



*Shakopee Community Education*

# INSTRUCTOR HANDBOOK



## Welcome to Shakopee Community Education!

We are happy to have you as part of our team! We strive to make teaching Community Education classes an efficient and fulfilling process for you and your students and have designed this handbook to aid in that process. We hope it will answer your questions, provide you with expectations, and open the door to any future questions or suggestions you may have.

## Shakopee Community Education Mission

Shakopee Community Education is a partnership offering lifelong growth opportunities for everyone in a supportive environment. We strive to create the following conditions in the classes, programs, and activities we offer:

- Inclusive and varied experiences
- Safe and supportive environments
- Accessible spaces
- Participants, volunteers, and staff who reflect and embrace the diversity of our community

## Table of Contents

Community Education Contacts.....	Page 2
Setting up Your Class.....	Page 2
Proposing a Class .....	Page 3
Catalog Deadlines .....	Page 3
Money Matters .....	Page 4
Marketing Your Class .....	Page 5
Teaching a Successful Class.....	Page 7
Additional Information.....	Page 8
COVID-19 Response .....	Page 9
Appendix A: Program Planning Form.....	Page 10
Appendix B: Letter of Understanding .....	Page 11
Appendix C: Food Safety Guidelines .....	Page 12
Appendix D: Foods Room Expectations .....	Page 13
Appendix E: Shakopee CE Policies.....	Page 14

## Shakopee Community Education Contacts

### Adult Programs Coordinator

Emily Starke

952-496-5031

[estärke@shakopee.k12.mn.us](mailto:estärke@shakopee.k12.mn.us)

### Youth Enrichment/Marketing Coordinator

Chris Younger

952-496-5027

[cyounger@shakopee.k12.mn.us](mailto:cyounger@shakopee.k12.mn.us)

### Youth Services/Youth Development Coordinator

Bailey Halligan

952-496-5028

[bhalligan@shakopee.k12.mn.us](mailto:bhalligan@shakopee.k12.mn.us)

### Director of Community Education

Lisa Rahn

952-496-5025

[lrahn@shakopee.k12.mn.us](mailto:lrahn@shakopee.k12.mn.us)

## Setting up Your Class

### What types of classes does Shakopee Community Education offer?

Shakopee Community Ed coordinates classes for youth and adults to learn new skills, supplement academics, develop interests, and connect with our community. Our classes are not offered for the purpose of advertising a business or securing that business's future customers. The classes listed in our catalog largely depend on what our talented community members and vendors would like to teach. Here's a list of common categories, but we are always happy to hear new class proposals. Please call or email us to discuss your idea.

- Cooking
- Art
- Crafts
- STEM
- Photography
- Gardening
- Computer
- Financial Literacy
- Home improvement
- And many more!

## Proposing a class:

Community Ed welcomes anyone to submit a class proposal. Course proposals will be reviewed as they are received, and many factors are taken into consideration when deciding if and when to offer a class, including community needs, interest in the topic, and alignment with our mission. We are happy to talk through your plan and class options with you, as well as answer any questions you may have while you plan your class. To submit a proposal, please complete the following steps:

- Fill out Program Planning Form completely and turn in to appropriate coordinator (see Appendix A.
  - YOUTH Classes: Chris Younger, [cyounger@shakopee.k12.mn.us](mailto:cyounger@shakopee.k12.mn.us)
  - ADULT or FAMILY Classes: Emily Starke, [estärke@shakopee.k12.mn.us](mailto:estärke@shakopee.k12.mn.us)
- Take note of submission deadlines (see page...)
- Note: Community Ed reserves the right to modify course details.
- Consider submitting your biography or information about your business to introduce yourself to perspective students/parents.
- Please keep the following deadlines in mind when submitting course proposals:

## Catalog Submission Deadlines

Catalog	Class Submission Deadline
Fall (Sep-Dec)	June 1 <sup>st</sup>
Winter/Spring (Jan-Apr)	September 1 <sup>st</sup>
Summer (May-Aug)	December 1 <sup>st</sup>

## Good class descriptions include:

- A short catchy first sentence.
- A description of what participants will gain or how they will benefit from taking the class.
- An explanation of the class format such as lecture, discussion or hands-on.

