RESERVE STAFF HANDBOOK

2026-2027

Wayzata Public Schools

www.wayzataschools.org

An Equal Opportunity Employer

WELCOME

The staff of Independent School District 284 recognizes the vital role that reserve teachers play in the educational program of the school district. Your skill in adapting to children of various ages and backgrounds, to the requirements of different buildings and their staffs, and to the curricular material of several grade levels promotes "business as usual" and smooths over the problems that could occur with the absence of the regular classroom teacher.

Our Mission

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow.

Core Educational Values

- Achievement
- Collaboration
- Community
- Equity
- Integrity
- Respect

Our Vision

The Vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through exceptional student learning, experiences and relationships; community trust, confidence and partnership; and operational excellence.

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Professional Ethics

In your role as a reserve teacher, you may have access to student records and reports. All such matters should be handled in a confidential manner. Requests for student records should be referred to the building principal.

Licensed reserve teachers are responsible for knowing the principles of child development, accepted teaching techniques, educational programs, and the rules and regulations of the Wayzata Public Schools.

Make every effort to carry on the program of the regular teacher and adhere to the schedule of that classroom.

If these expectations are not being met, the School District has the right to discipline and/or discharge such reserve teachers.

Requirements for Reserve Teaching

Selection is based on need and an evaluation of overall experience as it relates to those needs. Initial registration in the Wayzata Public Schools Frontline Absence Management System requires submission of an on-line application, completion of new hire paperwork, attendance of a reserve teacher orientation session, and a valid Minnesota Teaching Certificate.

For certification questions, contact PELSB (651- 539-4200). It is your responsibility to renew your license whenever necessary. You will not be able to view or accept assignments in Frontline if your license has expired.

Frontline Absence Management – Automated Substitute System

Wayzata School District utilizes the Frontline Absence Management Automated Substitute System which provides the latest in Web-based and telephone-based technology.

Frontline Absence Management ***Phone Number: 1-800-942-3767***

You can view and accept assignments online via the Frontline System. You may also select to have the automated phone system call you. If you choose the phone system option Frontline Absence Management will begin calling at 5 a.m. and call until noon for the current day's absences. It will begin calling again at 6 p.m. until 10 p.m. for future absences.

For questions or problems regarding Frontline Absence Management, please contact ***Aimee Pasko at (763) 745-5048 or Tyler Reinarts at (763) 745-5045.***

Cancellation of Assignments

When a Reserve Staff accepts an assignment they have made a commitment to the school. Assignments should only be canceled in the event of an emergency. When an emergency arises the Reserve Staff should cancel the job in the Frontline system as soon as possible. The Reserve Staff should also contact the school's Administrative Professional to inform them they have canceled the assignment. If possible also contact Tyler Reinarts about cancellation of a same day assignment.

Earned Sick and Safetime: ESST

Effective January 1, 2024 the mandated Earned Sick and Safe Time (ESST) legislation went into effect in Minnesota.

Once you have worked 80 hours in a school year, you will earn ESST at a rate of 1 hour for every 30 hours worked, up to a maximum of 48 hours of earned ESST per school year.

Earned Sick and Safe time will be added to your Skyward Employee Access time off balance after payroll has processed the corresponding pay period.

Procedures for Requesting the use of ESST:

- Please submit a copy of **The ESST Use Request Google Form** if you would like to utilize earned ESST for an allowable reason. Allowable reasons are listed on the ESST Request Form
    - **If you are a substitute and do not currently have a job assigned to you in our Frontline sub system**, earned ESST can be utilized if you planned on working and there is a job available for you to pick up at the time you submit your request to use ESST. That said, please **do not pick up the job** in our sub system, as we need vacant jobs covered by an available substitute. In this instance, you will be able to submit a copy of the ESST Use Request google form as you were available to work and there was a job available, but you could not work due to an ESST allowable reason. Please, know that Human Resources can review a history of vacant jobs at the time ESST requests are made.
    - **If you are a substitute and currently have a job assigned to you in our Frontline sub system**, and need to utilize your earned ESST for an allowable reason, please cancel your job in the sub system and submit a copy of the ESST Use Google Form. This will allow the position to be filled with an available substitute. Human Resources will be able to see that you were signed up to cover a job and had to cancel due to an ESST allowable reason.
    - **If you are in a Long-Term Teacher Substitute Position**, and need to utilize earned ESST for an allowable reason, please notify your building admin pro, Tyler Reinarts and Aimee Pasko and submit a copy of the ESST Use Google Form.

Reserve Staff Availability

A Reserve Staff member may add their non-work days on Frontline Management. For permanent removal, you must notify Aimee Pasko or Tyler Reinarts.

