



# CHISAGO LAKES

SCHOOL DISTRICT

*Engage. Educate. Empower.*

*ISD #2144*

*13750 Lake Blvd., Lindstrom, MN 55045*

*(651) 213-2000*

*[www.chisagolakes.k12.mn.us](http://www.chisagolakes.k12.mn.us)*

## **Information for the Employee/Substitute**



## **IMPORTANT INFORMATION FOR SUBSTITUTES**

**Building Addresses & Locations:** See attached sheets for a map and building addresses for the locations of our various buildings.

### **How you are called:**

**For teachers, paraprofessionals, and clerical subs:** We use an automated calling system, AESOP, to fill our staff's absences with subs. You will receive your ID and PIN for this system once you have applied, had a criminal background check run, and filled out a payroll packet. Please view the training videos and guides when you logon to your AESOP homepage through [www.aesoponline.com](http://www.aesoponline.com) as we do not hold training sessions during the school year.

**For custodial and food service substitutes:** You will be called by a lead custodian or cook manager for any available substitute jobs.

### **Check In & Time Sheet Info:**

**For teachers, paraprofessionals, and clerical subs:** Always check in with the main office before you begin your day. If you are subbing for a para or clerical person, you **MUST** fill out a timesheet **EACH TIME** you sub. If you are subbing for a teacher, you do **NOT** fill out a timesheet.

**For custodial and food service substitutes:** If you are subbing for the first time, please check in at the main office and someone will direct you to the custodial or kitchen area. You **MUST** fill out a timesheet **EACH TIME** you work as a sub.

**ID Badge:** For the first five times you sub you will be given a generic ID badge at the main office. Once you have subbed five times, you may have your picture taken either at that building or at the District Office and have an ID badge made for you. This may be picked up at the District Office.

**Payroll Information:** A payroll packet should be completed *at the time you apply to be a substitute* (except for custodial and food service subs). Please bring **two** forms of ID (driver's license, social security card, birth certificate, passport). Direct deposit is mandatory so you will also need to bring a voided check or savings account slip. Our payroll runs from the 1<sup>st</sup> through the 15<sup>th</sup> of the month and then from the 16<sup>th</sup> through the end of the month. Your pay will be one pay period behind. For example, if you worked September 5<sup>th</sup> and 12<sup>th</sup>, you will be paid at the end of the month. Your first paycheck will be "live" (meaning you'll have to take it to the bank to cash/deposit). After that, all paychecks following will be directly deposited to the account you designated. Paydays are on the 15<sup>th</sup> and last day of the month.

**Rate of pay:** See attached.

**SUB TEACHERS: Teachers Retirement Association:** If you have not yet applied to become a member of the Teachers Retirement Association, you will be sent information by TRA.

All substitute teachers must be licensed by the **Minnesota Department of Education** before they can sub for our district. Contact MDE at (651) 582-8200 if you have licensure questions.

*Chisago Lakes Schools, ISD #2144*  
**2015 - 2016 BUILDING ADDRESSES**

**DISTRICT OFFICE (DO) 213-2000** Fax: 213-2050

13750 Lake Blvd., Lindstrom, MN 55045  
**Superintendent: Joe Thimm** (213-2096)  
**Dir. of Business Svc: Heide Miller** (213-2010)  
**Admin Ass't: Jodi Davis** (213-2011)  
**Dir. Curriculum/Comm.: Sarah Schmidt** (213-2005)  
**Admin. Ass't: Mary Konobeck** (213-2007)  
**Communications Specialist: Lori Nelson** (213-2082)

**HR, Insur & Select Acct: Julie Willeck** (213-2090)  
**Payroll Coordinator: Deb Hawthorne** (213-2004)  
**Payroll Assistant: Anne Kral** (213-2003)  
**Finance: Jack Haag** (213-2013)  
**Accts Payable/Rec: Marilyn Rossbach** (213-2012)

**Dir. Buildings & Grounds: \_\_\_\_\_** (213-2009)  
**Admin. Ass't: Mary Konobeck** (213-2007)  
**Lead Grounds: Joe Todd** (213-2084)

