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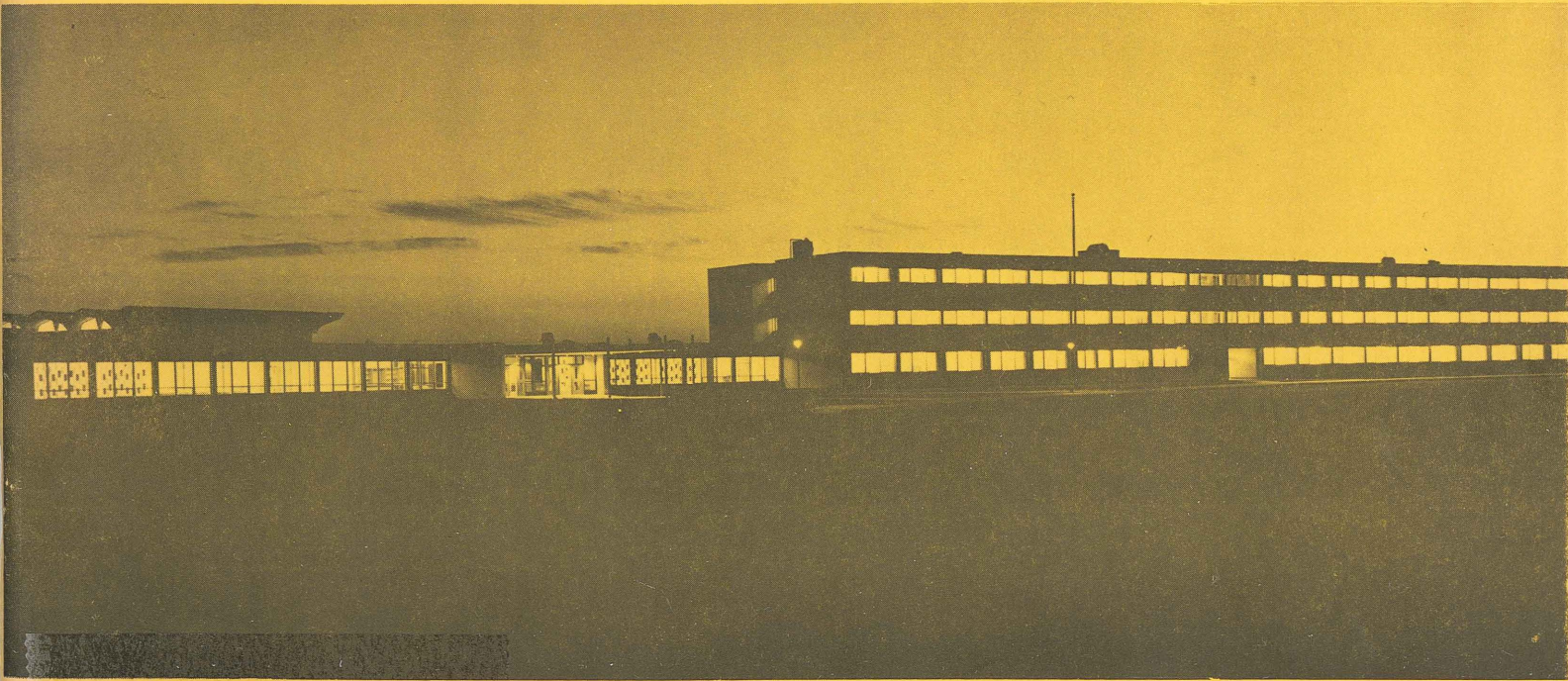
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Guidelines For

COMMUNITY SCHOOLS

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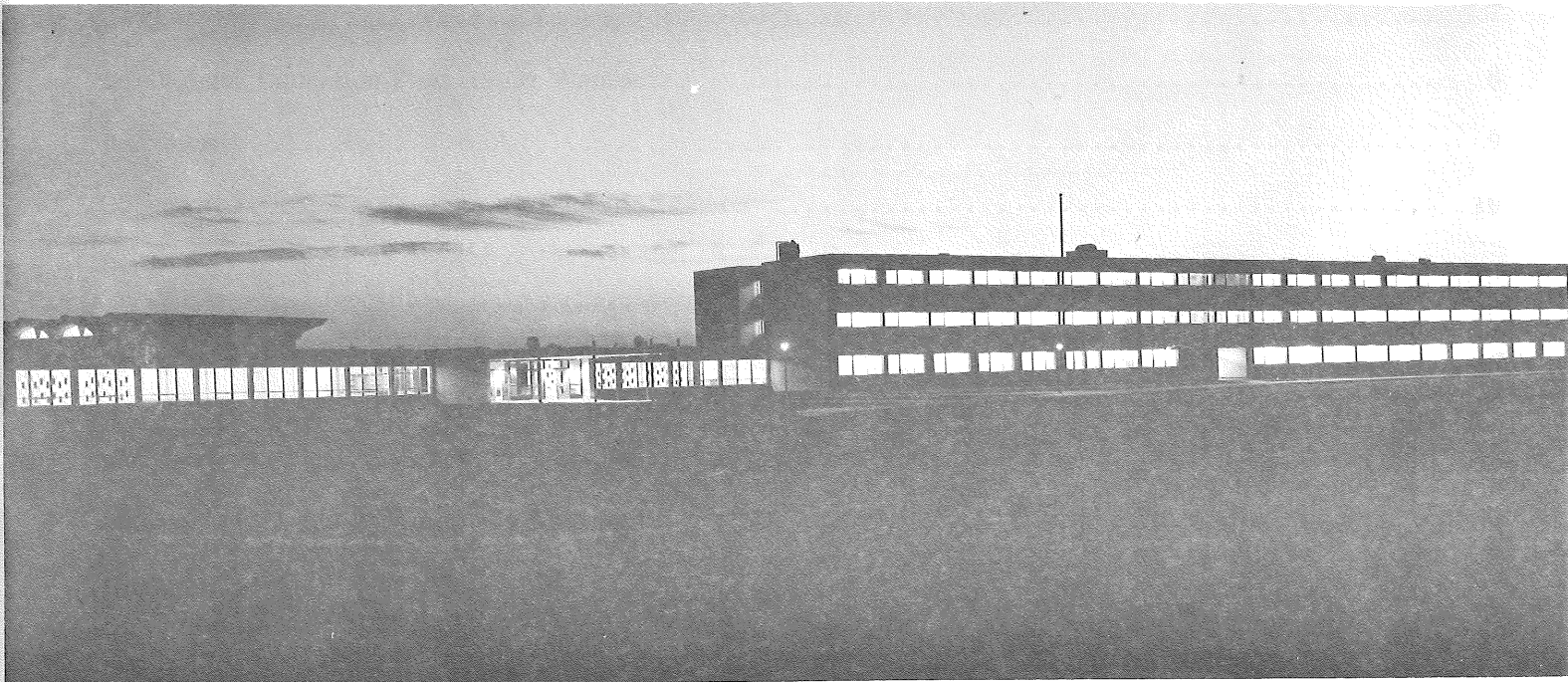
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Guidelines for
COMMUNITY SCHOOLS

SUPPLEMENT



Published by State Department of Education
State of Minnesota

St. Paul 1973

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State Community School Advisory Council

Supplement Committee

Josip Temali, Executive Director, Big Brothers - St. Paul, Chairman

Bruce Bauer, Community Services Director - North Hennepin State Junior College

Lawrence Erie, Director of Community Education - State Department of Education

Dr. Thomas Fish, Director, Center for Community Education - College of St. Thomas

Dennis Palm, Director Park and Recreation - Brooklyn Park

Introduction

The original publication, *Guidelines for Community Schools*, was printed in 1970. Since then many events have occurred in Community Education throughout our state that necessitates bringing up to date the happenings which have transpired. Rather than revise the original *Guidelines* at this time, the State Community School Advisory Council felt that a supplement would be sufficient to inform legislators and others of Community Education progress in Minnesota.