Removal for Reserve Teaching Lists

Reserve staff have no right to any particular assignment or any guarantee of employment in the District. The District retains complete discretion to determine who may be hired for any particular assignment, and who may remain on its eligible substitute list.

The building Principal has the capability of removing reserve staff from viewing or accepting assignments in their building for any reason or no reason. Additionally, the District reserves the right to remove reserve staff from the District substitute system at any time, with or without cause, as these are “at-will” positions.

Reasons for removal from a building/District substitute list may include but are not limited to:

- Safety and Conduct Issues, such as inappropriate physical contact, inappropriate comments, violations of the substance use policy or harassment.
- Instructional and Management Failures, such as poor classroom management, ignoring lesson plans, or leaving students unsupervised by stepping out of the classroom or falling asleep.
- Professionalism and Reliability, such as punctuality issues, poor relationship with staff, or inappropriate professional boundaries.
- Violations of the Minnesota Teacher Code of Ethics and/or any Wayzata Public School Board Policy

2026-2027 Reserve Teacher Pay

2026-2027 Rates of pay for reserve teachers shall be as follows:

Short- Call Level 1: From the first day of reserve teaching through thirty-four (34) days.

Short- Call Level 2: Thirty-five (35) days or more or retired Minnesota Teacher

Direct Reserve: Full Time dedicated reserve teachers.

Long Term Reserve: Assignment in same classroom exceeding 20 days

Title	Days	Full Day: More Than 4 Hours	Half Day: 4 Hours or Less (60% of full day rate)	ESST (Earned Sick & Safe: Time) hourly rate (up to a maximum of the full day rate)
Level 1	0-34 days; various classrooms	$170/day	$102/day	$21.25HR
Level 2	35+ days; various classrooms	$190/day	$114/day	$23.75/HR
Direct Reserve Teacher	Full Time	$200/day	$120/day	N/A- 1 sick day/month
Long Term Reserve	20+ in same classroom	~BA: $284.28/day ~MA: $331.98/day	N/A	BA: $35.53/HR MA: $41.50/HR

*Federal and State withholding, Social Security and Teacher Retirement, are withheld from the reserve teacher's salary. *

Workers Compensation

A reserve teacher is covered by Worker's Compensation for a work related injury, under the district liability insurance. Any injury sustained as an employee on school property, while in the normal course of duties should be reported immediately to the school principal.Any injury sustained as an employee on school property, while in the normal course of duties should be reported immediately to the school principal.

For any work related injury please call 844-847-8708 or contact Tyler Reinarts (tyler.reinarts@wayzataschools.org)

Rate of pay for short-term reserve teachers

The rate of pay for short-term reserve teachers is reviewed annually and set by the School Board upon the recommendation of the Administration.

Short-term reserve teachers are paid by the day. Working four (4) hours or less is considered to be a half-day, and is paid at 60% of your full day rate. Two half-day jobs in the same building would be treated as one full day. Two jobs on the same day for different teachers that require travel between schools will be considered 2 half day jobs at 60% each.

The daily rate of pay is based on an 8-hour workday. At some locations your day may include the absent teacher's prep time, during which you are considered available for assignment wherever needed. A reserve teacher is expected to fill in when requested.

Rate of pay for long-term reserve teachers

A Reserve Teacher automatically goes on long-term status after twenty consecutive days of service in the same classroom for the same teacher. The long-term rate will begin on day one when the reserve position is known to be a long-term position on the first day of the assignment; otherwise the long-term rate is effective on day 21.

* Long-term reserve teachers working for more than 20 and less than 93 days shall be compensated at a BA Level 1 or MA Level 1 salary per the Wayzata Education Association salary schedule. Long-term reserve teachers are not health/dental benefits eligible. Long-term reserve teachers working for 93 days or more shall be placed on the teachers' salary schedule and be eligible for benefits. To be accurately placed on the salary schedule, Human Resources will need an application and transcripts for review. Part-time long-term reserve teachers shall receive prorated pay according to FTE.

* Long-term reserve teachers working less than 93 days with specialized skills and in hard-to-fill positions may be placed at a rate on the teachers' salary schedule that is higher than MA step 1. Highly specialized and hard-to-fill rolls will be defined by current hiring needs within the district.

You will be issued payment via direct deposit and will have access to your earning statements electronically.