**Unique Learners Mgr: Nicole Jack** (213-2008)  
**Special Ed Secy: Leigh Thomas** (213-2006)

**TECHNOLOGY (DO)** Fax: 213-2040

**Technology Coordinator: Ken Orwoll** (213-2016)  
**Network Administrator: Mike Klun** (213-2015)  
**Tech Integration Specialist: Mark Johnson** (213-2424)  
**Tech Support: Darlene Peltier** (213-2066)

**FOOD SERVICE (DO)** Fax: 213-2068

**Food Svc Director: Kathy Burrill** (213-2506)  
**Admin. Ass't: Carrie Johnson** (213-2025)

**Community Ed & Family Center** (CE/ECFE)

(213-2600 Community Ed)  
13289 St. Croix Ave N., Lindstrom, MN 55045  
**Director: Bob Meyer** (213-2601) Fax: 213-2094  
**Coreen** (213-2603) / **Jenny** (213-2602)  
**Barry** (213-2606) / **Jean Johnson** (MCEA) (257-0752)  
**CE/Kids Club Coordinator: Betsy Sandgren** (213-2495)  
**Family Center:** Fax: 213-2094  
**ECFE Coordinator: Carmen Woeltge** (213-2062)

**Early Childhood Special Ed (ECSE)**

**Melanie Stever** (213-2494)  
**Erin Schimke** (213-2063)  
**Danitta Hjort** (213-2496)

**PRIMARY SCHOOL** (Gr. K-2)

11009 - 284th Street, Chisago City, MN 55013  
Phone: **213-2200** Fax: 213-2250  
**Principal: Brenda Schell** (213-2201)  
**Bldg. Secretary: Lynn Krahn** (213-2202)

**LAKESIDE ELEMENTARY** (Gr. 3-5)

10345 Wyoming Avenue, Chisago City, MN 55013  
Phone: **213-2300** Fax: 213-2350  
**Principal: Sara Johnson** (213-2301)  
**Bldg. Secretary: Janis Anderson** (213-2302)

**TAYLORS FALLS ELEMENTARY** (Gr. K-5)

648 West Street, Taylors Falls, MN 55084  
Phone: **213-2100** Fax: 213-2150  
**Principal: Jason Riebe** (213-2101)  
**Bldg. Secy: Denise Lange** (213-2102)

**MIDDLE SCHOOL** (Gr. 6-8)

13750 Lake Blvd., Lindstrom, MN 55045  
Phone: **213-2400** Fax: 213-2051  
**Principal: Jodi Otte** (213-2401)  
**Bldg. Secy: Val Rogers** (213-2402)  
**Assoc. Principal: Jim Gillach** (213-2403)  
**Secy: Courtney Daus** (213-2404)

**HIGH SCHOOL** (Gr. 9-12)

29400 Olinda Trail, Lindstrom, MN 55045  
Phone: **213-2500** Fax: 213-2550  
**Principal: Dave Ertl** (213-2501)  
**Bldg. Secy: Marnee Jakowski** (213-2502)  
**Assoc. Principal: Carrie Hoffman** (213-2503)  
**Secy: Kim Hickcox** (213-2504)  
**HS Receptionist: Heather Martin** (213-2512)  
**Counselor's Office** Fax: 213-2617  
**Registrar: Angie Patterson** (213-2510)

**ACTIVITIES**

**Activities Director: Neil Fletcher** (213-2526)  
**Admin. Ass't: Theresa Cottingham** (213-2528)  
**Activities Fax: 213-2527**

**POOL** Ellen Heath, Director (213-2604)

**Pool Office/Info Line** (213-2585)

**FAIRVIEW EDUCATION CENTER**

11725 Stinson Ave, Chisago City, MN 55013  
**Pathway to Change** Phone: **213-2071** Fax: 213-1271  
**Building Lead PTC Prog: Tiffany Goodchild** (213-2076)  
**Adm. Ass't: Dana Stachowski** (213-2072)  
**Fairview Treatment Program:** Phone: **213-8063** \*  
(\*must dial whole number since it is not connected to our system) **Instructor: Barb Anderson** (213-2058)

