Glencoe-Silver Lake Public Schools

Independent School District #2859

Proudly serving the communities of Biscay, Brownton, Glencoe, New Auburn, Plato, and Silver Lake

Christopher D. Sonju, Superintendent of Schools ~ 320-864-2498 ~ CSonju@gsl.k12.mn.us

Jason Lindeman, School Board Chair
Kayla Keenen, School Board Treasurer
Alicia Luckhardt, School Board Vice Chair
Jamie Alsleben, School Board Director
Jon Lemke, School Board Clerk
Randy Gores, School Board Director

SUBSTITUTE HANDBOOK 2026-2027

District Office ~ 1621 E 16th St. Glencoe, MN 55336 ~ 320-864-2499 Fax 320-864-6320
Glencoe-Silver Lake High School (Grades 9-12) ~ 1825 E 16th St. Glencoe, MN 55336 ~ 320-864-2400 Fax 320-864-6475
Glencoe-Silver Lake Junior High School (Grades 7-8) ~ 1621 E 16th St. Glencoe, MN 55336 ~ 320-864-2400 Fax 320-864-6475
Lakeside Elementary (Grades 3-6) ~ 229 Lake Ave. Silver Lake, MN 55381 ~ 320-864-2500 Fax 320-327-3122
Lincoln Elementary (Grades K-2) ~ 1621 E 16th St. Glencoe, MN 55336 ~ 320-864-2666 Fax 320-864-6320

Welcome to
Glencoe-Silver Lake Public Schools
Independent School District #2859

This handbook is a guide for the Substitute Staff at Glencoe-Silver Lake Public Schools. It is hoped that the information will serve to inform and to assist substitute staff in finding answers to the many questions they may have.

Independent School District #2859 recognizes substitutes as a very valuable asset to our educational process. As a substitute in our district, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a classroom or building to assist, you are responsible for the most important resource we have in this district -- our children.

Successful substituting is a partnership between the substitute, the absent employee and the staff and students at the schools. We regard you as professionals. Please assume the same responsibilities and duties as the employee you are replacing. You will be held to the same ethical, legal and professional standards of all employees.

This handbook, along with the Employee Handbook should be reviewed annually.
to assist you in becoming aware of the policies and procedures of the District. We will be glad to help you if you have any questions. We wish you a successful and rewarding year.

Thank you for being a Substitute with Glencoe-Silver Lake Public Schools.