Development of Community Education in Minnesota

A complete report on the background of state-wide development of Community Education in Minnesota leading to legislation is found in Appendix A.

The state-wide impetus for Community Education began with the Governor's Conference on the Lighted Schools in December, 1969. Before this, school districts such as Minneapolis, Anoka-Hennepin, and Osseo were involved at the local level. Personnel from these districts were included in the planning of the Governor's Conference at which both Governor Harold LeVander and former Commissioner of Education Duane Mattheis voiced strong support for Community Education.

Following the conference, Governor LeVander appointed a 13-member steering committee headed by State Representative Vern Hoppe. Activities of the steering committee included the development of a position paper and the publication, *Guidelines for Community Schools*.

In July of 1970, Governor LeVander expanded the steering committee to a full 30-member Governor's Advisory Council on Community Schools. Representative Hoppe remained as chairman of the Council which consisted of state-wide membership. The Council, which was the first of its kind in the nation, planned and conducted 9 area conferences throughout the state in December, 1970, to promote the Community School concept and to develop legislation. This planning resulted in the passage of the Community School Law by the 1971 Legislature. The law, among other things, established the position of State Director of Community Schools in the Department of Education, mandated a State Community School Advisory Council, and provided up to \$5,000, but no more than one-half, toward a community school director's or coordinator's salary. Local advisory councils are also required to meet the criteria for funding.

To help implement the law, the State Department of Education established a new section of Community Education within the Division of Instruction in August, 1971. The section is composed of the State Department's units in Adult Education, Adult Basic Education, Civil Defense, and Recreation. The present director of the section, Lawrence Erie, was appointed in December, 1971. He formerly served as assistant director of health, physical education, recreation and safety for 10 years.

At present, 58 schools districts out of a possible 67 have been approved for funding. This is quite notable inasmuch as applications were not available until April of this year. The future appears bright for Community Education in Minnesota, and it is highly possible that all districts will have adopted this concept within the next 10 years. Two bills regarding federal assistance to states have already been introduced in Congress and they provide further impetus to Community Education.

In conclusion, Community Education in Minnesota has come a long way since the Governor's Conference on the Lighted Schools. Minnesota is the fourth state in the nation to have Community School legislation, the first to have a state Community School advisory council, the first to have a state director of Community Education, and the third to have a state Community Education association. Many dedicated and competent persons have been responsible for this growth, but their efforts would have been nil had it not been for the initial and continued support by the offices of the Governor and Commissioner of Education. It is no wonder that many other states and provinces, including provinces in Canada, are now looking to Minnesota as a model that exemplifies cooperation, coordination, and involvement from the top level of government to the local unit.

Legislation

The Community School Bill was introduced by Senator Jerome Hughes during the 1971 legislative session. Much preliminary groundwork was done by a legislative subcommittee of former Governor LeVander's Advisory Council on Community Schools spearheaded by Paul Boranian, Director of Community Educational Services, Minneapolis. Another important factor in the processing of the bill was the effective lobbying done by Larry Harris, also of Minneapolis.

The original bill asked for \$1,120,000 and had no limitation on the number of districts that could apply. A formula for funding based on the total population was also included. The bill that became an act (Chapter 900) included appropriation for \$560,000 (one-half of original request), provided for a maximum of 67 school districts, and \$5,000 maximum for one community school director's salary regardless of the size of the community.

See Appendix B for the legislative act that enabled Minnesota to be the fourth state in the nation to have such a powerful endorsement.

State Community School Advisory Council

The State Community Advisory Council established by the 1971 Legislature was the first in the nation mandated by law. (The original Council, found in Appendix A, was not under mandate.) The Council was established to promote "educational, recreational, and social opportunity through the maximum utilization" of public school facilities throughout the state.

By law, the Council consists of two lay members from each of the state's eight Congressional districts and nine at-large members who represent government and school-related professions. The appointees are as follows:

1st District -- Wilbur Wakefield, 26th Street N.W., Rochester, and Mrs. Donald Tucker, Elgin

2nd District -- Jerry Neal, 116 Water Street, Fairmont, and Mrs. Vicki Oshiro, 2800 Highland Drive, Burnsville

3rd District -- Dennis Palm, 8024 Brunswick Avenue North, Brooklyn Park, and Merle Segal, 3333 Decatur Lane, St. Louis Park

4th District -- Josip Temali, 803 Commerce Building, St. Paul and Mrs. Ruth Brothen, 303 Charles Street, St. Paul

5th District -- Mrs. Maricarol Wallace, 2021 West 49th Street, Minneapolis and Marvin Trammel, 1519 Washburn Avenue North, Minneapolis

6th District -- Gayle Whitesell, Route 3, Buffalo, and Richard Johnston, 901 North Gilman Street, Litchfield

7th District -- Richard Hegre, Staples, and Douglas St. Onge, Route 2, Bemidji

8th District -- Mrs. Amelia LeGarde, 203 East 3rd Street, Duluth, and Allen Willman, 2314 Hutchinson Road, Duluth

At-large appointees:

Mrs. Susan Henderson, Minneapolis, Education Planning Supervisor, Pilot City Regional Center

Mr. Paul Boranian, Minneapolis, Community School Director, Minneapolis Public Schools

Mr. Bruce Bauer, Osseo, Director of Community Services, North Hennepin Junior College

State Senator Jerome Hughes, Maplewood, Federal Projects Director, St. Paul Public Schools

Mr. Clifford Sibley, Marshall, Director, Center for Community Services, Southwest State College

Mr. Larry Decker, St. Louis Park, Community School Director, St. Louis Park School District

Mr. Don Kost, Hutchinson, Mayor, and President, Minnesota League of Municipalities

Elmer Bernard, Duluth, Federal Programs Director, Duluth Public Schools

Mark Linneman, Hastings, Principal, Hastings Junior High School

State Community School Advisory Council Annual Report

The following annual report was prepared at the request of the State Board of Education and submitted by Chairman Jerome Hughes at their September, 1972, meeting.

The State Community School Advisory Council, mandated by the 1971 Community School Law, was appointed by Governor Anderson in November of 1971.

The selection of the State Director of Community Schools in the Department of Education was announced in January, 1972. As mandated by law, the State Director was responsible for scheduling the first meeting of the Council. This was done on February 1, 1972, at the State Capitol. Commissioner Howard Casmey and Assistant Commissioner E. Raymond Peterson were present and participated. Representation also included Dr. Phil Clarke, of Western Michigan University and Mott Foundation.

Senator Jerome Hughes, who authored the Community School Act, was unanimously selected as chairman of the Council. Most of the meeting was devoted to reviewing the Community School Law and the guidelines for reimbursement. The latter was prepared by the state director, Mr. Lawrence Erie, who also serves as executive secretary to the Council. A subcommittee was appointed to review the guidelines and present them to the next full Council meeting for approval.

The second meeting of the Council was held February 22, also at the Capitol. The major purpose aforementioned was to review the revised guidelines. The guidelines were then prepared in their final form and sent to each State Board of Education member. The Board gave approval to the guidelines at the March 13 meeting and they were subsequently mailed to all school districts by April 1.