**HUNT'S TRANSPORTATION SERVICES**

13450 Newlander Ave, Lindstrom, MN 55045  
Phone: **213-2020** Fax: 257-5722  
**Transp. Manager: Liz Lunzer** (213-2022)  
**Chris Jacobson** (213-2089)  
**Wendy Armstrong** (213-2020 & 213-2023)

**TRIO Wolf Creek Distance Learning Charter School**

**Director: Tracy Quarnstrom** (213-2017)  
**Brenda Swanson** (213-2037)  
**Sec:** (213-2095) **Fax: 257-0576**  
<http://wolfcreek.chisagolakes.k12.mn.us>

**SCRED** P. O. Box 637, Rush City, MN 55069

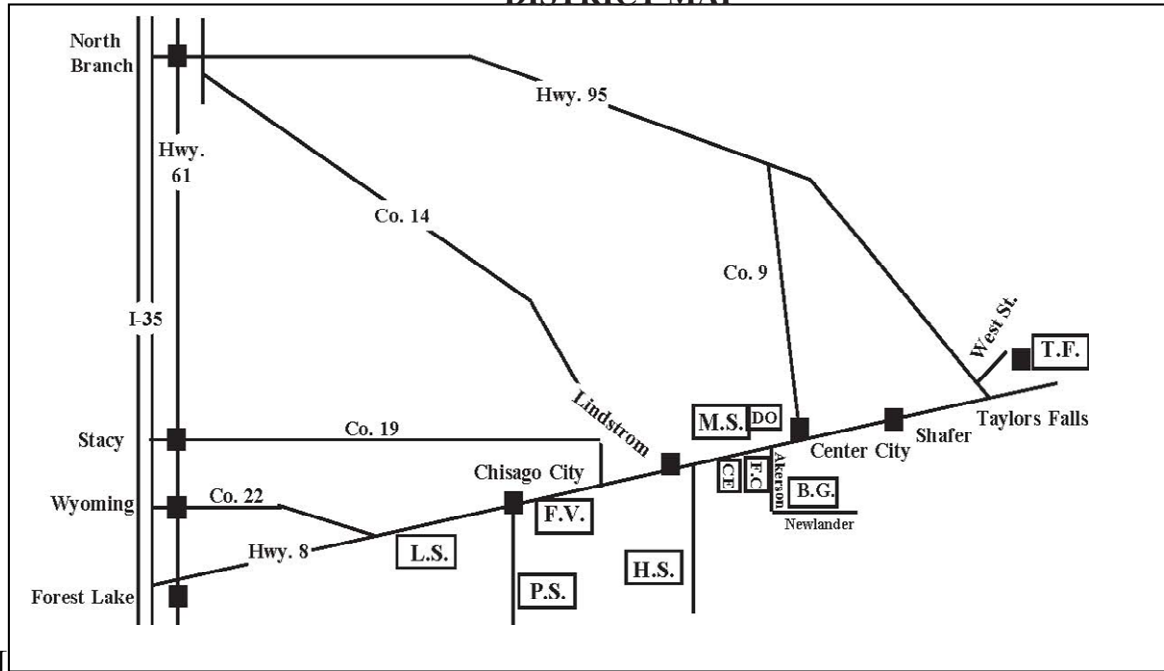
**Phone: 651-674-2436**

**Fax: 1-320-358-1250**

**Executive Director: Jamie Nord**

**Chisago Lakes Schools, ISD #2144**  
**(651) 213-2000**

**DISTRICT MAP**



- D.O. & ECSE.** = District Office, 13750 Lake Blvd., Lindstrom (Located on East end of Middle School)  
 Joe Thimm, Superintendent (651) 213-2000
  
- P.S.** = Primary School, 11009 – 284<sup>th</sup> St., Chisago City  
 Brenda Schell, Principal Grades K – 2 (651) 213-2200
  
- L.S.** = Lakeside School, 10345 Wyoming Ave., Chisago City  
 Sara Johnson, Principal Grades 3 – 5 (651) 213-2300
  
- T.F.** = Taylors Falls Elementary, 648 West St., Taylors Falls  
 Jason Riebe, Principal Grades K – 5 (651) 213-2100
  