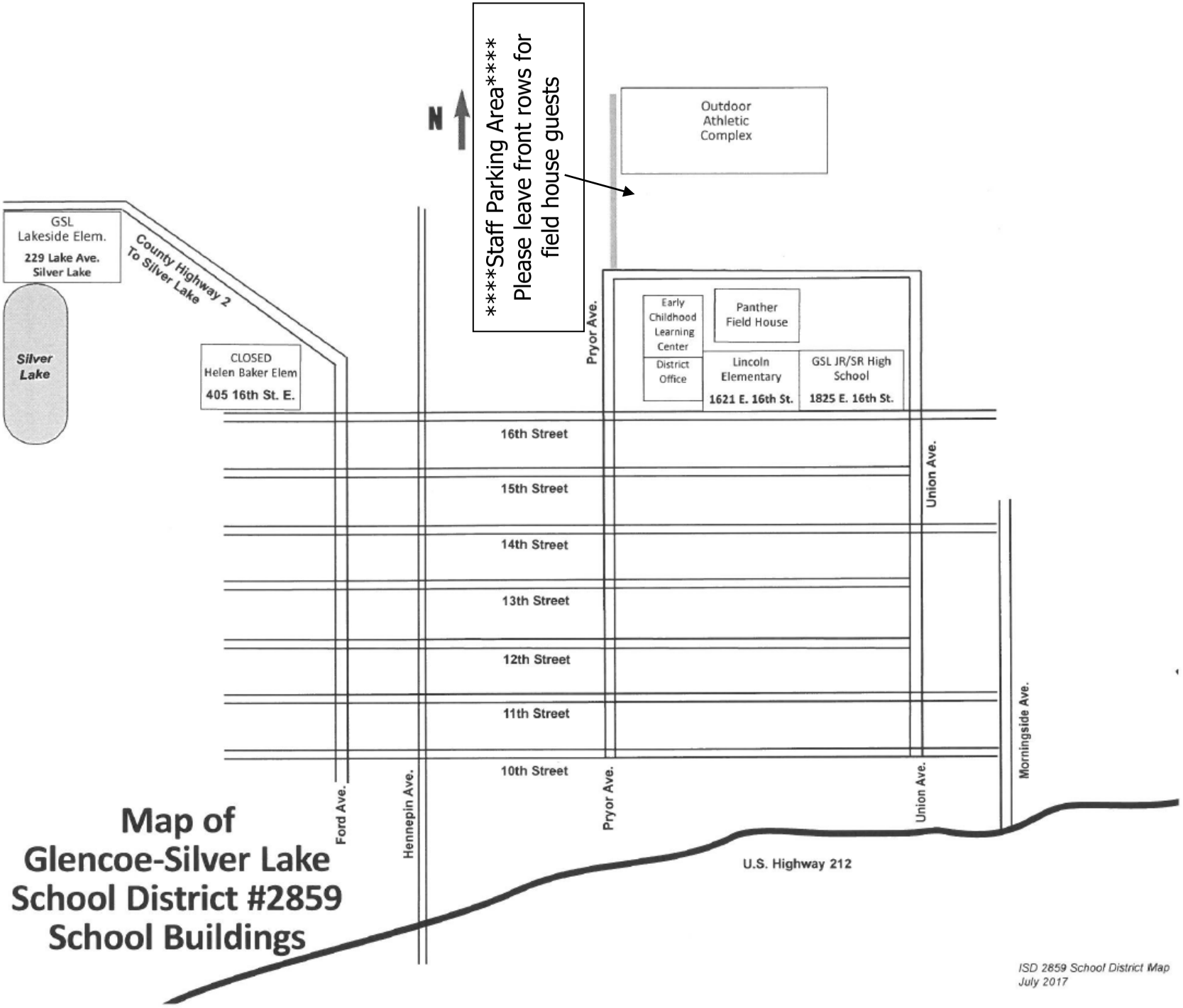
Glencoe-Silver Lake Public Schools
Building Information
&
School Start and End Times

Lincoln Elementary Grades Pre-K-2	Lakeside Elementary Grades 3-6	GSL Junior/Senior High Grades 7-12
1621 E. 16th St.	229 Lake Ave.	1825 E. 16th St.
Glencoe	Silver Lake	Glencoe
320-864-2666	320-864-2500	320-864-2400
Principal: Bill Butler	Principal: Bill Butler	Principal: Matt Foss
Assistant Principal: Joy Freitag	Assistant Principal: Joy Freitag	Assistant Principal: Sarah Beckman
Child Study Coordinator: Bill Butler	Child Study Coordinator: Bill Butler	Child Study Coordinator: Bill Butler
Secretary: Kim Ruschmeier	Secretary: Lori Hatlestad	Secretary: Beth Rumrill
School Start Time: 8:00 a.m.	**School Start Time: 8:00 a.m.**	**School Start Time: 8:05 a.m.**
School End Time: 3:00 p.m.	**School End Time: 3:00 p.m.**	**School End Time: 3:10 p.m.**

District Office	Early Childhood Learning Center Panther Adventure Club (PAC) / Panther Cub House (PCH)	Panther Field House / Community Education	Bus Garage
1621 E. 16th St.	1621 E. 16th St.	1825 E. 16th St.	1203 12th St. E.
Glencoe	Glencoe	Glencoe	Glencoe
320-864-2491	320-864-2681	320-864-2690	320-864-3032
Superintendent: Chris Sonju	Director: Cheri Parkinson	Director: Matt Muenchow	Transportation Manager: Dan Wanous
Office Hours: 7:45 a.m.-4:00 p.m.		Panther Cub House: Kristen Grack	

WHO DO I CALL, IF I HAVE QUESTIONS?

1. Call the SCHOOL SECRETARY or ADMINISTRATOR
   a) if you are ill or for some other reason you cannot work an assignment and need to be removed
   b) if you need to clarify the assignment (teacher and location).
   c) if you are working multiple assignments within the district and are running behind for an afternoon shift in another building/position.
   d) if you have encountered any problems during a specific assignment.
   e) if you become ill and need to leave for the day.
3. Contact the PAYROLL Department… (320-864-2497)
   a) for questions regarding your qualifications for sub teaching or licensure.
   b) If you have questions regarding the use of AESOP/Absence Management or TimeTracker
   c) if you have any questions regarding your payroll check.


