

## Community Education



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## Program Timelines

The following timeline may help you in planning classes. We encourage planning a full-year's worth all at once. Submission of proposals on a quarterly basis will also be accepted.

### Fall Catalog

Planning: May, June  
Catalog Mailing: Early-August  
Class Sessions: Late-Sept. – Mid-Dec.

### Winter/Spring Catalog

Planning: September & October  
Catalog Mailing: Mid-December  
Class Sessions: January-May

### Spring/Summer Catalog

Planning: January-February  
Catalog Mailing: Mid-March  
Class Sessions: April-August

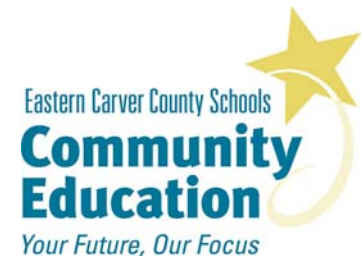
## Thank You!

Your expertise and creativity are appreciated. Please let us know how we can assist in providing an excellent experience for you and your students.

# Community Education



## Adult Engagement Instructor Information



[www.ce4all.org](http://www.ce4all.org)

## Getting Started

If you are interested in teaching a class for District 112 Community Education please complete a course proposal and forward it to the Adult Engagement Specialist. In addition to the course proposal the following are always welcome:

- Résumé
- Brief Instructor Biography
- Course Outline/Syllabus
- Any other supporting material

You will receive an e-mail with more information if your proposal has been accepted.

## Class Lists/Attendance

**Please contact the receptionist a few days prior to your class to check on enrollment.** Your class list, invoice, and any other necessary information will be emailed or faxed to you.

Please take attendance at each class. If anyone is missing, please make a note of it. Your attendance list must be turned in with your invoice.

## Classroom Care

Please arrive early to all meetings, especially the first session.

**Please take a mental note of how the room is set-up and return all furniture (desk, chairs, etc.) to the original place.**

Please do not erase anything off the white boards if you are using a school classroom. The room must be ready for students the next day. Be sure to turn off the lights and close door when you leave.

## Business Solicitation

For the comfort and protection of all involved, please do not use Community Education class time to promote or sell services or products. Class lists are not to be used for follow-up solicitation.

Only if a student initiates correspondence for services or products outside of the class time will further contact be acceptable.

Your business card or contact information may be displayed on a table for students to pick up, if they choose.

## Payment for Services

You will be supplied with an invoice form to complete and return, along with the class attendance, to the Community Education office. Upon receipt of the invoice, payment will be processed. Checks are processed on within 30 days.

## Cooking Classes

Community Education's continued use of the cooking facilities is dependent on following these guidelines:

- Class participants and instructors must thoroughly clean and dry all utensils, equipment, counters, sinks, etc. Please return all equipment to the proper place.
- Sharp knives will not be available. If your class requires sharp kitchen knives please provide your own.
- Please bring enough towels and washcloths/sponges for clean-up. There is not enough time between our evening classes and the K-12 school day to wash, dry, and return cleaning cloths to the proper place.
- All food must be provided by the instructor. Please do not use/take any of the school's supplies or ingredients.

Please remember the primary use for these rooms is for instruction during the school day. Make every effort to leave the room in the condition you found it.