The final meeting of the Advisory Council for fiscal year 1971-72 was held June 27, 1972. The major purpose of the meeting was to develop a recommended plan for reallocation of funds to be presented to the State Board of Education. A plan was developed that was approved by the State Board at their July 10 meeting. Part of the plan included an October 1 termination date for the acceptance of applications for reimbursement. Reallocation will take place after this date. Sixteen school districts were able to qualify for a total of \$31,565.00 reimbursement monies for the 1971-72 fiscal year. It is anticipated about \$225,000 will be available for reallocation to qualifying school districts after October 1, 1972.

Subcommittees of the Advisory Council are presently involved in the development of a slide-tape project on Community Education in Minnesota, *Guidelines for Community Schools* (publication) revision, and a State Department newsletter on Community Education. Four meetings of the Council are scheduled for the 1972-73 fiscal year beginning October 17.

Respectfully submitted by:

Senator Jerome Hughes, Chairman
State Community School Advisory Council

Community Education Section

State Department of Education

Although a State Director was not officially appointed until January, 1972, a Community Education Section was established in the State Department of Education in August of 1971. The section is located within the Division of Instruction under the leadership of Dr. E. Raymond Peterson. It includes the following units: Adult Education, Adult Basic Education, Civil Defense, and Recreation. All but Recreation has a director or a coordinator. The Director of the Community Education Section also absorbs the responsibilities of the Recreation Unit. Hopefully, a full-time recreation director will be employed as this aspect of Community Education is certain to grow.

The role and function of the Community Education Director is defined in the legislative act (Appendix B)

Guidelines for Reimbursement

The guidelines for reimbursement were prepared under the direction of the State Community School Advisory Council. They were given official approval by the State Board of Education at the March 13 meeting.

A subcommittee of the Advisory Council, consisting of six persons and the State Director, reviews all applications for reimbursement. The committee gives particular emphasis to the narrative description of a district's present situation and their projected goals and objectives before the district is given approval. Only one district whose application was not approved the first time did not reapply. (See Appendix C For Complete Guidelines.)

Reallocation

The first fiscal year of the 1971-73 biennium under the new Community School Act produced only 16 school districts. The cutoff date for applying during the biennium was October 1, 1972. At that time, 58 districts were approved. January 1, 1973, was the deadline for hiring a director. Two school districts were unable to meet this deadline and consequently their reimbursement was cancelled. A director from one district failed to attend one of three Community Education institutes, a requirement agreed to before given reimbursement approval.

In view of the foregoing, \$225,227 of the original \$500,000 for the biennium was available. A recommendation by the State Community School Advisory Council to the State Board of Education regarding reallocation procedures was passed by the Board during their July meeting. The reallocation plan was to give first priority to Community School districts that had more than one full-time director hired before October 1, 1972, and the second priority to more than one part-time director. Of the 21 districts that applied for reallocation, 15 met the requirement and were approved. They included Anoka, Buffalo, Duluth, Fairmont, Minneapolis, Montevideo, Morris, Mounds View, Osseo, Red Wing, Robbinsdale, St. Louis Park, St. Paul, South Washington Schools, and White Bear Lake.

Reallocation will undoubtedly never again occur. Community School programs will have been established and reimbursement procedures will likely follow a normal pattern.

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Community Education Programs in Minnesota

Following are the school districts that have been approved for the 1971-73 biennium. Their approval for the 1973-75 biennium will be contingent upon an assessment which will take place near the close of this biennium.

Alexandria	Garden City	Monticello	St. Anthony
Anoka	Glenwood	Mora	St. Cloud
Austin	Grand Marais	Morris	St. James
Benson	Hastings	Mounds View	St. Louis Park
Brooklyn Center	Hermantown	Nett Lake	St. Paul
Buffalo	Lake City	Osakis	Northfield
Chaska	Lakeville	Osseo	St. Peter
Chokio-Alberta	LeSueur	Pipstone	South St. Paul
Cold Spring	Litchfield	Red Wing	South Washington County
Duluth	Mahtomedi	Robbinsdale	Staples
Eden Prairie	Mankato	Rochester	Warroad
Edgerton	Marshall	Roseau	Waseca
Elgin-Millville	Minneapolis	Rosemount	Watertown
Fairmont	Minnetonka	Roseville	White Bear Lake
Forest Lake	Montevideo		

Assessment

It was mentioned previously in this Supplement that assessment of all Community School districts will take place near the end of the 1971-73 biennium. The results of the assessment could have implications regarding approval for the 1973-75 biennium. A subcommittee of the Advisory Council that received application for reimbursement will assist with the assessment. Assessment and evaluation will be ongoing and an attempt to visit Community School districts regularly will be made.

An assessment instrument developed jointly by the State Department of Education and the College of St. Thomas is found in Appendix D. Through the efforts of the Advisory Council, an evaluation form will be developed for the 1973-75 biennium. It should prove more effective and valid than the assessment instrument; however, there will be a use for both.

College of St. Thomas Community Education Center

In cooperation with Western Michigan University at Kalamazoo and the Mott Foundation at Flint, the College of St. Thomas developed a Community Education Center in April, 1972, with Dr. Thomas L. Fish as the director.

During the Center's first nine months of operation, three Institutes provided training opportunities to over 80 participants from more than 58 school districts throughout the state.

The services of the Center are available at no cost to every school district in the state. These services include:

1. Consultant help in organizing and implementing programs.
2. Dissemination of information to boards of education and other community agencies and groups.
3. Training programs for directors and other personnel who need specialized training.
4. In-service educational opportunities for directors and other interested educators.
5. Workshops, seminars, institutes, and conferences.
6. Ideas for securing financial assistance.
7. Masters and specialists programs in administration with emphasis in Community Education.

Further information concerning the services of the Center may be obtained from:

Community Education Center
College of St. Thomas
St. Paul, Minnesota 55105
Phone: (612) 647-5352

In-Service Education

Institutes

Three Community Education in-service institutes were held in 1972 to provide basic training for newly appointed Community School directors. It was mandatory for funded Community School districts to participate in one of the three institutes. The first two institutes were held at the College of St. Thomas and the third at Camp Courage. All three institutes were jointly sponsored by the State Department of Education and the College of St. Thomas. Two graduate credits were made available and were optional.

The specific objectives of the institutes are:

1. To acquaint participants with the basic philosophy of Community Education and the Community School Concept.
2. To provide participants with an opportunity to explore Community Education in terms of the unique characteristics of their own communities.
3. To acquaint participants with existing Community Education programs, implementation strategies, organizations, sources of financing, facility use, sources of assistance, advisory council and other facets of Community Education.
4. To provide a forum for in-depth inquiry into the integration of community resources.
5. To assist participants in developing tentative plans of action for the development of Community Education in their own communities.

Seminars

The first of a series of Community Education in-service seminars was held at the College of St. Thomas on Tuesday, October 31. Over 80 interested community educators participated in the seminar which dealt with the topic, "The Potential Role of Environmental Education in Community Education."

The second seminar was held at the Holiday Inn in Brooklyn Center. "Day Care Centers" was the major topic. A third seminar took place at the technical institute in Alexandria on "Public Relations."

Future seminars are being planned. They will deal with topics of interest to community educators and will be held in various school districts throughout the state.