****Staff Parking Area****
Please leave front rows for field house guests
N
Outdoor Athletic Complex
GSL Lakeside Elem.
229 Lake Ave.
Silver Lake
County Highway 2 To Silver Lake
Silver Lake
CLOSED
Helen Baker Elem
405 16th St. E.
Early Childhood Learning Center
District Office
Panther Field House
Lincoln Elementary
1621 E. 16th St.
GSL JR/SR High School
1825 E. 16th St.
Pryor Ave.
16th Street
15th Street
14th Street
13th Street
12th Street
11th Street
10th Street
Union Ave.
Morningside Ave.
Ford Ave.
Hennepin Ave.
Pryor Ave.
Union Ave.
U.S. Highway 212
Map of Glencoe-Silver Lake School District #2859 School Buildings
ISD 2859 School District Map
July 2017

PROFESSIONAL ETHICS:

Your contribution to the overall educational program is appreciated. You can make a difference between a productive day of learning for students and lost instructional time.

In your role as a substitute, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained in order to provide information for the professional staff. All such materials should be handled in a confidential manner.

Substitutes are responsible for following the rules and regulations of Independent School District #2859 (Glencoe-Silver Lake Public Schools). These two areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you substitute. Dress for the school district is casual, comfortable and neat in appearance. The teacher or supervisor you work with will be able to direct you throughout your workday. For additional questions, contact the building Principal/Coordinator or Superintendent.

As a substitute traveling from school to school, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Maintain professional standards in each situation. This infers you are careful not to criticize a school, teacher, or student outside of the school or in another school. We appreciate hearing from our substitutes regarding questions or concerns. Please contact the building Principal/Coordinator or Chris Sonju, Superintendent of Schools, 320-864-2498 or CSonju@gsl.k12.mn.us

Although it is a seldom used prerogative, the district reserves the right to terminate the employment of a substitute. Reasons for such action could include lack of initiative, unsatisfactory substituting, inability to arrive at work on time, or undue difficulty with discipline.

GENERAL EMPLOYMENT INFORMATION:

Substitutes are required to complete and have on file in the Superintendent's Office the following:

1. Substitute Application for Employment (completed and submitted online).
2. Substitute Teachers and Nurses must be licensed. A substitute teacher must have a valid, current, Minnesota teaching or short call substitute teacher license. A copy must be on file in the Superintendent's Office. A standard Minnesota teaching license allows a substitute to teach in any elementary or secondary assignment up to 14 consecutive days in a single assignment. In order to substitute teach longer than 20 days consecutively, a license for the appropriate subject areas and/or level is required.
3. All payroll forms must be completed prior to the 1st day of employment. These forms include the W-4 for both Federal and State, Direct Deposit Authorization Form and Form I-9 along with supporting identification documentation.
4. Background Investigation completed prior to first day of employment. Fee to be paid by substitute or may provide a completed study that was completed background study that was completed within the last 12 months.
5. A photograph will be taken annually in the Superintendent's Office or during student picture day, which will be used to make an ID badge. All individuals working in the school buildings are required to wear an ID badge.
6. In addition to this substitute handbook, please review the GSL Employee Handbook to view additional information such as Dress and Grooming Codes, Drug-Free & Tobacco-Free District, Staff Injuries, Mandatory Reporting, etc.

CALLING PROCEDURES WITH AESOP/FRONTLINE: Once ALL steps above are completed the substitute will be activated in the AESOP/Frontline Automated Sub-Caller System and will receive an invitation to create their user ID and Password to access the system. Upon completion of registration the substitute will be activated on the AESOP/Frontline calling system or can log into AESOP/Frontline to accept available jobs, select preferred schools and specify their availability.

Substitutes whose services are required will normally be called the evening before, or between approximately 5:00 a.m. and 7:30 a.m. unless an assignment has been made in advance or an absence occurs during the school day.