## A biography should be 1-2 sentences long and include:

- The name of the instructor and any pertinent experiences, certifications or degrees.
- A reason why the instructor is interested in the subject and would like to share their knowledge.
- Something interesting about the instructor/business that might attract potential participants to the class.

## Questions to ask yourself when you are developing your class:

- What is your class idea?
- Who is your target audience?
- Why would this class appeal to your target audience? For example, it might save them money, teach them a new skill that is difficult to learn using online resources, provide a social opportunity, etc.
- What will the participant key takeaway be? For example, creating a craft to take home, learning a new skill they can continue on their own, making new friends, etc.

## How should the class be structured?

We leave class design up to the instructor, but elements common to many of our successful classes include:

- Icebreaker
- Hands-on time
- Individual assistance
- Time for student questions

## When are Community Ed classes held?

**Adult:** Monday-Thursday between 6-9pm, and Saturday mornings or afternoons (for longer classes).

\* Please note that fewer adult classes are held in the summer due to low enrollment.

**Youth:** School Year: Monday-Friday after school and evenings, and Saturday and Sunday, mornings and afternoons.

Summer: Half and full-day summer camp options are available M-Sa.

\* Please note that summer youth classes end in early August.

## Money Matters

In choosing which compensation method is best for each class or activity, Community Ed will consider the needs and wishes of the instructor, the class length, supply cost, and min/max class size. If requested by the instructor, wages will be paid independently from supplies (so supply reimbursements are not taxed as income).

### There are several ways Community Ed can compensate instructors:

- Hourly rate, based on actual time spent teaching
- Flat fee per class
- Percentage of revenue, after expenses have been deducted (typically 60% goes to the instructor, and 40% to Community Ed)
- Per-student amount

### Independent Contractors

Instructors are hired by Shakopee Public Schools as contractors unless they are already full-time district employees. Independent contractors are responsible for the following:

- Sign and submit the Community Ed Instructor Agreement
- Turn in a completed W-9 before their first class. This may be omitted if the instructor does not wish to be compensated.
- If you are offering a youth program, a background check must be approved before the first day of class.
- Once class is complete, create and send an invoice to Shakopee Community Ed.

- Checks are created and mailed by the Shakopee Public Schools Business Office at the end of every week.

## School District Employees

Community Ed often works with district employees to set up classes, camps, and activities.

- Employees interested in teaching a class should contact appropriate coordinator.
- Compensation will be added to your regular paycheck once your class is complete.
- As a district employee, all supplies purchased for a class must be tax free. **If tax is paid on supplies, the employee will not be reimbursed.**

## Sponsored Classes

Sponsored classes are those offered by businesses looking to increase their customer base. While instructors of sponsored classes are still required to comply with our Letter of Understanding and may not use their class to directly market their business, they can use the class to offer a valuable service to community members, thereby demonstrating the value their company can offer. By covering some of the class listing cost up front, sponsoring a class releases the instructor from our standard class minimum of 6-10 participants and allows them to offer the class free of charge or at a very low price to participants.

## Class Pricing

Shakopee Community Ed strives to offer affordable enrichment classes to our community members. Class pricing reflects instructor fees as well as supply, registration, promotion, and facility costs.

## Who pays for class supplies?

In most cases, instructors will cover the cost of supplies, and Community Ed will reimburse. Although Shakopee Public Schools is tax-exempt, taxes paid by non-district employee instructors for supplies are eligible for reimbursement. It is up to the instructor to determine what supplies are needed, request them from Community Ed if appropriate (we often have kitchen equipment for instructors and participants to use in cooking classes, for example), or purchase them. In some cases, Community Ed will purchase the supplies for the instructor. Please determine supply costs for each class participant if applicable. If supply fees are larger than \$10, it may make more sense for the instructor to collect it in class rather than rolling it into the class fee.

