually currently
 - Need to implement a sliding fee scale due to state statute
 - May need to increase enrollment in Hatchlings
 - Tuition needs to be raised
 - What will be acceptable for the community?
- Behind the scenes items
 - Staff training to stay complaint for certification
 - Planning/Programming for child care & after school options
 - Onboarding New Staff
 - Hiring for summer staff
 - Summer child care planning