

Barnesville Community Education Advisory Board

Mission

Working collaboratively to develop innovative opportunities for all Barnesville learners.

Barnesville Community Education Advisory Board Handbook

Our Purpose

To recommend areas or program development according to the state guidelines which are as follows: Minnesota Statutes 124D.19 Community Education Programs: Advisory Council

Advisory Council: Each school board must provide for an advisory council to consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation services of municipal or local government units located within the boundaries of the school district; and any other groups participating in the community education program in the school district.

Cooperation: The council must function in cooperation with the community education director in an advisory capacity in the interest of promoting the goals and objectives of the purpose of community education which is as follows: The purpose is to make maximum use of the Barnesville Schools by the community and to expand utilization by the school of the human resources of the community, by establishing a community education program.

Policy to Avoid Program Duplication: Each Council must adapt a policy to reduce and eliminate program duplication within the district. An advisory council shall meet a minimum of four (4) times per year. Our role is to:

- ✓ **To identify and assess community education needs, interests, and concerns and recommend areas of program development to the community education director and staff.**
- ✓ **Identify available or potential community resources to meet the identified needs.**
- ✓ **To expand and improve communication between community groups, agencies, municipalities, and schools.**
- ✓ **To assist in the coordination and elimination of duplication of programs and services.**
- ✓ **To promote the community education philosophy of life-long learning for all ages.**

By-Laws For Community Education Advisory Council

Having Community Education by-laws is paramount. This document is the footprint of what we are about. Items that may be included in this document include: purpose, operations, meetings, membership, officers, committees, parliamentary procedures, amendments, a mission statement, core beliefs, our function, polices and terms of office, duties of officers, etc. This is a document that advisory council members can and should refer to as needed. This document can be used to provide council members direction and help answer questions. This document will help the council to set goals in developing a community education strategic plan.

Agenda Setting

- ✓ Have an agenda mailed in advance
- ✓ Set time limits on agenda items
- ✓ All council members should agree upon the maximum length of meetings
- ✓ Have a person assigned at each meeting to watch the time/clock to keep things moving
- ✓ Do provide food & beverages on the agenda if the budget allows
- ✓ Make it an agenda item to set agenda items for the next meeting
- ✓ Introduce all guests & members
- ✓ Have fun
- ✓ Be organized & timely

Suggestions

- Review the By-Laws, as updating this document will be needed from time-to-time. Things change. Trends change. Focus changes.
- This document is your go-to document.
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BARNESVILLE AREA COMMUNITY EDUCATION ADVISORY BOARD BY-LAWS

I. Advisory Board Membership

The advisory board shall consist of twelve (12) members, four (4) of whom shall be appointed by the school district from constituents residing outside the city limits of Barnesville (consideration in appointing shall be given to people residing in the areas of other communities who are advisory members), four (4) of whom shall be appointed by the City of Barnesville (consideration in appointing shall be given to people residing within the Barnesville City limits). Two (2) Non-voting members shall be appointed from the Student Body of Barnesville High School. Two members, one (1) of whom shall be a council member from the City of Barnesville, and one (1) shall be a board member from the Barnesville School District. The Community Education Director shall be a non-voting ex-officio member. A quorum at each meeting shall be made up of 51% of the total voting board members or 5 members or whichever is less.

II. Terms of Office

The term of office of each member shall be for three years with terms expiring December 31st of each year. One third of the board terms will expire each year. No person shall serve more than two (2) terms. A member may be appointed again after being off the board for one (1) term (three years). The youth representatives will be appointed for one year, not to exceed three (3) years.

III. Replacement of Board Members

Board members may be replaced at the discretion of their appointing agencies. If members have 2 unexcused absences per year; than they will be replaced on the board.

IV. Officers of the Advisory Board

Officers of the advisory board shall be a chairperson, vice chairperson, and secretary.

V. Meetings

The board shall hold quarterly meetings on the 4th Tuesday in January, April, July and October. There might also be special meetings which will be called upon at least five days written notice at the discretion of the chairperson or at least three advisory board members.

VI. Powers and Duties of Officers

Chairperson:	The chairpersons shall have the power to call special meetings. Shall appoint standing and special committees. Shall preside at all meetings. Shall be responsible for meeting agendas.
Vice Chairperson:	Shall act for the chairperson when absent.
Secretary:	Shall review the minutes from each meeting before being mailed out.

VII. Election of Officers

The election of officers shall be held at the January meeting of the board.

VII. Duties

The Board shall be responsible for the direction of the Community Education program for residents within the geographical boundaries of Independent School District No. 146 and as such they shall be responsible for the hiring and establishment of guidelines for a staff to carry out the activities.

IX. Fiscal Management

School District No. 146 shall act as the fiscal agent for the Community Education program, and as such have the authority to pay all contracts and claims approved by the advisory board.

Revised 3/25/08

Barnesville Community Education

Vision

Recognized for excellence, integrity and challenging all learners to reach their full potential.

Mission

Working collaboratively to develop innovative opportunities for all Barnesville learners.

Core Values

- *Effective communication.*
- *Partnership and collaboration to foster the use of the district's resources.*
- *Adhering to the "Code of Conduct."*
- *A fair and equal opportunity for all.*
- *Partnering with families and the community.*
- *Accommodate all learners.*
- *Data-driven decisions that align with our vision, mission and core values.*
- *Sees the need to provide a supportive environment in which people can live and learn.*

Recruitment for Community Education Advisory Council Members

The recruitment of advisory council members can not and should not just rest with the director. It could/should be the responsibility of many people to be seeking out potential advisory council members. That responsibility, besides the director, could/should also go out to current advisory council members, past advisory council members, school board members, superintendent, principals, students, community education staff, along with other community groups and organizations.

Each of us must take a leadership role with this process. But the leadership should be a shared leadership role. By building relationships with individuals, one builds trust, and trust leads to commitment.

Every school district "recruits" volunteers. That includes parents, community members, grandparents, business community partners, etc. We do it every day.

The recruitment of potential advisory council members must have a spelled out process (rules). The reason we have a process (rules) is that you want quality advisory council members. Potential council members need to be committed, be involved, attend meetings, take leadership roles, and be willing to learn.

Make sure we only get quality members. We do not want to get stuck with potential advisory council members that have an axe to grind, have an unwritten agenda that we do not find out about until it is too late or won't attend meetings.

Just because someone fills out an application doesn't mean that they will automatically become advisory council members.

So, how does one recruit?

- Personal invitations
- Ask people one-on-one
- Phone calls
- Do lunch
- Talk and discuss what the advisory council is, does, operates, etc.
- Newspaper Column.
- *Web Page*
- Catalog
- List openings, time commitment, benefits, term of office, etc.

**COMMUNITY EDUCATION ADVISORY BOARD
MEMBERSHIP APPLICATION FORM**

Name:

Address:

Phone Number:

E mail:

Check each area below that reflects areas you represent:

- Church/Ministerial Rep
- Township Rep
- City Rep
- Adult with No School Age Children Rep
- Senior Citizen Rep
- Park & Recreation Rep
- ECFE Rep
- Public School Rep
- Adult Basic Ed Rep
- Youth Rep
- School Board Rep
- List others:

Areas of Interest (Please Check)

- Course Planning
- Teaching Community Education Classes
- Evaluations & Need Assessment
- Public Relations
- ECFE
- Adult Education
- Senior Citizen Activities
- Youth Activities
- Volunteer Activities
- List others:

Why do you wish to serve on this advisory council?

What experience and/or skill do you have that may be valuable to the community education advisory council?

Will you be able to attend scheduled meetings?