Conferences

One of the needs emanating from the Community Education institutes was to have area conferences on Community Education for school administrators. Many of the Community School directors felt that in order to have full cooperation within their school district, administrators needed to have an orientation and good understanding of the total Community Education concept. Several conferences will be planned during the spring of 1973 in different areas of the state.

A regional conference in Community Education and Mental Health was held at the West Central Community Service Center in Willmar. Sponsors of the conferences included, in addition to the Service Center, the College of St. Thomas Center for Community Education, and the State Departments of Health, Education, and of Welfare.

Workshops

A state-wide one-day Workshop on Big Brothers was held at the College of St. Thomas in April. Cosponsors, in addition to the Center for Community Education, College of St. Thomas, included Greater St. Paul Big Brothers, Inc. and the Mott Foundation Big Brothers of Flint, Michigan.

Certification

Certification for Community School directors will be necessary in the near future.

Two meetings of former Mott interns, college representatives from both the two- and four-year institutions, and Community School directors have been held to explore program content and areas that could lead to certification. Dr. Cy Milbrath, University of Minnesota, Duluth, is chairman of the group to develop guidelines that colleges might use to prepare Community Education directors at the Baccalaureate and Master's levels. Articulation with state junior colleges regarding the guidelines is also included in the plan. An intern to research the type of program of preparation needed in Minnesota is also under consideration.

The group feels that efforts to prepare guidelines and do research for programs of preparation ultimately leading to certification should proceed without further delay.

Minnesota Community Education Association

The Minnesota Community Education Association (MCEA) was organized in the spring of 1972. Information regarding it follows:

Membership categories and dues:

A - Individual, active membership	\$ 5.00
B - Group, active membership	\$20.00
C - Associate membership, nonvoting	\$ 3.00
D - Student membership, nonvoting	\$ 2.00
E - Contributing Individual and/or Organization Unlimited	

The goals of MCEA shall be the improvement and expansion of the Community Education philosophy as an integral and necessary part of the educational process. The concept of Community Education stresses:

- * greater use and sharing of human talents and resources
- * lifelong learning and enrichment opportunities for all ages
- * greater use of education and community facilities
- * improved community-school relationships
- * increased inter-agency coordination and cooperation
- * increased citizen involvement

Minnesota has taken strong leadership in Community Education. Your participation and membership will help keep it strong. For example, Minnesota was:

- 1) the fourth state to pass legislation in support of Community Education.
- 2) the second state to establish a State Department Office of Community Education and the first to establish a Governor's State Community School Advisory Council.
- 3) the third state to form a state-wide Community Education Association.

Because of this leadership and financial support, 67 school districts and communities within Minnesota will be implementing Community Education programs during the 1971-73 biennium.

For further information regarding MCEA, contact Paul Boranian, Director of Community Education Services, Minneapolis Public Schools, 807 Northeast Broadway, Minneapolis 55413.

Communications Newsletter

Community Education in Minnesota is a newsletter that keeps the citizenry of Minnesota informed of all aspects of Community Education. The newsletter serves as a voice for the State Department of Education, College of St. Thomas, Minnesota Community Education Association, Community Education school districts, Adult Education, Adult Basic Education, and recreation associations and programs. Articles on Civil Defense, GED, and high school completion programs are also included. Any organization involved in Minnesota Community Education can submit news.

Community Education in Minnesota has a wide distribution and is sent to the following persons and organizations: community school directors, superintendents, school board chairmen, legislators, mayors, recreation directors, state colleges (two- and four-year), adult education directors, area vocational-technical institute directors, Governor's office, State Board of Education, Minnesota Congressmen, Chief State School Officers, and the United States Office of Education. The newsletter is also distributed to all Mott Leadership Centers by the College of St. Thomas, and the president of the Minnesota Community Education Association assists in mailing it to his membership.

Slide-Tape Presentation

A slide-tape presentation is also being developed depicting Community Education in Minnesota thus far. It involves statements from both the Governor and Commissioner of Education, as well as scenes of Community Education programs throughout the state. The presentation is available on a free loan basis to communities throughout the state as an interpretive and informational instrument. Write to the Audio-Visual Unit, State Department of Education, 605 Capitol Square, St. Paul 55101.

APPENDICES

Appendix A

SUMMARY GOVERNOR'S ADVISORY COUNCIL ON COMMUNITY SCHOOLS

Submitted to Governor Harold LeVander
by Vern Hoppe, Chairman
December 4, 1970

GOVERNOR'S ADVISORY COUNCIL ON COMMUNITY SCHOOLS

Vernon T. Hoppe, Chairman
State Representative - Minneapolis

Mrs. Dorothy Anderson, Program Coordinator, Continuing Education in Urban Affairs, University of Minnesota

Dr. Jackson Anderson, Chairman, Department of Recreation and Park Administration, University of Minnesota

Paul Boranian, Director, Community Educational Services, Minneapolis Public Schools

Peter Butler, President, Butler Offices, Inc., St. Paul

Rollin C. Crawford, Mayor, West St. Paul

Dr. Rollin Dennistoun, Member, Board of Education, Rosemount

George Durenberger, Chairman, Department of Physical Education, St. John's University

Mrs. Audrey Eickhof, Chairman, Board of Education, Crookston

Lawrence Erie, Assistant Supervisor, Health, Physical Education and Safety, Minnesota Department of Education

Paul Giel, Director of Sports, WCCO Radio, Minneapolis and St. Paul

Archie Gingold, Judge, Juvenile Court, St. Paul

James Jones, Executive Director, Suburban Recreation Association, Minneapolis

Mrs. Joyce Madson, President, Minneapolis Council of PTA

Lyle McLaughlin, Recreation Coordinator, Anoka-Hennepin School, District 11

David Meade, Executive Director, Minnesota Association of Secondary School Principals

Dennis Palm, Director, Parks and Recreation Department, Brooklyn Park

Archie Pease, Member, State Board of Education

Mrs. Jean Peterson, Librarian, Morris Public Schools, Morris, Minnesota

Glenn Prickett, Safety Specialist, Emeritus, Agricultural Extension Service, University of Minnesota

Jerry Reinan, Member, Board of Education, Fergus Falls

Dr. Allan Reynolds, Manager, Security System Project, 3M Company, St. Paul

Archie Schand, Business Manager, City Employees Local No. 363, Minneapolis

Clifford Sibley, Assistant to the Director of Public Services and Development, Southwest State College

Kenneth Strom, Mayor's Industrial Committee, Austin

Josip Temali, Executive Director, Big Brothers of Greater St. Paul

Lowell Thompson, President, Minnesota Jaycees

Dr. Wilbur Wakefield, Executive Director, Southern Minnesota Educational Research and Development Council, Rochester

Donald Wegmiller, Member, Board of Education, Richfield

Dr. George Young, Superintendent of Public Schools, St. Paul

I. Introduction

This report is intended to be a concise document restricted to the major activities of the Governor's Advisory Council on Community Schools. The accompanying materials provide the necessary supplementary information to document those activities.

It will be noticed, also, that the number of recommendations made by the Council are limited but very important. They will have a definite impact or effect on the future of Community School development in Minnesota.

II. Background Information

It is desirable to report the events that led to the formation of the Governor's Advisory Council on Community Schools and the goals that were accomplished along the way.

A. Governor's Conference on the Lighted School

This successful conference took place on December 5 and 6, 1969, at the Holiday Inn Central, Minneapolis. Five hundred lay persons from throughout Minnesota attended. One of the major recommendations emanating from the Conference was the establishment of a Governor's Conference on Community Schools. It was made by State Representative Vernon T. Hoppe from Minneapolis who was later appointed chairman of the steering committee and then chairman of the Council.