- Take note of the specifics pertaining to each accepted position including the building/school, the grade and/or subject, the name of the employee who will be absent and the start and end time of the assignment. Teacher work hours for full day are 730-330p. **Please work hours as outlined on the absence that you are filling.**
- Please listen carefully to the options for accepting/rejecting jobs in Aesop – hanging up on Aesop is not effective and should never be done.
- Please make sure to enter the correct option for rejecting a particular job. Otherwise, Aesop will continue to call you back, slowing the process down to find an available sub for an absence. All calls made by Aesop to substitutes are tracked, as well as your response to those calls - hang-ups, no answers, rejected job, etc. Aesop will eventually put a sub in "reduced calling mode" if they do not consistently pick up jobs via the phone.
- If you can work a partial day, but the assignment offered is for a full day, please contact the building secretary to see if absence can be split.

To help keep us keep in contact with you, please notify the payroll coordinator at (320) 864-2497 of any change in address or phone number, if you are temporarily unavailable, or wish to be removed from the substitute list.

SUBSTITUTE COMPENSATION:

Pay day is twice per month, on the 15th of the month and the last business day of the month. If the 15th lands on Saturday, payday is Friday; if the 15th lands on Sunday, payday is Monday.

Substitutes Rates of Pay 2026-2027 School Year

- **Licensed teacher substitutes** – Daily Rate paid per Aesop/Frontline Assignment hours
  - Assignment hours that are listed on Aesop/Frontline assignment should be followed and dictate full day/half day rate.
    - Ex. Full Day is generally 730a-330p, which are the hours you would be expected to work.
  - Effective 11/12/25 $160 full day (8 hours) / $80 half day (4 hours or less)
    prior to 11/12/25 $150 full day (8 hours) / $75 half day (4 hours).
- **Long Term Substitute Teacher**
  - First 20 days of Long-Term Sub Assignment is paid at Sub Teacher rate $160 full day
  - Day 21+ of Long-Term Sub Assignment Salary based on FY27 $240.77 per day
- **Substitute Paraprofessional / Health Assistant** – Effective 7/1/26 $18.26 per hour
  - Assignment hours that are listed on Aesop/Frontline assignment should be followed and clocked using TimeTracker software.
- **Substitute Principal's/Building Secretary** – Effective 7/1/26 $19.68 per hour
- **Substitute Nurse** - $25.00 per hour

Mandatory withholdings such as Social security (FICA/Medicare) as well as federal and state withholding, depending on W4 information and MN paid leave premium will be withheld from the substitute's pay.

If applicable, Public Employees Retirement (PERA) or Teachers Retirement Association (TRA) may also be withheld. Please visit https://mnpera.org/ or https://minnesotatra.org/ for withholding guidelines and more information on each program. A substitute is covered under the District's worker's compensation and liability insurance.

There is a two-hour minimum if the substitute arrives at school and is not needed due to situations such as cancellation of the employee attending a conference or meeting or an administrative schedule mix-up.

If you are a substitute for an employee whose regular assignment is split between two or more buildings, mileage reimbursement may be available. The building Principal/Administrator will have complete information.

UPON ARRIVAL AT ASSIGNMENT:

- **Be sure you are on time for your assignment** and report immediately to the building office to sign the sub sign-in sheet. Hourly staff will need to clock in using TimeTracker.
- Ask about any early morning duties and find out where your first assignment is located.
- Obtain instructions or materials concerning the assignment that you may need for the day.
- Perform all responsibilities as outlined in the sub folder and lesson plans.

CLASSROOM MANAGEMENT: Order and control should be maintained within classrooms, hallways, playground, or in any area of the school. Techniques other than shouting should be used and at no time are you to administer corporal punishment.

If you have a problem, notify the building Principal/Administrator or main office.

Many of our classrooms use I-pads or other devices as an integral part of teaching. Please communicate with the teacher or building Principal/Coordinator regarding specifics for your assignment so that you are prepared to use the devices.

CONCLUDING THE ASSIGNMENT:

- Clean up the classroom. Ensure that windows are closed and locked. Turn off computers.
- Substitute Teaches should leave any important information for the regular classroom teacher such as indicating homework, departure from the lessons plans, any discipline problems encountered, as well as positive statements concerning students or the entire classroom.
- Report to the main office to turn in any keys or materials or to sign the sub sign in sheet if you have not done so already.
- If it is necessary to leave earlier than the time indicated, you must let the school office know this when you accept the assignment. If leaving early will disrupt the daily schedule a different sub may need to be assigned.
- If you finish your assignment before the expected departure time, please check with a co-worker or office staff to see if there are any tasks you can complete in your remaining time. Make yourself available.