## Marketing Your Class

Successful marketing of Community Ed classes is often a joint effort between instructors and Community Ed staff. Community Ed commonly uses the following strategies to help get the word out about upcoming classes and activities:

- **Flyers:** Instructors may create flyers to be distributed in elementary school take-home folders. All flyers must have the Community Ed logo and may not contain promotional information for the instructor (i.e. website, phone number, social media info). Community Ed must give final approval before flyers are distributed. Instructors are responsible for covering the cost of flyer production.

- **Emails:** Community Ed regularly sends emails via Constant Contact to our customer base to promote upcoming classes. Emails often include class descriptions, relevant graphics, and links to online registration.
- **Facebook:** Community Ed uses Facebook to promote upcoming classes and share photos and stories from previous classes. Therefore, it's very helpful when instructors take photos during class and send them to coordinating staff to share online within a few days of the class. Instructors are encouraged to help promote their classes by sharing them on their private or business social media pages.
- **Word of mouth:** Simply tell friends and family about your upcoming class to help spread the word!

Ideally, promotions are distributed no later than three weeks before a class begins to ensure suitable time for enrollment. Please keep in mind that Community Ed will decide whether to cancel a class due to lack of enrollment seven days before the class is scheduled to begin so participants have enough time to make other arrangements. Therefore, early promotion to encourage enrollment is critical.

## Other class development considerations:

- How long will it take you to teach your content, from start to finish?
- How many sessions should your class be? If classroom time is longer than three hours, we recommend breaking it up into multiple sessions.
- What type of space do you need? For example, low or high-top tables, projector with screen, kitchen equipment, sink, gym space, etc.
- How many students can your class accommodate?
- What is the minimum number of students you will need to create a good class environment and ensure your target compensation?
- Provide any images to be included in the class listing. If your class includes creating something, participants often like to see an example of what the finished product will look like.
- Provide your ideal dates/times (we will always do our best to schedule your preferred dates and times, but please provide a few options for us to choose from).
- Some spaces, such as gyms, must be scheduled further in advance than the deadlines shown on page three.

## Enrollment

If a class does not have the minimum number of enrollments required by seven days prior to the scheduled start, Community Ed will cancel the class and notify the instructor and participants. If minimum enrollment is met, Community Ed will send you a class roster. In some cases, if enrollment is close to the minimum, there is potential to negotiate the minimum number.

To check your class enrollment:

- Visit [www.shakopee.k12.mn.us/commed](http://www.shakopee.k12.mn.us/commed).
- Click *Online Registration* on the left-hand side.
- Choose Appropriate Category (consult the CE catalog or type your class into the search bar if you aren't sure).
- Click on your listing.

- Scroll to the bottom of the listing, where you'll see *Class Size* and *Seats Left*.

## Teaching a Successful Class

### Arrival Time

It is typical for one or two participants to arrive early, so please make sure you are set up and ready to go at least 20 minutes before class start time. Let your coordinator know when you plan to arrive so we can arrange for the building supervisor to greet you and unlock your classroom.

### Building Supervisors

Shakopee Community Ed provides building supervisors for most classes that take place on evenings and weekends to greet instructors and participants, direct you to your room, and assist with any issues that arise during the class.

### Community Ed Staff

For some youth classes, Community Ed staff may be present at the beginning of the first class to take attendance and make sure the class starts successfully.

### What to Bring With you to Class

- Class roster – You will need this to take attendance. Community Ed will email rosters to instructors prior to class. Paper copies will only be provided to the instructor if requested. **Class rosters contain confidential data, so please protect accordingly.**
- Class supplies.
- Handouts, unless Community Ed has agreed to provide these.
- Community Ed contact info.

### Accessing Your Classroom

Building supervisors or custodians will unlock classroom doors prior to your arrival, so keys are not necessary. If there are any issues with your classroom space, please contact the appropriate Community Ed coordinator.

### Participant Arrival

Greet your participants as they enter the classroom and thank them for coming to your class. **Take attendance before you start the class using the provided roster.** If you encounter a participant who is not on your roster, and you have adequate supplies to accommodate them, please let them know they are welcome to stay, and that a Community Ed coordinator will contact them to get them registered on the next business day. Collect their name, email, and phone number, and send the information to the appropriate Community Ed coordinator.