Representative Hoppe proposed that two of the goals of the Council would be (1) to develop guidelines and standards for Community Schools and (2) to propose legislation that would provide a stimulus for the development of the Community School concept in Minnesota. Both recommendations are noted in the summation of the Governor's Conference which is included with this report.

B. Ad Hoc Committee

The primary purpose of this committee was to provide some continuity following the Governor's Conference and to prepare recommendations to the Governor for an Advisory Council. Another function was to finalize the summation report to the Governor's Conference on the Lighted School. In addition to Mr. Hoppe, the committee consisted of five members of the Governor's Conference planning committee. Mr. Dave Durenberger provided the liaison with the Governor's office.

It should be mentioned here that members of the ad hoc committee made themselves available to communities as resource persons as interest began to develop in the state.

C. Governor's Advisory Steering Committee on Community Schools

This committee was appointed by Governor LeVander in April, 1970. It consisted of 12 members. Mr. Hoppe was selected as chairman. Mr. Mike McTeague represented the Governor's office.

The Steering Committee's two major accomplishments were:

1. Development of a position statement on Community Schools (copy enclosed).
2. Development of guidelines for Community Schools (copy enclosed).

The first phase of this activity was funded through monies made available from the Governor's office. The second phase was made possible through a project proposal funded by the State Department of Education. A task force, consisting mostly of members of the Steering Committee, met at Hamline University for eight days in June to develop the guidelines. Dr. Jackson Anderson served as chairman of the team. Various resource persons were called in to provide additional background information and input.

With the work of the steering committee completed, the next step was the establishment of the full council, the Governor's Advisory Council on Community Schools.

III. Governor's Advisory Council on Community Schools

The full 30-member council was appointed by Governor LeVander on July 24, 1970. The members of the Council consisted of men and women from a cross section of many different organizations and geographic locations.

The first meeting called by Governor LeVander was August 3, 1970. He presented the Council with three major tasks:

- (1) Further editing and approval of the guidelines for Community Schools
- (2) Preparation of legislation that would promote the Community School concept in Minnesota, and
- (3) Becoming disciples of the Community School concept by interpreting it to the citizens of the state.

The Council was divided into four subcommittees. These were created for the purpose of refining the guidelines, determining the need for Community School legislation and drafting the same, organization of several conferences to interpret the Community School concept state-wide, and the development of a publicity program to publicize the activities, findings and recommendations of the Council.

The resultant products of many subcommittee meetings and Council concurrence of their proposals are as follows:

A. Guidelines

The guidelines as provided to the full Council by the steering committee were deemed to be preliminary in nature. With the exception of major revisions in the area of staffing of Community Schools and several other minor refinements, the document was approved in its entirety.

B. Legislation

The ultimate success of Community Schools programs on a state-wide level is contingent upon state-based leadership and direction. It is recommended that a position to be known as a Community Services Division be established within the State Department of Education. Adequate funding of this Division should be provided by the Legislature for a director, staffing, and administration of that Division.

It is further recommended that limited financial assistance be made available to school districts presently engaged in Community School activities and to those districts who desire to implement new programs.

The content of legislative recommendations is set forth in Exhibit B.

C. Area Conferences

Nine area conferences were planned for the purpose of interpreting the Community School guidelines and promoting the Community School concept state-wide.

All of the "power structure" in the state, including every legislator, has been especially invited to the conferences.

The impact of the conferences is expected to have far-reaching implications for expanded education and recreational programs for all age levels on a year around basis throughout Minnesota. For complete details see Exhibit C.

D. Publicity

All news media in the state have been informed of the activities of the Council. Newspapers and radio and television stations have been given information especially regarding the area conferences.

An effort is being made to present a Community School panel on radio and television shows during the month of December, concurrent with the area conferences.

Governor LeVander has been asked to prepare a 30-second tape on Community Schools promoting the area conferences, which will be distributed to all radio stations.

IV. Summary

- A. Give full support to the attached legislative proposal which we feel will give impetus and stimulus to the development of Community Schools.
- B. A Governor's Advisory Council on Community Schools should be continued. There are other goals yet to be accomplished as outlined in the position paper on Community Schools.
- C. That every person on the Governor's Advisory Council on Community Schools serve as a resource person to the growing number of conservatives who are adopting the concept. In just the past year, the following known cities have either established community schools or are seriously contemplating their adoption: Glenwood, Mahtomedi, Minnetonka, St. Louis Park, Waseca, Buffalo, Duluth, LeSueur, and Faribault.

This report represents the culmination of 12 months of Community School activity on a state-wide basis. That 12-month period began with the Governor's Conference on the Lighted School on December 5 and 6, 1969. It was at that time that Governor Harold LeVander in his keynote address gave his full support to the Community School concept in the State of Minnesota.

In the months which have followed, much emphasis has been placed on the maximum utilization of tax-supported public school facilities and on the quality of opportunities offered through such utilization.

The Governor's Advisory Council on Community Schools has attempted to serve as an effective medium in bringing about the ultimate realization of the Community School concept in Minnesota. The Council members are the first to admit, however, that the progress which has been made towards that goal has not been accomplished by them alone. Much credit must be given the Governor and his staff, the State Department of Education and a host of other organizations and individuals.

The Council members have only one regret--that their official charge is to be terminated at this time. It is their hope that an advisory group of a similar nature will be created in the near future. It is also the intention of many members of the Council to continue working in an unofficial capacity, within their own jurisdictions and as a voluntary group, in the interest of promoting the Community School concept in Minnesota to its fullest extent.

EXHIBIT B

A PROPOSED ACT OF LEGISLATION BY THE STATE LEGISLATURE TO SUPPORT THE COMMUNITY SCHOOL PROGRAM FOR MINNESOTA

THE OBJECT of this Act is to make maximum use of the taxpayers' investment in, and continuing tax support of, the public schools of Minnesota, by establishing a Community School Program in order to maximize the use of school facilities by all citizens of the State.

1. The Board of Education of each school district of the State is hereby authorized to initiate a Community School Program in its District and to provide for the general supervision of said program.
 - a. Each Board may, as it considers appropriate, employ a Community School Director to promote and coordinate the use of school facilities by the general public, to determine and develop Community School Programs responsive to each community's needs.
 - b. Each Board shall provide for Citizens Advisory Council to consist of members who represent the various service organizations, churches, private schools, local government, and any other groups participating in the Community School Program in the school district. The Council shall function in cooperation with the Community School Director but shall organize as an autonomous body and be limited to an advisory capacity in the interest of promoting the goals and objectives of this Act.
2. A new position within the State Department of Education is hereby authorized; said position titled "Director of Community School Programs."
 - a. The responsibilities of the Director include promulgation of necessary rules and regulations defining areas of program, program approval, qualifications and requirements of Community School Directors, reimbursement procedures, and any other requirements relevant to the promotion, implementation, and operation of Community School Programs throughout the State.
3. A State Community School Advisory Council shall be established to consist of two members from each Congressional District, except that district with population in excess of 200,000 based on the 1970 census, shall be allowed one member per each 200,000 population or fraction thereof in excess of the highest multiple of the said population.

The Advisory Council shall be appointed by the Governor and shall serve for a period of four years.

The duties and responsibilities of the Council shall be prescribed by the office of the Governor upon the recommendations of the Director of Community School Programs.