- M.S.** = Middle School, 13750 Lake Blvd., Lindstrom  
 Jodi Otte, Principal Grades 6 – 8 (651) 213-2400
  
- H.S.** = High School, 29400 Olinda Tr., Lindstrom  
 Dave Ertl, Principal Grades 9 -12 (651) 213-2500
  
- B.G.** = Bus Garage, 13450 Newlander Ave., Lindstrom  
 Liz Lunzer, Hunt’s Transportation (651) 213-2020
  
- F.V.** = Fairview Education Center, 11725 Stinson Ave, Chisago City (651) 213-8063  
 Pathway to Change/SOAR Program (651) 213-2071
  
- F.C.** = Family Center, 13289 St. Croix Ave., Lindstrom  
 ECFE (651) 213-2060
  
- C.E.** = Community Education, 13289 St. Croix Ave., Lindstrom  
 Robert Meyer, Director (651) 213-2600

**Chisago Lakes ISD #2144**  
**SUBSTITUTE RATES**  
**2014-2015 (revised 1-8-2015)**

|                            |   |
|----------------------------|---|
| <p><b>Custodial</b></p>    | <p><b>Beginning 2-1-2015</b><br/> <b>\$10.50/hr</b> (until reaching 500 custodial sub hrs - these are accumulative)<br/><br/> <b>\$11.00/hr</b> (after reaching above hours, this rate of pay will be used at the beginning of the following fiscal year) Once reaching this higher amount, they STAY at that rate.<br/> +++++<br/> Below rate is only through 1-31-2015<br/> <b>\$10.00/hr</b> (until reaching 500 custodial sub hrs in a fiscal year)<br/><br/> <b>\$10.50/hr</b> (after reaching above hours, this rate of pay will be used at the beginning of the following fiscal year)</p> |
| <p><b>Food Service</b></p> | <p><b>Beginning 2-1-2015</b><br/> <b>\$10.50/hr</b> (until reaching 350 food svc sub hrs - these are accumulative)<br/><br/> <b>\$11.00/hr</b> (after reaching above hours, this rate of pay will be used at the beginning of the following fiscal year) Once reaching this higher amount, they STAY at that rate.<br/> +++++<br/> Below rate is only through 1-31-2015<br/> <b>\$10.00/hr</b> (until reaching 350 food svc sub hrs in a fiscal year)<br/><br/> <b>\$10.50/hr</b> (after reaching above hours, this rate of pay will be used at the beginning of the following fiscal year)</p>   |
| <p><b>Sub-Teacher</b></p>  | <p><b>\$110/day</b> for regular substitute teachers; \$120/day for those who subbed 50 days in the previous school year (long term sub days will not count towards the 50 days). Long term subs are paid at the daily rate of the BA+0 Master Schedule.</p>   |

|                         |                 |
|-------------------------|-----------------|
| <b>Paraprofessional</b> | <b>\$ 10.29</b> |
| <b>Health Room</b>      | <b>\$ 11.71</b> |
| <b>Bldg Secretary</b>   | <b>\$ 12.91</b> |