DRESS AND GROOMING CODES: As GSL employees, we are judged not only by our service but also by our appearance. Our expectation is that your appearance is consistent with the high standards we set for ourselves as a District. You are expected to present a well-groomed, business-like appearance and to practice good personal hygiene. Remember, to our students, parents and the public, you are GSL.

All employees are expected to be suitably attired and groomed during working hours or when representing the interests of the District. Dress and grooming codes are to be nondiscriminatory. *Clothes that may be appropriate for phy ed teachers may not be appropriate for classroom teachers*. The following will serve as our guidelines:

- ✓ Pants, khakis, skirts, and dresses (no shorts)
- ✓ Polo shirts, dress shirts, and blouses (no strapless, spaghetti straps, tank tops)
- ✓ Capris that are at least knee length
- ✓ Leggings/Yoga Pants that are covered by a skirt or shirt
- ✓ Shoes appropriate to your work assignment (no flip flops)

DRUG-FREE, TOBACCO-FREE DISTRICT

GSL is committed to maintaining a drug-free work and campus environment in compliance with The Drug-Free Workplace Act of 1988 and The Drug-Free Schools and Communities Act Amendment of 1989. A copy of policies #417, Chemical Use and Abuse, #418, Drug-Free Workplace/Drug-Free School, and #419, Tobacco-Free Environment, is available at the District Office and on the School District's website.

Drug abuse by employees interferes with the educational and work process and compromises the safety and well-being of staff and students. Employees are expected to conduct themselves in a manner consistent with the following provisions:

- Employees on duty or on School District property will not manufacture, distribute, dispense, possess or use illegal drugs, nor will they be under the influence of such drugs.
- Employees on or off duty will not influence students to use illegal or abuse legal drugs.
- An employee convicted, adjudicated guilty, or who has entered a plea of guilty for any criminal drug statute violation occurring in the workplace shall notify GSL within 48 hours after final judgment.
- It is unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance, in/on, or within 1,000 feet of a public or private elementary, middle, or secondary school. **Use of tobacco including electronic cigarettes is prohibited in all buildings and grounds of GSL. Use of tobacco is also prohibited in any motor vehicle owned, leased, or otherwise operated by GSL.**

LESSON PLANS: We want your day(s) to be successful. Glencoe-Silver Lake teachers are expected to leave detailed plans to assist you in their absence. Many spend a great deal of time preparing plans. Lesson plans are to be followed as much as possible to ensure a consistent flow of information. If there are questions, please check with another instructor in the same department or the main office. Textbooks should be on the teacher's desk and labeled. Teaching materials should also be marked and in easy reach. If additional materials/supplies are needed, please contact the main office.

If you have not received a teacher's lesson plans in the teacher's room, tell the Principal immediately.

The feedback you leave for the absent employees is as important to them as the plans that are left for you to follow. Students serve as an excellent resource in orienting you to the learning happening thus far in the course or classroom. Consider students a tremendous resource. Additionally, please ask for help from any staff member at any time. Help is often only a phone call or a few steps away.

LUNCH BREAK:
Substitutes working a full day in any building will be provided with a 30-minute lunch. We invite you to join the staff in the lounge during your 30-minute lunchtime.

- Licensed staff are paid for their lunch break.
- Non-licensed staff are unpaid and will have a 30-minute lunch deduction taken from their timesheet if working longer than a 4-hour shift. *If lunch cannot be taken due to student need, please contact payroll coordinator for deduct removal.

Substitutes may bring their own lunch, the staff lounge has a refrigerator and microwave for your use, or substitutes may purchase an adult priced meal from the school cafeteria. *To set up a pre-paid lunch account please contact Heidi Hennessey, Food Service Secretary, at 320-864-2496.*

MONEY: All money collected in the classroom for any reason should be removed from the classroom at the end of the teaching day and turned into the building office in accord with building procedures.