4. The salary of the Community School Director shall be determined and paid by that District's Board of Education. The State shall reimburse said District according to the following schedule:

FORMULA

1. The formula for calculating State support is \$1.50 per pupil unit in a given school district, based on current school census, or \$7,500 per district, whichever is greater.
 - a. In the first biennium, the number of positions which may be filed shall not exceed sixty-seven (67) districts that have over 6,000 enrollment and one-third of the positions to school districts under 6,000 enrollment.
5. To enable the terms of this Act there is hereby appropriated from the school fund in the State Treasury to the Department of Education, the following sums:
 - a. \$50,000 per year for staff salaries and expenses in support of the Director of Community School Program.
 - b. \$550,000 per year for reimbursement to Districts participating in the Community School Program.
 - c. The appropriations (a) and (b) are made for both of two years following the date of this Act, for a total appropriation of \$1,200,000.
6. If the budget request is not fully allocated, then the provision for funds under the formula should be prorated.

Any unspent monies the first year of the biennium should be spent the second year but not to exceed the total budget request for \$1,200,000.

If the expenditure exceeds the budget appropriation the first year of the biennium, then the allocation of funds should again be prorated.

EXHIBIT C

NEWS RELEASE

Publications Section
436 Centennial Building
St. Paul, MN 55101
(area 612) 221-6418

November 12, 1970

A series of nine half-day conferences on the Community School was held in December.

Dates, locations, and coordinators of the conferences are as follows:

St. Paul, December 8, 7:00-9:30 p.m., Johnson Senior High, Jerome Hughes

Minneapolis, December 9, 4:30-9:00 p.m., South High School, Paul Boranian

Rochester, December 11, 4:30-9:00 p.m., John Marshall Senior High, George Otto

Mankato, December 12, 9:00-12:30 a.m., Senior High School, R. J. Utzinger

Marshall, December 14, 4:30-9:00 p.m., Senior High School, John Fedra

Fergus Falls, December 15, 4:30-9:00 p.m., Junior High School, R. J. Baker

Crookston, December 16, 4:30-9:00 p.m., Junior-Senior High School, Del Roelofs, Audrey Eickhof

Brainerd, December 17, 2:00-5:30 p.m., Washington Junior High, Richard Link

Duluth, December 18, 2:00-5:30 p.m., Ordean Junior High, James Cibulka

The State Department of Education is coordinating the conferences, which will feature a panel composed of members of the Governor's Advisory Council on Community Schools. Dr. Jackson Anderson, professor in the department of recreation and park administration at the University of Minnesota, will present the keynote speech at most of the conferences and will also prevail as moderator during the discussion period which will involve all members of the panel in addition to the audience.

"We seek to promote the idea that maximum use should be made of all school facilities to provide year-round education and recreation for the entire community," said Vernon T. Hoppe, state representative from Minneapolis and chairman of the advisory council. "This is the essence of the community school concept."

The conferences will also interpret the *Guidelines for Community Schools* which will be sent to all communities in November.

The community school conferences are open to all citizens. Special invitations will be sent to mayors, city council members, school superintendents, school board members, adult education directors, members of service organizations, local legislators, recreation and park directors, and the news media. There is no fee for the meetings.

Besides conducting the conferences, the Advisory Council will propose to the 1971 State Legislature that it provide aid to school districts that hire a community school director and establish a community school program, according to Hoppe.

Members of the Governor's Advisory Council on Community Schools are: Mrs. Dorothy Anderson, program coordinator for continuing education in urban affairs, University of Minnesota, Minneapolis; Dr. Jackson Anderson, professor of recreation and park administration, University of Minnesota, Minneapolis; Paul Boranian, director, Community Education Services, Minneapolis public schools; Peter Butler, president, Butler Offices, Inc., St. Paul; Rollin C. Crawford, mayor of West St. Paul; Dr. Rollin Dennistoun, member of the Rosemount Board of Education; George Durenberger, chairman of physical education, St. John's University, Collegeville; Mrs. Audrey Eickhof, member Crookston School Board.

Lawrence Eric, assistant supervisor of health, physical education, and recreation, State Department of Education; Paul Giel, director of sports for WCCO Radio, Minneapolis; Judge Archie Gingold, juvenile court, St. Paul; James Jones, executive director of the Suburban Recreation Association, Minneapolis; Mrs. Joyce Madson, president of the Minneapolis Council of PTAs; Lyle McLaughlin, recreation coordinator for Anoka-Hennepin school district 11; David Meade, executive director of the Minnesota Association of Secondary School Principals.

Dennis Palm, director of parks and recreation department, Brooklyn Park; Archie Pease, member of the State Board of Education; Mrs. Jean Peterson, librarian for Morris public schools; Glenn Prickett, safety specialist emeritus, Agricultural Extension Service, University of Minnesota, St. Paul; Jerry Reinan, member, Fergus Falls Board of Education; Dr. Allan Reynolds, manager of Security System Project, Minnesota Mining and Manufacturing Co., St. Paul; Archi Schand, business manager of City Employees Local No. 363.

Clifford Sibley, assistant to the director of public services and development, Southwest State College, Marshall; Kenneth Strom, the Mayor's Industrial Committee, Austin; Josip Temali, executive director of Big Brothers of Greater St. Paul; Lowell Thompson, president of Minnesota Jaycees; Dr. Wilbur Wakefield, executive director of the Southern Minnesota Educational Research and Development Council, Rochester; Donald Wegmiller, member Richfield Board of Education; Dr. George Young, St. Paul superintendent of schools.

APPENDIX B

H. F. No. 1353

AN ACT

Chapter No. 900

establishing a community school program;
appropriating money therefor.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. The purpose of this act is to make maximum use of the public schools of Minnesota by the community and to expand utilization by the school of the human resources of the community by establishing a community school program.

Sec. 2. There is hereby created within the department of education the position of state director of community school programs who shall administer this act, subject to the control of the state board of education. The director shall prepare and submit to the board recommended rules and regulations defining program areas, reimbursement procedures, and any other requirements relevant to the promotion, implementation, and operation of community school programs throughout the state. The board shall adopt such recommended rules and regulations as it deems necessary and appropriate to forward the purposes of this act.

Sec. 3. Subdivision 1. A 25 member state community school advisory council shall be established for the purpose of promoting the furtherance of this act and the advancement of educational, recreational and social opportunity through the maximum utilization of public school facilities throughout the state of Minnesota. The council shall be appointed by the governor and shall consist of two lay members from each congressional district and nine members selected at large who shall represent government and professions most closely related to community school activities, functions and school administrative jurisdictions. The term of office of said council members shall be for a period of four years except that for purposes of implementation, the term of office of one member from each congressional district and four members at large, so designated at the time of appointment, shall expire December 31, 1972 and the term of office of all other original members shall expire December 31, 1974; however, every member shall continue in office until his successor has been duly named and qualified.

Subd. 2. Immediately after appointment, the council shall meet to organize at a time and place designated by the state director of community school programs who shall serve as temporary chairman for said meeting. The council shall elect a chairman and such other officers as it deems necessary except that the state director of community school programs shall serve as the executive secretary of said council.

Subd. 3. Council members shall serve without pay or remuneration, but shall be allowed travel expenses to and from meetings at the rate of ten cents per mile not to exceed four meetings in any given year. Clerical, mailing, printing, and other justifiable expenses incurred by the council shall be paid from funds set aside for the administration of the office of the director of community school programs.