*1-15-2015*

| Chisago Lakes Schools, ISD 2144 |              |            |            | First/Last Day of School |    |    |    |    | Staff Development/No School    |               |   |
|---------------------------------|--------------|------------|------------|--------------------------|----|----|----|----|--------------------------------|---------------|---|
| 2015-2016                       |              |            |            | School not in Session    |    |    |    |    | Teacher Conference/Student Day |               |   |
| REVISED 6-18-2015               |              |            |            | No School Elem Only      |    |    |    |    |                                |               |   |
| Teacher                         | Student Days |            |            |                          |    |    |    |    |                                |               |   |
| Days                            | Sec.         | Elem.      | Qtr        | August                   | 3  | 4  | 5  | 6  | 7                              | 8/26 & 8/27   | Staff Development/No School                   |
|                                 |              |            |            |                          | 10 | 11 | 12 | 13 | 14                             | 8/31          | MS Open House                                 |
| 0                               |              |            |            |                          | 17 | 18 | 19 | 20 | 21                             | 8/31          | Staff Development/No School                   |
| 2                               |              |            |            |                          | 24 | 25 | 26 | 27 | 28                             |               |   |
| 1                               |              |            |            |                          | 31 |    |    |    |                                |               |   |
|                                 |              |            |            |                          |    |    |    |    |                                | 9/1           | HS Open House                                 |
| 3                               | 0            | 0          |            | September                |    | 1  | 2  | 3  | 4                              | 9/2           | Elem. Open House                              |
| 4                               | 4            | 4          |            |                          | 7  | 8  | 9  | 10 | 11                             | 9/1 - 9/3     | Staff Development/No School                   |
| 5                               | 5            | 5          |            |                          | 14 | 15 | 16 | 17 | 18                             | 9/7           | Labor Day - No School                         |
| 5                               | 5            | 5          |            |                          | 21 | 22 | 23 | 24 | 25                             | 9/8           | First Day for Students                        |
| 3                               | 2            | 2          |            |                          | 28 | 29 | 30 |    |                                | 9/28          | Staff Development/No School                   |
|                                 |              |            |            |                          |    |    |    |    |                                | 9/29          | Fairview Ed. Center P/T Conferences 4-6 pm    |
|                                 |              |            |            |                          |    |    |    |    |                                |               |   |
| 2                               | 2            | 2          |            | October                  |    |    |    | 1  | 2                              | 10/6          | HS P/T Conferences 3-7 pm                     |
| 5                               | 5            | 5          |            |                          | 5  | 6  | 7  | 8  | 9                              | 10/12, 13, 14 | K-5 P/T Conferences                           |
| 3                               | 3            | 2          |            |                          | 12 | 13 | 14 | 15 | 16                             | 10/14         | No School Elem Only                           |
| 5                               | 5            | 5          |            |                          | 19 | 20 | 21 | 22 | 23                             | 10/15 & 16    | MEA - No School                               |
| 5                               | 5            | 5          |            |                          | 26 | 27 | 28 | 29 | 30                             |               |   |
|                                 |              |            |            |                          |    |    |    |    |                                | 11/5          | MS P/T Conferences                            |
| 5                               | 5            | 5          | 41         | November                 | 2  | 3  | 4  | 5  | 6                              | 11/6          | End of Term 1 - 41 days                       |
| 5                               | 4            | 4          |            |                          | 9  | 10 | 11 | 12 | 13                             | 11/9          | Staff Development/No School                   |
| 5                               | 5            | 5          |            |                          | 16 | 17 | 18 | 19 | 20                             | 11/9          | MS Conferences AM Only                        |
| 3                               | 2            | 2          |            |                          | 23 | 24 | 25 | 26 | 27                             | 11/12         | MS P/T Conferences                            |
| 1                               | 1            | 1          |            |                          | 30 |    |    |    |                                | 11/25-27      | Thanksgiving Break - No School                |
|                                 |              |            |            |                          |    |    |    |    |                                |               |   |
| 4                               | 4            | 4          |            | December                 |    | 1  | 2  | 3  | 4                              | 12/10         | HS P/T Conferences 3-7 pm                     |
| 5                               | 5            | 5          |            |                          | 7  | 8  | 9  | 10 | 11                             | 12/23 - 1/1   | Winter Holiday                                |
| 5                               | 5            | 5          |            |                          | 14 | 15 | 16 | 17 | 18                             |               |   |
| 2                               | 2            | 2          |            |                          | 21 | 22 | 23 | 24 | 25                             |               |   |
| 0                               | 0            | 0          |            |                          | 28 | 29 | 30 | 31 |                                |               |   |