PREP PERIODS:
At the District's discretion, a substitute teacher may be required to teach during a regularly scheduled "prep" period. If you cover a prep period, fill out a comp claim form at the main office for the additional payment of $35 per hour.

PROFESSIONAL DEVELOPMENT:
Substitutes may attend district-wide and school-based professional development opportunities that are appropriate to their licensure areas with Superintendent approval. Please contact the event organizer in advance to ensure space and request any documentation needed. Substitutes staff will not be compensated by the district for this time.

SECURITY PROCEDURES:
During school hours all visitors must use the main, secure school entrance. Your staff badge should be worn at all times. All staff should politely ask any visitor without a badge to please check with the office. This is imperative for building security. Should you notice anything suspicious please contact the main office. Staff should not try to determine whether there is present danger, just report it immediately.

STAFF PARKING: Parking is available at all buildings for staff in the main parking lot of each school. No parking permits are required. Main parking lot on the Glencoe campus is the North parking lot.

STUDENT PROTECTION: 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 building's main office and alert the office. **Under no circumstances should a child be released without permission of the building Principal/Coordinator.** Information concerning students which may be confidential in nature should be kept confidential by the substitute teacher.

STUDENT/STAFF INJURY: All cases of accident or illness are to be reported immediately to the building nurse or main office. No medicine is to be administered to students. The school nurse, or Health Aide under the School Nurse's supervision, administers all medications. Adults who are injured during the workday are required to complete Employee Accident Report along with contacting the building Principal/Coordinator or main office. Employee Accident Forms can be found in the nurse's office. Check with the main office for assistance. You are responsible for learning about emergency procedures in each building where you substitute. Emergency procedures are outlined in the district crisis plan available in the main office building or in the staff lounge.

SUPERVISION DURING THE DAY:

The presence of adults in the hallways helps to curb unnecessary behavior. Substitutes are expected to cover the supervision assignments assigned to the employee such as cafeteria supervision, study hall, recess, etc. If an assembly or special program is planned during the time that you have an assignment, you should plan to attend the event and supervise those students assigned for that period.

SNOW DAYS/SCHOOL CANCELLATIONS:

When conditions are such that school may be closed or delayed, please monitor WCCO radio or television for the official announcement. Our District is listed as Glencoe-Silver Lake Public Schools. Additionally, you could call the school closing line 320-864-2499 to hear the most recent school closing update.

In the event of school closing we will cancel all jobs for that day and you will get an email notification that your job is canceled. If you are scheduled to substitute teach and school has a late start due to the weather, you will be paid from the start of that late start school day. If you are sub teaching and the school day is shortened due to the weather, you will be paid for the day. Hourly substitute staff will be paid for the hours physically worked and recorded using TimeTracker.

SUBSTITUTE CANCELLATION POLICY:

If you must cancel, please try to do so ASAP by contacting the school secretary to be removed from the assignment. If requesting ESST to be used, please complete claim form to request ESST and send it to the payroll coordinator. ESST may only be paid to you if you were assigned work an absence in AESOP and need to cancel for a qualifying reason.

Earned Sick and Safe Time (ESST) Effective January 1, 2024

Employees in Minnesota who work more than 80 hours per year are entitled to earned sick and safe time, a form of paid leave. Employees will accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is a fiscal year, July 1 – June 30.

Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Who is Eligible For ESST?

- Employees who work at least 80 hours in a year
- Earns one hour for every 30 hours worked and can earn a maximum of 48 hours in a year
- A year is measured as fiscal year for all employees
- Can carry over accrued hours to following year for a maximum of 80 hours

At What Rate Must the Leave Be Paid and From What Source?

- Same hourly rate substitute employee earns when they are working
- Sick hours entered will be charged to the department substitute was originally scheduled to work on the day of ESST

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Which family members are included?

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee

Employee Notice to Use Sick Leave

- *Foreseeable leave:* employees must provide advance notice of need for leave
- *Unforeseeable leave:* employees must provide notice of need for leave as soon as practicable
- Notice can be by phone or email or written statement

What is Reasonable Sick Leave Documentation?