### Creating a Meaningful Experience

- Stay positive and energetic.
- Use your full class time. Participants pay for the class time advertised.

- Keep your class on track.
- Encourage class participation.
- Review your class description before you start to ensure you will be delivering all that is promised.
- Let your class share and ask questions. If you feel you are running out of time, pull your class back and offer time after your instruction for more questions.
- Make sure everyone can see and hear what you are doing.
- Handouts are highly recommended. Participants like to have something to take away from the class.
- Handouts must be professional and easy to read, may not contain any of your company's contact information, and must comply with copyright laws.
- Safety comes first, and this includes food safety. When applicable, give prevention information and safety tips to your participants, and follow all food safety guidelines and laws linked in Appendix A.
- If using a teaching kitchen, ensure you follow protocol listed on page 14.
- Always clean up after your class and leave the space how you found it. Community Ed is able to use classrooms and school space as a result of a partnership that Community Ed has created with district staff.

## After Class

- Send the roster with the recorded attendance to your coordinator.
- Send an invoice to your coordinator.
- Let your coordinator know if there were any issues.
- Share any photos you took during class with your coordinator so we can use them for future promotion.

## Evaluations

Participant feedback is one of the key ways Shakopee Community Ed assesses the quality of the classes and activities we offer. Therefore, anonymous electronic surveys are sent out after each adult class and select youth classes and events to solicit level of participant satisfaction in several areas, including but not limited to: Classroom space, achievement of expected outcomes, and instructor attributes (professionalism, subject knowledge, preparedness, punctuality, and friendliness). Community Ed will share participant feedback with instructors.

## Additional Information

### Instructor Absence and Schedule Change

In the event an instructor finds it imperative to be absent from a class on the day of the course, the Community Ed office must be notified as soon as possible so participants can be contacted.

- Contact the coordinator you are working with. If a substitute is available, such arrangements should be made in cooperation with the Community Ed office.
- If the instructor does not show up for one or more scheduled classes in a series, they will be expected to waive their fee for those classes.

- If the instructor does not show up for a “one-time” class, they will be charged \$5 per registered participant to help us cover processing fees.
- No course date or time should ever be changed unless it is first communicated with the Community Ed staff.

## Room Scheduling

The scheduling of rooms can be challenging in some buildings. We will try to honor your preference when scheduling a room. We must always consider overall program needs of the entire district when a room is scheduled. When requesting space, please be specific with your needs (i.e. gym, classroom, desks, high-top tables, low-top tables, projector, sink, cooking equipment, etc.).

## Equipment and Supplies

All necessary supplies should be discussed with Community Ed staff prior to class time. If your class includes a supply fee, please include the per-person cost in your class proposal. Unless other arrangements are made with Community Ed staff, instructors are responsible for providing all class supplies. Technology is available in district buildings for instructor use. Please indicate your tech needs in your course proposal to ensure a properly equipped room is reserved for you.

## Transportation/Youth Pick-Up:

- Students cannot be transported by instructors, including district employees.
- When Community Ed staff are not present, instructors are expected to stay with youth after class until a guardian arrives to pick them up.
- Late pick-up:
  - If the parent is more than 10 minutes late, the instructor should first call the parent.
  - If, after 15 minutes, the instructor is unable to reach the parent or the parent still hasn't come, the child may be taken to the YMCA childcare program (usually in the cafeteria or gymnasium). Parent contact information must be provided to the YMCA staff.
  - The instructor should also call the Youth Coordinator to let them know this has happened.

## Emergency Procedures

Each learning space contains a map by the door that has the fire evacuation route and severe weather shelter areas in the school. Please make note of these areas upon entering the classroom.

## COVID-19 Response

### Preparedness Plan

Shakopee Community Education programs will be conducted in compliance with State and Federal guidelines during this pandemic. Please be advised that participant compliance with programming expectations for health and safety must be followed. Community Education programs will take an abundance of care for all participants but acknowledge a potential risk for health and safety due to the COVID-19 pandemic. Please visit [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us) and click on Community Ed to view the ISD 720 Community Education COVID-19 Preparedness Plan.