Sec. 4. The board of education of each school district of the state is hereby authorized to initiate a community school program in its district and to provide for the general supervision of said program. Each board may, as it considers appropriate, employ community school directors and coordinators to further the purposes of the community school program. The salaries of the directors and coordinators shall be paid by the board. Each board shall provide for a citizens advisory council to consist of members who represent the various service organizations, churches, private schools, local government, and any other groups participating in the community school program in the school district. The council shall function in cooperation with the community school director in an advisory capacity in the interest of promoting the goals and objectives of this act.

Sec. 5. Subject to the limitations imposed by section 3, subdivision 2, the state board of education shall reimburse each school district operating a community school program in compliance with the rules and regulations established by the state board an amount which is equal to one-half of the salary up to \$5,000 of each community school director and coordinator employed by the district. During the fiscal years 1972 and 1973, no more than 67 directors and coordinators positions shall be subject to reimbursement, no more than one-third of which may be allocated to school districts in each one-third of the total number of school districts ranked according to size of enrollment, provided that any such positions remaining unfilled may be reallocated at the discretion of the state board. In order to insure the maximum use of school facilities and insure the efficient application of funds appropriated by this act, the department of education is encouraged to give priority to the funding of those community school programs which have been jointly planned and developed under the terms of a cooperative agreement or program between the school district and the park board, recreation department or other similar agency having jurisdiction within the school district.

Sec. 6. To finance the terms of this act there is hereby appropriated from the general fund to the department of education the sum of \$60,000 for staff salaries and expenses in support of the state director of community school programs, and the sum of \$500,000 for reimbursement to districts participating in the community school program. If the appropriation is not adequate, the funds under the formula shall be prorated. Any unexpended balances remaining in the first year shall not cancel but shall be available for the second year of the biennium.

APPENDIX C

GUIDELINES FOR REIMBURSEMENT

Dear School Administrator:

You are perhaps quite aware of the concerted effort made the past two years, state-wide, to introduce, promote and interpret the Community Education Concept. This concept envisions the school as a Community Center which operates in a partnership manner with other groups in the community to provide a variety of community and social services. The effort made by many agencies, organizations, and individuals, in addition to the State Department of Education, culminated in the passing of Community School legislation. A copy of this legislation which is now a law is enclosed for your information. Please review the law and all of the implications, particularly section 5 on reimbursement.

A number of school districts have previously indicated an interest in developing the Community Education Concept and were awaiting the guidelines to determine their eligibility and necessary qualifications for reimbursement. The guidelines have now been prepared and are attached to this letter along with the application form and general procedures.

If you are interested in developing the Community Education Concept or have already done so and can meet the criteria set forth in the guidelines for reimbursement, we would encourage you to submit your request as quickly as possible.

Sincerely,

Lawrence Erie, Director
Community Education

LE:rhj

Enc.

GENERAL PROCEDURES

Community school grant applications are now being received and must be submitted to the Director of Community Schools. Applications for programs to be implemented during FY 1972 and FY 73 must be submitted by June 1 of the current year.

All applications submitted will be reviewed by a subcommittee of the State Advisory Council designated by the Director of Community Schools. This committee will recommend that applications be approved, disapproved or resubmitted for modification. An application form is attached. For your information, applications will be approved on the following criteria:

1. Evidence that the maximum number of persons in the community will be served within the limits of resources available.
2. Evidence that maximum use of human and material resources will be made.
3. Evidence that the nature and content of the district comprehensive plan is compatible with state goals and consistent with the basic concept of the community school.
4. Evidence that a community school director or coordinator be employed. (Priority will be given to the employment of a full time director or coordinator for full \$5000.00 funding.) Small school districts are encouraged to cooperate in hiring a full time director.
5. Evidence that your community school director or coordinator will participate in in-service activities that become available. (The State Department of Education is cooperating with Institutions of Higher Learning in developing activities.)

In addition, districts receiving Community School grants will be evaluated in the spring of 1973 on the following criteria:

- (1) Evidence of the involvement of a broad cross section of the community (lay citizens, civic and service groups, local and area organizations).
- (2) Establishment and operation of a representative advisory committee for community schools.
- (3) Evidence of an inventory of community needs and resources.
- (4) History of participants by number, average day per use, and numbers of times buildings were used per week, and year around offerings, age groups involved.
- (5) Evidence of participation in in-service activities of the director or coordinator.
- (6) An indication of the major problems and accomplishments of your Community Education programing including recommendations for the future.

(You may wish to refer to the publication, *Guidelines For Community Schools* - State Department of Education, 1970, for the full concept of Community Education. It may be obtained by writing to the Documents Section, Room 140, Centennial Building, St. Paul 55155. Price \$1.25.)

DEPARTMENT OF EDUCATION
DIVISION OF INSTRUCTION
St. Paul, Minnesota

APPLICATION FOR APPROVAL OF PARTIAL REIMBURSEMENT OF SALARIES
OF COMMUNITY SCHOOL DIRECTORS OR COORDINATORS

Part I

Fiscal Year 19__-19__

SCHOOL DISTRICT _____

DISTRICT CODE _____

ADDRESS _____

CITY _____ ZIP CODE _____

SUPERINTENDENT _____

CONTACT PERSON FOR COMMUNITY SCHOOL PROGRAM

NAME _____

ADDRESS _____

TELEPHONE (AREA CODE) _____ (NUMBER) _____

INSTRUCTIONS: Complete parts I, II, III, IV, attached school board resolution and forward ten (10) copies to:

Director of Community Schools
Room 671, Capitol Square Building
Department of Education
St. Paul, Minnesota 55101

Part II

NARRATIVE DESCRIPTION OF COMMUNITY EDUCATION PROGRAM

Prepare a narrative description of the Community Education program which will be operated under the provisions of the Minnesota Community School Act of 1971 and for which partial funding of the salaries of community school directors or coordinators is being requested by this application. Begin the description on this sheet. Additional pages should be attached to follow immediately.

The narrative should be brief, specific, and include the items listed. It is not necessary to restrict the narrative to these items.

- A. Statement of your past and future plans for Community Education programs.
- B. With whom and how has your school district cooperated in the development of Community Education programing. (Ex: city, civic, local and area agencies, service organizations).
- C. What type of committees have you used in development of Community Education programing; (Ex: steering committee, advisory committee, etc.)

Part III

CERTIFICATION

STATE OF MINNESOTA

WE CERTIFY THAT:

The community school director or coordinator employed with this grant will be assigned to promote, organize, coordinate and direct a Community Education program and will be administratively accountable and responsible directly to the school superintendent. In the case of a joint powers agreement, the superintendent may delegate this responsibility to the Community School Advisory Policy Committee established to work directly with the Community School Director.

The school board, by resolution, adopts the Community Education Concept. (Copy of such resolution attached hereto.)

An evaluation will be made of the effectiveness and efficiency of the Community Education program in accordance with State Board regulations and community school guidelines.

Fiscal and program reports will be made in accordance with State Board regulations and community school guidelines.

A plan for the district Community Education program has been approved by the school board and is incorporated as a part of this application.

The community school director or coordinator has completed or will be required to complete in-service activities specifically designed to improve his competencies.

Community Education programs will be developed and conducted utilizing the maximum feasible participation and cooperation of other state, county, municipal and federal governmental agencies and the people of the community served by the Community Education program.

All cooperative agreements with other governmental agencies or nonprofit cooperations will be made in compliance with applicable Minnesota statutes and State Board regulations.