- *When an employee uses accrued sick leave hours for more than 3 consecutive days, employer **may** require reasonable documentatio*n
    - Up to one individual annually designated by the employee
        - To be documented at the time of the initial sick leave request and will remain in effect until the end of the FY
        - A form and/or correspondence is considered confidential and should be treated, recorded and stored as private documentation in the HR office for employees and the equivalent office designation for student employees.
        - NOTE: Employees are NOT required to disclose such information to their supervisor.

Additional Information

- Reinstate accrued sick and safe time if return to employer within 180 days of separation
- Unused paid leave is not required to be paid out upon end of employment

BOARD APPROVED 4-13-2026

2026-2027 GSL SCHOOL CALENDAR

MONTH 2026	M	T	W	TH	F	Class Days		
AUGUST	3	4	5	6	7			Equals Teacher Workshop - No Students
	10	11	12	13	14			Equals Days School Not In Session (No Students or Staff)
	17	18	19	20	21			Equals Parent/Teacher Conferences - late afternoon and evening
	24	25	26	27	28		4	Equals Progress Days 7-12 - School Is In Session for all students
	31					1	1	August 31 - First Day of Classes 7-12; K-6 Check-in Day
SEPTEMBER		1	2	3	4	3	3	September 1 - First Day of Classes K-6
	7	8	9	10	11	4	4	September 4 - No School
	14	15	16	17	18	5	5	September 7 - Labor Day - No School
	21	22	23	24	25	5	5	
	28	29	30			3	3	
OCTOBER				1	2	2	2	October 12 - 7-12 Parent-Teacher Conferences
	5	6	7	8	9	5	5	October 12 and 13 - Evening K-6 Parent-Teacher Conferences
	12	13	14	15	16	2	3.5	October 14 - K-6 Conference, 7-12 Teacher Workshop - No School
	19	20	21	22	(23)	5	5	October 15 and 16 - Education Minnesota Conference - No School
	26	27	28	29	30	5	5	October 23 - Mid Tri
NOVEMBER	2	3	4	5	6	5	5	
	9	10	11	12	13	5	5.25	
	16	17	18	19	20	5	5	November 25 - Teacher Workshop - No School
	23	24	25	26	27	2	3	November 26 and 27 - Thanksgiving Break - No School
						67	63.75	END OF FIRST TRIMESTER
	30					1	1	
DECEMBER		1	2	3	4	4	4	
	7	8	9	10	11	5	5	
	14	15	16	17	18	5	5.25	
	21	22	23	24	25	2	2	December 23 - January 1 - Winter Break - No School
	28	29	30	31		0	0	
2027								
JANUARY					1	0	0	January 1 - New Year's Day - No School
	4	5	6	7	8	5	5	**January 4 - First Day of Classes - 2027**
	11	12	13	14	15	5	5.25	
	18	19	20	21	(22)	4	4	January 18 - Martin Luther King Day - No School
	25	26	27	28	29	5	5	January 22 - Mid Tri
FEBRUARY	1	2	3	4	5	5	5	February 2 and 4 - K-2 Grade Evening Parent-Teacher Conferences
	8	9	10	11	12	5	5.25	
	15	16	17	18	19	4	4	February 15 - Presidents' Day - No School
	22	23	24	25	26	5	5	
MARCH	1	2	3	4	5	5	5	
						60	60.75	END OF SECOND TRIMESTER
	8	9	10	11	12	4	5	March 8 - Teacher Workshop - No School
	15	16	17	18	19	5	5	March 9 and 11 - 3-6 Grade Evening Parent-Teacher Conferences
	22	23	24	25	26	3	3	March 25 - March 29 - Spring Break - No School
	29	30	31			2	2	
APRIL				1	2	2	2	
	5	6	7	8	9	5	5	
	12	13	14	15	(16)	5	5.25	April 16 - Mid Tri
	19	20	21	22	23	4	4	April 23 - No School
	26	27	28	29	30	5	5	
MAY	3	4	5	6	7	5	5	
	10	11	12	13	14	5	5.25	
	17	18	19	20	21	5	5	
	24	25	26	27	28	5	5	May 28 - Last Day of Schools for Students
	31					0	0	May 28 - Graduation Day
JUNE		1	2	3	4	0	1	May 31 - Memorial Day
	7	8	9	10	11			June 1- Last Day of School for Staff
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					
						55	57.6	END OF THIRD TRIMESTER
						172	182	