Reserve Staff Pay Schedule 2026-2027

Dates Worked		Check Date
8/16/2026-	8/31/2026	9/15/2026
9/1/2026-	9/15/2026	9/30/2026
9/16/2026	9/30/2026	10/15/2026
10/1/2026-	10/15/2026	10/30/2026
10/16/2026-	10/31/2026	11/13/2026
11/1/2026-	11/15/2026	11/30/2026
11/16/2026-	11/30/2026	12/15/2026
12/1/2026-	12/15/2026	12/31/2026
12/16/2026-	12/31/2026	1/15/2027
1/1/2027-	1/15/2027	1/29/2027
1/16/2027-	1/31/2027	2/15/2027
2/1/2027-	2/14/2027	2/26/2027
2/15/2027-	2/28/2027	3/15/2027
3/1/2027-	3/15/2027	3/31/2027
3/16/2027-	3/31/2027	4/15/2027
4/1/2027-	4/15/2027	4/30/2027
4/16/2027-	4/30/2027	5/14/2027
5/1/2027-	5/15/2027	5/31/2027
5/16/2027-	5/31/2027	6/15/2027
6/1/2025-	6/15/2027	6/30/2027

School Calendar: 2026-27

August 31	First Day of School
September 4	No School K-12
September 21	At Home Learning Day K-12
October 14-16	No School (MEA)
November 5	No School for E/K-5 Students
November 6	No School E/K-12/T
November 25-27	Thanksgiving Holiday – No School
December 23-Jan. 1	Winter Break – No School
January 4	School Resumes
January 18	Martin Luther King Holiday – No School
January 22	No School
February 12-15	No School
March 12	At-Home Learning Day
March 26-April 2	Spring Break – No School
April 5	No School, (K-5 Only)
May 31	Memorial Day Holiday – No School
June 4	Last Day of School

Directory of District Schools

Elementary Schools

Birchview
425 Ranchview Lane
Plymouth MN 55447
(763)745-5300 Sec: 5301
Principal: Ashley Farrington
Admin Pro: Jesse Lundquist
Student hours: 8:30am-3:10pm
Teacher hours: 7:45am-3:45pm

Gleason Lake
310 Cty Rd 101 N
Wayzata MN 55391
(763)745-5400 Sec: 5401
Principal: Amanda Tveitbakk
Admin Pro: Heather Schindler
Student hours: 8:30am-3:10pm
Teacher hours: 7:45am-3:45pm

Greenwood
18005 Medina Rd
Plymouth MN 55446
(763)745-5500 Sec: 5501
Principal: Brad Gustafson
Admin Pro: Kallie Spaulding
Student hours: 7:45am-2:25pm
Teacher hours: 7:00am-3:00pm

Kimberly Lane
17405 Old Rockford Rd N
Plymouth MN 55446
(763)745-5600 Sec: 5601
Principal: Kari Wehrmann
Admin Pro: Denise Krzewinski
Student Hours: 7:45am-2:25pm
Teacher Hours: 7:00am-3:00pm

Meadow Ridge
17905 County Road 47
Plymouth, MN 55446
763-745-7100 Sec: 7101
Principal: Sarabeth deNeui
Admin Pro: Carrie Freeman
Student Hours: 7:45am-2:25pm
Teacher Hours: 7:00am-3:00pm

North Woods
18995 54th Avenue North
Plymouth, MN 55446
Phone 763-745-4000
Principal: Jenny Berg
Admin Pro: Dania Sidani
Student Hours: 7:45am-2:25pm
Teacher Hours: 7:00am-3:00pm

Oakwood
17340 Cty Rd 6
Plymouth MN 55446
(763)745-5700 Sec: 5701
Principal: Katie O'Connell
Admin Pro: Amanda Nourse
Student hours: 7:45am-2:25pm
Teacher hours: 7:00am-3:00pm

Plymouth Creek
16005 41st Ave N
Plymouth MN 55446
(763)745-5800 Sec: 5801
Principal: Ashley Paul
Admin Pro: Abilene Olson
Student Hours: 7:45am-2:25pm
Teacher Hours: 7:00am-3:00pm

Sunset Hill
13005 Sunset Trail
Plymouth MN 55441
(763) 745-5900 Sec: 5901
Principal: Cassie vanKoeverden
Admin Pro: Jay Narasimhan
Student hours: 8:30-3:10pm
Teacher hours: 7:45am-3:45pm

Secondary Schools

Central Middle School
305 Vicksburg Lane
Plymouth, MN 55447
(763)745-6000 Sec: 6001
Principal: Marian Boyd
Admin Pro: Amy Doten
Student hours: 9:05am-4:10pm
Teacher hours: 8:30am-4:30pm

East Middle School
12000 Ridgemount Ave
Plymouth MN 55441
(763)745-6200 Sec: 6201
Principal: Meg Bennett
Admin Pro: Karen Ortman
Student hours: 9:05am-4:10pm
Teacher hours: 8:30am-4:30

Wayzata Transition
210 County Road 101 North
Plymouth, MN 55447
(763)745-4400
Supervisor: Allana Walsh
Student hours: 8:00am-2:30pm
Teacher hours: 7:45am - 2:45pm