**Appendix A: Program Planning Form**

[Click here for an electronic version of this form.](#)



**Shakopee Community Education**  
1200 Town Square Shakopee, MN 55379  
**Program Planning Form**

<b>For Office Use Only</b>	
Class Code:	_____
Class Fee:	_____
Total Instructor Fee:	_____
1099:	_____
Bkgrd Ck:	____ _

Please fill out as much information as possible. Leave unknown fields blank and coordinator will contact you to discuss details.

**CLASS INFORMATION**

**Class Title:** \_\_\_\_\_

**If Youth Class:** GRADE \_\_\_\_\_ or AGE RANGE \_\_\_\_\_

**Class Description:**

**Minimum # of students:** \_\_\_\_\_ **Maximum # of students:** \_\_\_\_\_

Equipment Needed? *Be as specific as possible:* \_\_\_\_\_

**DATES**

**Quarter Offered:**     FALL *Sept-Dec*             WINTER/SPRING *Jan-Apr*             SUMMER *May-Aug*

\*\*Submission deadlines: FALL-June 15, WINTER/SPRING-Sept 15, SUMMER-Jan 15\*\*

**Preferred Day/s Offered:**    Mon    Tue    Wed    Thurs    Fri    Sat

**Preferred Class Dates:** \_\_\_\_\_

**Preferred Class Time:** \_\_\_\_\_

**Location Preference:** \_\_\_\_\_ **Room (if known):** \_\_\_\_\_

**FEES**

**INSTRUCTOR**

**Instructor Fee:** \_\_\_\_\_

indicate: per student/per session/per class

**SUPPLIES (if applicable)**

**Supply Cost per student:** \_\_\_\_\_

Is supply cost included in instructor fee? No Y/N

*Typically, youth classes include supplies*

**INSTRUCTOR**

**Instructor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (CELL) \_\_\_\_\_ (OTHER #) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail, fax or email completed form to:  
Shakopee Community Education 1200 Town Square Shakopee, MN 55379  
FAX: 952-496-5098 PH: 952-496-5029  
Email: [james@shakopee.k12.mn.us](mailto:james@shakopee.k12.mn.us) (youth), [estärke@shakopee.k12.mn.us](mailto:estärke@shakopee.k12.mn.us) (adult)

REV 12/17

Appendix B: Letter of Understanding



Shakopee Public Schools
Community Education Department
1200 Town Square
Shakopee, MN 55379

Letter of Understanding

This letter of understanding lists and clarifies the expectations of the Community Education Department of Shakopee Public Schools.

MARKETING & PROMOTION

- 1. Instructors will not sell or promote products during class without written approval of the coordinator.
2. Instructors will make no specific financial investment recommendations. No contracts may be signed by the students.
3. No follow-up meetings, mailings, or telephone contacts will be initiated by the instructor during or after a class; any after class contact must be student-initiated.
4. Students are not to be offered any free, reduced price, or full price consultations, visits or meetings in class.
5. Instructors may only offer business cards for students to take at the end of class.
6. Flyers promoting any class must first be approved by the Community Education staff and must carry the Shakopee Community Education logo and other required data.
7. Any advertising of Community Education classes through the instructor's web page or any other web-based site should be pre-approved first by the Community Education staff.

FACILITY

- 8. Alcohol and tobacco use are not permitted on school property.
9. If any school equipment is needed for use, it must be stated on proposal and arranged ahead of time with coordinator.
10. Any loss, breakage or need of repairs of facilities or equipment must be reported immediately by instructor.
11. Instructor is responsible for the condition of the room, and room must be left as it was prior to class.

YOUTH CLASSES

- 12. Instructors working with youth in a physical activity must demonstrate completion of training similar to or consistent with the CDC online training program, Concussion in Youth Sports.
13. All youth instructors are subject to a passing a background check.