|                                 |              |            |            |                          |    |    |    |    |                                |               |   |
| 0                               | 0            | 0          |            | January                  |    |    |    |    | 1                              | 1/18          | MLK Day-No School                             |
| 5                               | 5            | 5          |            |                          | 4  | 5  | 6  | 7  | 8                              | 1/22          | End of Term 2 - 42 days                       |
| 5                               | 5            | 5          |            |                          | 11 | 12 | 13 | 14 | 15                             | 1/25          | Staff Development/No School                   |
| 4                               | 4            | 4          | 42         |                          | 18 | 19 | 20 | 21 | 22                             |               |   |
| 5                               | 4            | 4          |            |                          | 25 | 26 | 27 | 28 | 29                             |               |   |
|                                 |              |            |            |                          |    |    |    |    |                                |               |   |
| 5                               | 5            | 4          |            | February                 | 1  | 2  | 3  | 4  | 5                              | 2/2           | K-5 P/Tconferences                            |
| 5                               | 5            | 5          |            |                          | 8  | 9  | 10 | 11 | 12                             | 2/4           | Elem Early Dismissal; K-5 P/T Conferences 4-8 |
| 4                               | 4            | 4          |            |                          | 15 | 16 | 17 | 18 | 19                             | 2/5           | No School - Elem Only; P/T Conferences        |
| 5                               | 5            | 5          |            |                          | 22 | 23 | 24 | 25 | 26                             | 2/15          | President's Day - No School                   |
| 1                               | 1            | 1          |            |                          | 29 |    |    |    |                                | 2/18          | Fairview Ed. Center P/T Conferences 4-6 pm    |
|                                 |              |            |            |                          |    |    |    |    |                                | 2/25          | HS P/T Conferences 3-7 pm                     |
| 4                               | 4            | 4          |            | March                    |    | 1  | 2  | 3  | 4                              |               |   |
| 5                               | 5            | 5          |            |                          | 7  | 8  | 9  | 10 | 11                             |               |   |
| 5                               | 5            | 5          |            |                          | 14 | 15 | 16 | 17 | 18                             | 3/21-3/25     | Spring Break - No School                      |
| 1                               | 0            | 0          |            |                          | 21 | 22 | 23 | 24 | 25                             | 3/25          | Good Friday - No School                       |
| 4                               | 4            | 4          |            |                          | 28 | 29 | 30 | 31 |                                | 3/31          | MS P/T Conferences                            |
|                                 |              |            |            |                          |    |    |    |    |                                |               |   |
| 1                               | 1            | 1          | 43         | April                    |    |    |    |    | 1                              | 4/1           | End of Term 3 - 43 days                       |
| 5                               | 4            | 4          |            |                          | 4  | 5  | 6  | 7  | 8                              | 4/4           | Staff Development/No School                   |
| 5                               | 5            | 5          |            |                          | 11 | 12 | 13 | 14 | 15                             | 4/4           | MS Conferences AM Only                        |
| 5                               | 5            | 5          |            |                          | 18 | 19 | 20 | 21 | 22                             | 4/7           | MS P/T Conferences                            |
| 5                               | 5            | 5          |            |                          | 25 | 26 | 27 | 28 | 29                             |               |   |
|                                 |              |            |            |                          |    |    |    |    |                                |               |   |
| 5                               | 5            | 5          |            | May                      | 2  | 3  | 4  | 5  | 6                              | 5/5           | HS P/T Conferences 3-7 pm                     |
| 5                               | 5            | 5          |            |                          | 9  | 10 | 11 | 12 | 13                             | 5/27          | Staff Development/No School                   |
| 5                               | 5            | 5          |            |                          | 16 | 17 | 18 | 19 | 20                             | 5/30          | Memorial Day - No School                      |
| 5                               | 4            | 4          |            |                          | 23 | 24 | 25 | 26 | 27                             |               |   |
| 1                               | 1            | 1          |            |                          | 30 | 31 |    |    |                                |               |   |
|                                 |              |            |            |                          |    |    |    |    |                                | 6/6           | HS Graduation                                 |
| 3                               | 3            | 3          |            | June                     |    |    | 1  | 2  | 3                              | 6/7           | End of Term 4 - 44 days                       |
| 3                               | 2            | 2          | 44         |                          | 6  | 7  | 8  | 9  | 10                             | 6/7           | Last Day For Students                         |
|                                 |              |            |            |                          |    |    |    |    |                                | 6/8           | Staff Development/No School                   |
| <b>184</b>                      | <b>170</b>   | <b>168</b> | <b>170</b> | <b>Total Days</b>        |    |    |    |    |                                |               |   |

11/25/15 & 3/25/16 are conference exchange days.