West Middle School
149 Barry Avenue North
Wayzata, MN. 55391
(763)745-6400 Sec: 6401
Principal: Ryan Carlson
Admin Pro: Dana English
Student hours: 9:05am-4:10pm
Teacher hours: 8:30am-4:30pm

Wayzata High School
4955 Peony Lane North
Plymouth, MN 55446
(763)745-6600 Sec: 6601
Principal: Scott Gengler
Admin Pro: Deb Lange
Student hours: 8:15 am-3:20 pm
Teacher hours: 7:45 am-3:45 pm

When You Arrive at School

Unless specific arrangements have been made, you are expected to arrive at your assigned school at the time indicated in Frontline. Be sure to bring your district issued identification badge. If you have not received your badge yet, you may bring government issued photo identification and be provided a temporary visitor pass.

Go directly to the office and sign in with the Administrative Professional or the designated person. The Administrative Professional will provide you with the necessary lesson plans and materials needed for your specific assignment.

In the Classroom

All of the information needed to carry on the regular classroom program should be available to you when you arrive at the school. If adequate lesson plans or specific teacher instructions are at your disposal, we ask that you follow those plans as closely as possible.

Other things you may have to familiarize yourself with include a seating chart, special schedules, a list of student helpers and their assignments, recess schedule, bell schedule, bus schedule, special seating for assemblies, and instructions to follow in case of an accident or student illness.

A dignified, business-like, sensitive and respectful attitude toward students usually merits the respect a teacher deserves. If there is a student who becomes a major discipline problem and/or disrupts the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to have that student removed. Never send a student from the room without first contacting an administrator by intra-school phone.

In all other normal teaching situations, the Reserve Teacher is expected to be able to handle routine discipline problems and any other normal behavior that is exhibited by students.

Reserve Teachers can only touch students in the event of an emergency or for student safety. Teachers who touch students outside an emergency risk accusations of inappropriate behavior.

At the End of the Teaching Day

At the end of the day, leave a report for the teacher indicating the work you covered, any homework assigned, any discipline problems encountered, and notations regarding departure from the lesson plans. Please leave the classroom in an orderly fashion. Make sure all windows are closed and the room is locked.

When you have completed your work, check out with the Administrative Professional. Let them know of anything that happened during the day that the Principal should be aware of. Return to the Administrative Professional any packets or forms which have been given to you during the period of your reserve teaching.

If there are any incidents of offensive behavior, including sexual harassment, discrimination, cultural harassment or other incidents of this nature, you must report this to the building Principal before leaving. State law requires that you report any incidents of suspected child abuse. Contact the building Principal or a district office administrator before doing so if you need assistance.

Discipline

In the event of major discipline problems, call the Principal or Associate Principal immediately. At no time are you to administer corporal punishment. Students are not to be kept after school by a Reserve Teacher without the Principal's approval.

Releasing Pupils

If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the Principal's office and alert the office by intra-school phone or messenger. Under no circumstances should a child be released without permission of the Principal.

Computer Usage

Under no circumstances should any personal laptop or computer be connected to a district network port. If issued a district computer or iPad it should not be utilized for personal use.

Phone Usage

Use of a personal cell phone, including calls, texting, and use of other apps should be limited to emergency use only during work hours except during personal break time.

Smoke/Tobacco Use

All tobacco use is prohibited in school buildings and on school property at all times.

Drug and Alcohol Free Workplace

Federal law requires employees be informed of the Drug Free Workplace Policy.

"No employee of the District will engage in drug and alcohol use or conduct which poses a risk to students, other employees, or self, or which reflects negatively on the District, while carrying out responsibilities as an employee of the District."

"Workplace" is defined to mean the site for the performance of work done in connection with responsibilities as an employee of the District, including:

Any school building
Any school owned vehicle
Any school sponsored activity

"As a condition of employment, each employee of the District will notify her or his supervisor of a conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction."

Bullying Policy Summary:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The definition of bullying includes cyber bullying.

Any employee, volunteer, and/or independent contractors shall be particularly alert to possible situations, circumstances or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

School district personnel who fail to inform the principal of the conduct that may constitute bullying or who fail to make reasonable efforts to address and resolve the bullying in a timely manner may be subject to disciplinary action.

Harassment & Violence Policy

The School District recognizes each employees' right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful learning and working environment for all.

It is the policy of the School District to encourage and maintain a learning environment which is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

You should contact the building administrator, social worker, or counselor to report offensive behavior. In addition, you may contact the District 284 Human Rights Officer: Executive Director of Human Resources at 763-745-5014.

Reference Board Policy and Regulation #403.

THANK YOU!

Thank you for choosing to be a Reserve Teacher for Wayzata Public Schools. We hope that you have a rich and rewarding experience. Your job is very important to the staff and students and the District is appreciative of the dedication and service of its reserve teachers.