OTHER

- 14. Community Education staff or Advisory Council members may audit classes unannounced.
15. Community Education will follow through on all student complaints.
16. Any evaluation information collected by instructor must be shared with Community Education.
17. Independent School District 720 prohibits discrimination, harassment and violence on the basis of sex, race, religion, age, disability, sexual preference, marital status or public assistance status.
18. Liability: I hereby release, absolve and hold harmless Shakopee Community Education and ISD #720, its officers, employees and agents from any damage resulting from an injury incurred by me while instructing or participating in my program.

I have read the letter of understanding and will comply fully with its stipulations.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Appendix C: Food Safety Basics

Visit the following website for safe steps in food handling, cooking, and storage, which are essential in preventing foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four guidelines to keep you and your participants safe.

USDA Keep Food Safe! Food Safety Basics

[https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/keep-food-safe-food-safety-basics/CT\\_Index](https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/keep-food-safe-food-safety-basics/CT_Index)

## **Appendix D: Foods Room Expectations**

This checklist was developed by our foods room teachers to help ensure the foods room stays in good repair and ready for all entities that need to use it. Please read this over carefully before your class and use the checklist each time you teach.

This guide sheet is created to help everyone that uses the foods room: teachers, Community Ed, and other people in the community. As you can see that's A LOT of people, everyone needs to leave the room cleaner than the found and as organized as they can. Also, please leave a note if you need to communicate something or if a piece of equipment is not working properly.

General Organization:

Each kitchen is color coded: K1 Red, K2 White, K3 Red, K4 Blue, K5 Black, K6 Aqua, K7 Green. Dishes match in each kitchen.

### **Community Education / Group Checklist for SE110** (Foods room)

- Community Ed instructors must bring their own kitchen towels for clean-up to ensure school towels remain clean and ready for classes.
- Dry and put away dishes/equipment in correct location. The cabinets are labeled on the outside. If something is out of place, please find the right home! Pictures of equipment are in every drawer to assist in correct placement.
- Wipe down and sanitize all countertops/surfaces.
- Wipe down tables & front supply table.
- Wipe top, bottom and around kitchen aid mixers. Leave clean attachments unhooked in mixing bowl.
- Ensure ovens are turned off prior to leaving.
- Make sure no food or large crumbs are left in the ovens or microwaves.
- Sweep floors.
- Put chairs on top of tables.

**Appendix E: Shakopee Community Education Customer Policies****Refund Policy**

Full refunds will be given when Community Education cancels a class. If you cancel your registration one week BEFORE the class begins, we will refund you the class fee, less a \$5 processing fee. No refunds will be given on or after the class/event start date.

**Reasonable Accommodations**

Shakopee Community Education provides reasonable accommodations for individuals to effectively participate in classes, programs and events. If you or your child requires support or assistance to participate and/or communicate during a class, program or event, please contact Community Education at 952-496-5029. To allow ample time for us to meet your needs, contact us at least three weeks prior to the activity start date. Examples include sign language interpreter, support person to provide assistance for a child, assistive listening kit, accessible meeting location, etc.

**Fee Reduction Policy**

Fees for community education adult and youth enrichment classes may be reduced if you are a District 720 resident. For families experiencing financial hardship, each immediate family member may receive up to a 50% fee reduction on one eligible Community Education class per catalog. Fees will not be reduced for trips, tours, college classes or driver's education.

**55+ Discount**

Adults, ages 55 and up, can take one community education class per catalog for up to half price, unless otherwise noted. Certain classes such as our Driver Discount Program classes, trips and tours are exempt from this discount. Contact our office to verify which classes are eligible for the discount.

**Youth Enrichment Program Late Pick-Up Fee**

Participants must be picked up by a responsible adult as soon as the scheduled class/activity time is over. A \$5.00 fee will be charged and invoiced after 15 minutes and \$2.50 for each additional five minutes that the child remains in our facility. The late pick-up fee will be enforced no matter who is scheduled to pick up your child.

**Inclement Weather**

When severe weather affects the regular school day, daytime Community Education activities or classes that meet immediately after school are also cancelled. Evening activities may be held if there is significant improvement in weather conditions. In that situation, participants will be contacted by Community Education regarding class status.