



Reserve Teacher Handbook

INTRODUCTION

Welcome to the Minnetonka Public Schools! The administration, staff, and students appreciate your willingness to serve as a reserve teacher, and will work to make your experience with us a positive one.

Your role as a reserve teacher is challenging, particularly when you are in classrooms for only a short period of time. To make your job a bit easier, this handbook has been prepared as a concise summary of District policies, procedures, schedules and activities which affect reserve teachers.

The handbook is supplemented by building folders available in each building in which you are asked to be a reserve teacher. A common format for the building folders has been developed so that folders will be similar from one building to the next. Hopefully, this similarity should assist you as you work in various buildings within the District.

Best wishes to you as you embark on your reserve teaching duties this year. If you have any questions or concerns, please do not hesitate to voice them to the building principal or to the Executive Director of Human Resources.

PROFESSIONAL CODE OF ETHICS

The code of ethics of the reserve teacher follows in spirit the code of ethics set up for all Minnesota teachers as outlined by the National Education Association (NEA) which is as follows:

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term 'educator' includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator—

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly—
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assembly, amended 2010

OBLIGATIONS OF THE DISTRICT TO THE RESERVE TEACHER AS A PROFESSIONAL EMPLOYEE

Liability Insurance

The District carries a personal injury liability, a teacher liability endorsement, and an "umbrella" liability insurance policy that covers all District employees. This coverage means the insurance company will defend you in case of a lawsuit and pay any damages awarded to the policy limitations. This does not mean you cannot be subject to a lawsuit! You can be subject to a lawsuit despite insurance coverage; however, you and the insurance company normally will not be liable for damages if you have taken the precautions a normally prudent person would take under the same circumstances.

Worker's Compensation

The District carries Worker's Compensation Insurance on all District employees. This insurance pays medical expenses and most lost wages in case of injury as a result of employment by the District. The insurance covers **all** medical expenses and lost wages after the first three days. It will pay for the first three days of lost wages only if you are incapacitated for more than ten days.

Other Insurance Coverage

None

Payday

Payday is every other Friday. **There is a waiting period of two weeks to receive salary earned during the previous two week pay period.** This waiting period is to allow the checks to be processed through the computer system.

Professional Obligations

We expect reserve teachers to have the same high standards of work and professional conduct as contracted teachers. The school building is a place of school business; confidential school information should not be talked about in the community. Business pertaining to the schools should be conducted through the building principal or designated agent.

ASBESTOS NOTIFICATION

Federal Law requires all school districts to conduct periodic asbestos surveillance of each building. A report of the surveillance, including the response action activities, is to be kept on file in the office of each District building. Please feel free to come in and inspect this report.

INDOOR AIR QUALITY INFORMATION

The 1997 Omnibus Education Act requires all school districts to have Air Quality Management Plans. If you would like to review the Minnetonka School District Board Approved Air Quality Management Plan, please contact the District's Indoor Air Quality Coordinator, Jim McCann, at 952-401-5038 or Jim.McCann@minnetonka.k12.mn.us

LICENSURE REQUIREMENTS

All teachers in the public schools of the State of Minnesota are required to hold a valid teaching license. For information regarding renewal, please contact the Department of Education at (651) 582-8691 or visit their website at <http://education.state.mn.us>.

A link to this information can be found on the Human Resources page of the District's website, www.minnetonkaschools.org. If you need additional information, you may contact the Re-licensure Representative for the Minnetonka School District listed on this webpage.

DAILY CASUAL RESERVE TEACHER RATES

Rates of pay for reserve teachers shall be as follows:

- 1.1 From the first day of reserve teaching through thirty-four (34) days, \$130 per day.
- 1.2 From thirty-five (35) days through sixty (60) days, \$135 per day.
- 1.3 From sixty-one (61) days and up during the same school year, \$145 per day.

Days	Full Day: More Than 4 Hours	Half Day: 4 Hours or Less <small>(70% of full day rate)</small>
0-34	\$130	\$91.00
35-60	\$135	\$94.50
61-over	\$145	\$101.50

2. After reserve teaching five (5) days in the same assignment, the reserve teacher will be paid a long-term rate which currently is \$231.00 per day (the first step of the salary schedule - BA Lane 1, Step 1), beginning on the sixth day in the assignment.

When it is known in advance by the employer that the teaching assignment will extend beyond five days, the reserve teacher may be paid on the long-term basis beginning on the first day of the assignment, at the discretion of the superintendent or designee.

3. Tenured Minnetonka teachers who have retired or otherwise left the employment of the District in good standing shall be paid at the rate indicated for 61 days or over.
4. A reserve teacher assigned a greater than normal class load shall receive additional compensation at the rate of \$22.00 per hour.

Days Worked

When calculating the number of days worked, use the following information:

1. Days paid at 100% (more than 4 hours/day) are equal to one day; and
2. Days paid at less than 100% (4 hours or less/day) are equal to one-half day.

The minimum requirement to remain an active reserve teacher is to work one day per school quarter.