Storm Day Note:

1st & 2nd Storm Days: Snow Days - School Closed/No School

3rd Storm Day: Martin Luther King Day; 4th Storm Day: President's Day; 5th Storm Day: Easter Monday; 6th Storm Day: End of School Year

Check the school website for the most current school calendar. https://www.gsl.k12.mn.us/district/school-calendars

GLENCOE-SILVER LAKE PUBLIC SCHOOLS
PAYROLL PROCESSING SCHEDULE

2026-2027 SCHOOL YEAR

Items to be included in the payroll: time sheets, supplemental pay, comp time pay, extra curricular pay, substitute pay, mileage, etc, should be in to the District Office by the DUE IN DATES to be included on that pay day.

PAY PERIOD FROM DATE	TO DATE	NO. OF WEEKS		DUE IN DATE		DATE OF PAY
June 14, 2026	June 27, 2026	2	Tues	June 30, 2026	Wed	July 15, 2026
June 28, 2026	July 11, 2026	2	Tues	July 14, 2026	Fri	July 31, 2026
July 12, 2026	August 1, 2026	3	Tues	August 4, 2026	Fri	August 14, 2026
August 2, 2026	August 15, 2026	2	Tues	August 18, 2026	Mon	August 31, 2026
August 16, 2026	August 29, 2026	2	Tues	September 1, 2026	Tues	September 15, 2026
August 30, 2026	September 12, 2026	2	Tues	September 15, 2026	Wed	September 30, 2026
September 13, 2026	September 26, 2026	2	Tues	September 29, 2026	Thurs	October 15, 2026
September 27, 2026	October 10, 2026	2	Tues	October 13, 2026	Fri	October 30, 2026
October 11, 2026	October 31, 2026	3	Tues	November 3, 2026	Mon	November 16, 2026
November 1, 2026	November 14, 2026	2	Tues	November 17, 2026	Mon	November 30. 2026
November 15, 2026	November 28, 2026	2	Tues	December 1, 2026	Tues	December 15, 2026
November 29, 2026	December 12, 2026	2	Tues	December 15, 2026	Thurs	December 31, 2026
December 13, 2026	January 2, 2027	3	Tues	January 5, 2027	Fri	January 15, 2027
January 3, 2027	January 16, 2027	2	Tues	January 19, 2027	Fri	January 29, 2027
January 17, 2027	January 30, 2027	2	Tues	February 2, 2027	Fri	***February 12, 2027
January 31, 2027	February 13, 2027	2	Tues	February 16, 2027	Fri	February 26, 2027
February 14, 2027	February 27, 2027	2	Tues	March 2, 2027	Mon	March 15, 2027
February 28, 2027	March 13, 2027	2	Tues	March 16, 2027	Wed	March 31, 2027
March 14, 2027	April 3, 2027	3	Tues	April 6, 2027	Thurs	April 15, 2027
April 4, 2027	April 17, 2027	2	Tues	April 20, 2027	Fri	April 30, 2027
April 18, 2027	May 1, 2027	2	Tues	May 4, 2027	Fri	May 14, 2027
May 2, 2027	May 15, 2027	2	Tues	May 18, 2027	Fri	***May 28, 2027
May 16, 2027	May 29, 2027	2	Tues	June 1, 2027	Tues	June 15, 2027
May 30, 2027	June 12, 2027	2	Tues	June 15, 2027	Wed	June 30, 2027
June 13, 2027	June 26, 2027	2	Tues	June 29, 2027	Thurs	July 15, 2027
June 27, 2027	July 10, 2027	2	Tues	July 13, 2027	Fri	July 30, 2027
July 11, 2027	July 24, 2027	2	Tues	July 27, 2027	Mon	August 16, 2027
July 25, 2027	August 7, 2027	2	Tues	August 10, 2027	Tues	August 31, 2027
August 8, 2027	August 28, 2027	3	Tues	August 31, 2027	Wed	September 15, 2027
August 29, 2027	September 11, 2027	2	Tues	September 14, 2027	Thurs	September 30, 2027

Due to Presidents Day, pay date moved to Friday 2/12/27

Due to Memorial Day, pay date moved to Friday 05/28/2027

Please call Payroll Coordinator at 864-2497 if you have questions.