All funds which may accrue to the school board for the support of the community school program described in this application will be accounted for and disbursed in accordance with all appropriate Minnesota statutes, State Board regulations and directives of the department of education.

Signature of Superintendent _____

Date _____

SAMPLE SCHOOL BOARD RESOLUTION

WHEREAS, the school board believes that there should be a comprehensive community education program which would bring together and coordinate resources of organizations, agencies, and groups in the community and which would promote a more efficient use of school and community personnel, buildings and equipment; and

WHEREAS, the school board has determined that the probable number of participants will justify such a program in District No. _____; and

WHEREAS, the school board of District No. _____ will provide the necessary funds in excess of the state grant and all other sources; and

WHEREAS, the school board is ready and willing to appoint or employ an individual who is responsible to assist in establishing and coordinating Community Education programming.

NOW, THEREFORE,

Be it resolved that the Commissioner of Education is hereby requested to approve a community school grant to the School Board of District No. _____ subject to compliance with the Regulations of the State Board of Education and the guidelines prescribed for the Community School Program.

Adopted this _____ day of _____, 19____

Superintendent

(Seal)

Chairman, School Board

District No.

Part IV

PROPOSED BUDGET

Outline the anticipated budget for the Community School program in your district through June 30, 1973. Include personnel costs (director's, secretary, other); programing costs for all groups and sources of income.

COMMUNITY SCHOOL DIRECTOR QUALIFICATIONS AND JOB DESCRIPTION

The community school director, by the nature of his work, is a generalist as he relates to education and all phases of community organization and development. There is no standard blueprint for his work. He is the moving force for bringing about the unity of purpose so essential to the success of the community school program. Districts are encouraged to secure an individual highly competent in human relations and organizational skills.

PERSONAL QUALIFICATIONS

The community services director should possess the following personal qualities:

- . Strong leadership ability
- . Excellent health; capable of sustained physical and mental activity
- . Warm and outgoing personality
- . Enjoy associating and working with people of all ages, races, and creeds
- . Unprejudiced in attitudes
- . Able to develop the leadership abilities of others
- . A missionary zeal
- . Dedicated individual
- . Ability in communications and human relations

JOB DESCRIPTION

The following is a list of duties and responsibilities normally performed by persons serving in this position:

- . Plans, organizes, and administers a broad program of social and other community services according to the needs of the community (see Appendix A Guidelines for Community Schools for sample programs)
- . Promotes, publicizes, and interprets existing and planned programs to the community
- . Develops all community education activities
- . Assists in coordinating activities normally designated as community-related
- . Establishes rapport with leaders of the community
- . Becomes familiar with the social and economic structure of the community and applies this knowledge to program development and evaluation
- . Establishes a community advisory council to assist in program development and evaluation
- . Prepares and recommends the budget necessary for operation of the community education programs

PROFESSIONAL QUALIFICATIONS

The precise qualifications for each Community School Director should be determined by that Board of Education in keeping with its resources and organization. Experience and education in teaching, adult education, recreation, community relations, social work, administration, or related fields is recommended. This experience could be of a professional or volunteer nature or both.

February 22, 1972

Dear Mayor and/or City Manager:

Please find attached a copy of the information sent recently to all school administrators in Minnesota. Because of the cooperative and coordinate aspect of the Community School concept it is essential that both local governmental agencies receive copies of the Guidelines for Reimbursement along with the Community School Law.

If you are interested in developing this concept and we would encourage you to be, please contact your local school superintendent and make your desires known.

Please contact our office if you have any questions or need assistance in any way. My phone number is 612-296-2587.

Sincerely,

Lawrence Erie
Director of Community Schools

LE/kn

APPENDIX D

ASSESSMENT FORM
COMMUNITY SCHOOL PROGRAMS
MINNESOTA

SCHOOL DISTRICT _____ DATE VISITED _____

District Number _____ Name _____

Superintendent _____ Total Number of Schools _____

Total Enrollments _____ Total Population _____ Total Reimbursements _____

Number of Schools Designated as Community Schools _____ Elem. _____ Second. _____

How long has your Community School Program been in operation? _____

Community School Coordinator and/or Directors

Overall Director or Coordinator _____ Degree _____

College _____ Year Graduated _____

Previous Occupation _____

Office Location _____

Has director had training in Community Education? _____ Where and when? _____

<u>Other Directors' Names</u>	<u>Degree</u>	<u>College and Year Graduated</u>	<u>Previous Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteers _____ Number _____

Number of directors Full Time _____ Half Time or Less _____ Elementary _____

Secondary _____ Have directors had training? _____

OTHER RESPONSIBILITIES

Coordinator _____ Percentage of time _____

Director _____ Percentage of time _____

How long will this continue? _____

Advisory Council(s)

City - wide

City Council _____

School Board _____

Park Board _____

Business and Industry _____

Social Service _____

Service Organization _____

Public Health & Welfare _____

Police _____

Radio, Press, T.V. _____

Private and Parochial Schools _____

College or University _____

Vocational-Technical Institute _____

Senior Citizens _____

Labor Unions _____

League of Women Voters _____

Ministerial _____

Other _____

Is the Advisory Council truly representative? _____ How was it selected? _____

NEIGHBORHOOD SCHOOL

Number of Councils _____ General Make up _____

How often do all councils meet? _____

How long do members serve? _____

SCOPE OF PROGRAM

Preschool _____ K-12 _____ Adults _____ Senior Citizens _____

ADULTS

Family Life

Recreation

Academic

Senior Citizen

Cultural

YOUNG ADULTS

Assisting Community Agencies

Academic

Cultural and Aesthetic

Community Service Programs

Teen Club Activities

CHILDREN

Academic

Cultural and Aesthetic

Recreational and Social

Health Programs

Hours per day your building(s) are used? _____ Every building? _____
Week ends? _____ Summer? _____ Comments _____

PUBLICITY

Press _____ Radio _____ T.V. _____ Newsletter _____

Adult Basic Program _____ How many enrollments _____ ?

Do you have:

-Evaluation Plan? _____

-Survey Plan? _____

-Goals and Objectives? _____

Written Policy Approved by Board? _____

Total School Budget _____

Percentage for Community Education _____

Summary:

Strengths: _____

Weaknesses: _____

Name _____

BIBLIOGRAPHY

BOOKS

LeTarte, Clyde and Minzey, Jack. *Community Education: From Program to Process*. Midland, Michigan: Pendell Publishing Company, 1972. \$7.95

Irwin, Martha and Russell, Wilma. *The Community is the Classroom*. Midland, Michigan: Pendell Publishing Company, 1971. \$5.95

Brighton, Howard. *Handbook For Teacher Aides*. Midland, Michigan: Pendell Publishing Company, 1972. \$5.95

*Campbell, Clyde M. *Toward Perfection in Learning*. Midland, Michigan: Pendell Publishing Company, 1969. \$4.95

Totten, W. Fred. *The Power of Community Education*. Midland, Michigan: Pendell Publishing Company, 1970. \$7.95

Whitt, Robert L. *A Handbook For The Community School Director*. Midland, Michigan: Pendell Publishing Company, 1971. \$4.95

Kerensky, V. M. and Melby, Ernest O. *Education II the Social Imperative*. Midland, Michigan: Pendell Publishing Company, 1971. \$7.50

MAGAZINES

Community Education Journal - *published 4 time per year since 1971 by the Pendell Publishing Company, Midland, Michigan.*

Phi Delta Kappan - November, 1972. "Community Education: A Special Issue."

*Note error in title in original Guidelines.