**FISCAL YEAR
PAYROLL SCHEDULE
2018-2019**

Payroll #	Start Date	End Date	Check Date
1	9/2/2018	9/15/2018	Friday, September 28, 2018
2	9/16/2018	9/29/2018	Friday, October 12, 2018
3	9/30/2018	10/13/2018	Friday, October 26, 2018
4	10/14/2018	10/27/2018	Friday, November 9, 2018
5	10/28/2018	11/10/2018	Friday, November 23, 2018
6	11/11/2018	11/24/2018	Friday, December 7, 2018
7	11/25/2018	12/8/2018	Friday, December 21, 2018
8	12/9/2018	12/22/2018	Friday, January 4, 2019
9	12/23/2018	1/5/2019	Friday, January 18, 2019
10	1/6/2019	1/19/2019	Friday, February 1, 2019
11	1/20/2019	2/2/2019	Friday, February 15, 2019
12	2/3/2019	2/16/2019	Friday, March 1, 2019
13	2/17/2019	3/2/2019	Friday, March 15, 2019
14	3/3/2019	3/16/2019	Friday, March 29, 2019
15	3/17/2019	3/30/2019	Friday, April 12, 2019
16	3/31/2019	4/13/2019	Friday, April 26, 2019
17	4/14/2019	4/27/2019	Friday, May 10, 2019
18	4/28/2019	5/11/2019	Friday, May 24, 2019
19	5/12/2019	5/25/2019	Friday, June 7, 2019
20	5/26/2019	6/8/2019	Friday, June 21, 2019

Payday is every other Friday. **There is a waiting period of two weeks to receive salary earned during the previous two week pay period.** This waiting period is to allow the checks to be processed.

PROCEDURES FOR RESERVE TEACHERS

Listed below are the actual student contact hours at each building.

Please note: the expected work schedules will be listed in Aesop, the reserve teacher scheduling system.

<u>Building</u>	Student Hours	
	<u>Begin</u>	<u>End</u>
Minnetonka High School (9-12)	8:00 a.m.	2:40 p.m.
Minnetonka Middle School East (6-8)	9:15 a.m.	3:55 p.m.
Minnetonka Middle School West (6-8)	9:15 a.m.	3:55 p.m.
Clear Springs (K-5)	8:40 a.m.	3:20 p.m.
Deephaven (K-5)	8:00 a.m.	2:40 p.m.
Excelsior (K-5)	8:00 a.m.	2:40 p.m.
Groveland (K-5)	8:40 a.m.	3:20 p.m.
Minnewashta (K-5)	8:40 a.m.	3:20 p.m.
Scenic Heights (K-5)	8:40 a.m.	3:20 p.m.
Minnetonka Community Education (ECFE/ECSE)	Class Times Vary	

In order to facilitate payroll, we are asking reserves to follow a specific reporting procedure.

1. When reporting to a building for an assignment, stop at the main office* to check in.
2. At the end of each day, check out in the main office*. This should be done each day even if the assignment is for longer than one day. Be certain to indicate to the office assistant if you have performed any other activity for which you should receive additional pay.
3. At the end of the assignment, the para substitute folder for the para you are replacing must be returned to the main office.

*When working at Minnetonka High School, check in and out in the Guidance Office.

Reserve Teacher Building Folder

There should be a reserve teacher folder in the building administration office for each teacher in that building which contains a minimum of the following:

- A list of school personnel with room numbers and building extension telephone numbers.
- The building discipline procedure.
- Attendance procedure and other pertinent building announcements and information.
- Commonly used forms and slips -- hot lunch and phone permission slips, etc. or directions regarding where to find them.
- Emergency procedures -- fire drills, etc.
- Building map.
- Current seating charts and/or class lists for each class or directions on where to find them.
- Time schedule for the building (i.e., at the elementary level, the times when classes or mods are dismissed), and at the secondary level the time periods for different subject areas.
- Information regarding individual students, where appropriate (e.g., schedule of activities for special needs students).
- Where possible, lesson plans and instructions for the day, including a description of where materials are located. When possible, emergency or optional, functional lesson plans.

If any of the above information is missing or is out of date, please bring the matter to the attention of the building principal.

Reserve teachers will have access to the following Network Resources:

- Internet
- Printing
- Shared Reserve Teacher Folder (My Computer > S:drive)

Reserve teachers will be able to login to the District network to use the resources listed above and have access to use the SMART Board. The reserve teacher does not have access to:

- Skyward
- Email
- Schoology

Information regarding Login and Password can be obtained in each school office.

Minnetonka Public Schools District Service Center
5621 County Road 101
Minnetonka, MN 55345
952-401-5000

Building	Contacts
Clear Springs Elementary 5701 County Road 101 Minnetonka, MN 55345	Curt Carpenter, Principal Debbie Guido, Head Office Assistant 952-401-6950
Deephaven Elementary 4584 Vine Hill Road Deephaven, MN 55391	Bryan McGinley, Principal Stephanie Pearson, Head Office Assistant 952-401-6900
Excelsior Elementary 441 Oak Street Excelsior, MN 55331	Stacy DeCorsey, Principal Sherry Sullivan, Head Office Assistant 952-401-5650
Groveland Elementary 17310 Minnetonka Boulevard Minnetonka, MN 55345	David Parker, Principal Elizabeth Burton, Head Office Assistant 952-401-5600
Minnewashta Elementary 26350 Smithtown Road Excelsior, MN 55331	Cindy Andress, Principal Carol Johnson, Head Office Assistant 952-401-5500
Scenic Heights Elementary 5650 Scenic Heights Drive Minnetonka, MN 55345	Joe Wacker, Principal Christine Best, Head Office Assistant 952-401-5400
Minnetonka Middle School East 17000 Lake Street Extension Minnetonka, MN 55345	Pete Dymit, Principal Robin Chandler, Head Office Assistant 952-401-5200
Minnetonka Middle School West 6421 Hazeltine Blvd. Excelsior, MN 55331	Paula Hoff, Principal Ellen Schilling, Head Office Assistant 952-401-5300
Minnetonka High School 18301 Highway 7 Minnetonka, MN 55345	Jeff Erickson, Principal Geri Murphy, Guidance Office 952-401-5812
Minnetonka Community Education Center 4584 Vine Hill Road Deephaven, MN 55331	Michelle Lorinser, ECSE - 952-401-6806 Denise Nelson, ECFE – 952-401-6812 952-401-6800