

Goodhue County Education District Extended Year Services Handbook

2026

**Extended School Year (ESY)
Targeted Services (TS)
Credit Recovery (CR)**



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Cannon Falls #252 · Goodhue #253 · Kenyon-Wanamingo #2172 · Lake City #813 · Red Wing #256 · Zumbrota-Mazeppa #2805

GOODHUE COUNTY EDUCATION DISTRICT SUMMER SERVICES PROGRAM HANDBOOK

We are happy to have you as a member of our team. We hope that you will find your days with us pleasant, interesting, challenging, and rewarding.

This handbook will briefly clarify some common questions regarding procedures within this program. These procedures have been developed from past practice and are based primarily on administrative procedures. All are consistent with the individual Goodhue County Education District Agreements and/or Terms and Conditions of Employment.

I hope you have a great summer experience. If you have any questions or concerns, please connect with us. Our cell numbers are listed below - texts are a great way for a quick answer.

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Goodhue County Education District

Goodhue County Education District was organized in 1990 under Minnesota Statute (M.S.) 125A.15 'for the purpose of increasing educational opportunities for learners by increasing cooperation and coordination among schools and family agencies in Goodhue County and post-secondary institutions.'

The Education District Board is composed of one representative from each member district who is a member of and appointed by the member district board. The Board receives advice from committees through the Principal's and Superintendent's Councils.

Mission Statement

The mission of the Goodhue County Education District is to optimize educational opportunities for students by increasing cooperation and coordination among the member districts.

Expectations for Employee

1. **Be a team player.** Bring a positive attitude to work every day. Communicate effectively with students & the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue.
2. **Serve as a role model in your dress, speech, & actions.** Dress & act appropriately for your role & personal safety. Always use respectful language. Avoid jokes, off-color remarks, or attempts at humor that could be considered rude, inappropriate, disruptive, or unprofessional. Do not talk about students or employees in a disrespectful or discourteous way.
3. **Teachers & their assistants are responsible for the education & supervision of students at all times.**
4. **Set high expectations for behavior. Know & enforce the requirements of the District's *Student Handbook*.**
5. **Maintain confidentiality at all times.** Employees, students, & their families have a right to confidentiality & data privacy. You are accountable for what you say & for the information you release. Do not speak about a student in front of another student or talk about a student to an employee or others in or outside school except on a need-to-know basis. Respect other employee members' confidentiality.
6. **You are a mandatory reporter of suspected maltreatment of minors & vulnerable adults.**
7. **Maintain your personal & professional boundaries at all times.** Personal information about your life outside of school is not appropriate & may not be appreciated by students. You are part of the school program & your job is to provide education, support, & guidance to students. Establishing "friendships" with students may create unrealistic expectations & interfere with sustaining appropriate boundaries.
8. **Maintain a respectful & safe workplace.** Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other tasteless or improper remarks will not be tolerated. The Education District also has a Harassment & Violence Policy that is on the district website. An important aspect of this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To

the extent possible, we want you to feel safe & secure at all times.

9. **Be dependable.** You are responsible for maintaining good attendance. You are expected to report to work on time, adhere to the time periods established by the District for any breaks, & remain at the assigned workstation throughout the scheduled work period or until properly relieved. Report any absences on Teachers on Call, our time & attendance reporting system.
10. **In emergency situations, all employees are expected to follow the Crisis Plan.** Review the plan for your location and know your role and responsibilities in each situation. First and foremost, you are responsible for your students and your personal safety.
11. **Only use Education District vehicles when it becomes necessary to transport students as part of your job assignment.**
12. **You are responsible for reading and following all Education District policies and procedures.**

If you are unclear about any of these expectations, contact your administrator as soon as possible for an explanation.

Best wishes for a successful summer!



SUMMER SERVICES HANDBOOK

TEACHER'S WORKDAY SCHEDULE

Teachers are expected to be on-site during school hours.

- Hours of direct instruction per class are outlined on Letters of Assignment.
- During summer programming, up to 4 hours of pre-planning, meeting time, and in-service are available **and** up to 4 hours of post-planning time are available. This will be added to your letter of assignment. Additional planning time may be granted at the Executive Director's discretion. Additionally, 15 minutes of preparation time shall be provided per hour of student contact time on student contact days.

PARAPROFESSIONAL'S WORKDAY SCHEDULE

All paraprofessionals are expected to be on-site during school hours.

- Hours of direct student contact and team planning are outlined in Letters of Assignment.
- Those providing bus supervision will be on-site for additional time as coordinated by the district transportation personnel and Supervisors. Transportation time must be logged separately on time sheets.

PARAPROFESSIONALS AND INTERPRETERS:

- The primary responsibility is to support student learning and provide care to students as needed.
- Paraprofessionals are not responsible for lesson plans or sole responsibility for planning activities.
- Paraprofessionals are not responsible for the evaluation/grading of students. Paraprofessionals may provide input to teachers but are not to be sole evaluators. Paraprofessionals will assist in collecting performance data.
- You may contact parents under the direction of teachers to provide routine information only. Paraprofessionals are not to be the parent contact for questions or IEP issues. Please refer these back to your supervising teacher.

SUMMER PROGRAM SCHEDULES

There are multiple programs being offered this summer in the member districts. Some of these programs have structured beginnings and ends. In addition to structured programs, a variety of individual and other opportunities will be provided to meet individual needs.

Your letter of assignment will list the dates and times of your assignment.

Payroll

Pay rates conform to the agreement with the bargaining unit according to the extended school year contract.

In order to receive payment, the following items must be on file with the Goodhue County Education District:

- Direct Deposit Form (employee completes)
- I-9 Form (employee and GCED completes)
- W-4 (State) Form (employee completes)
- W-4 (Federal) Form (employee completes)
- Background Check (GCED completes)
- Reference Check (GCED completes)
- Hepatitis B Vaccine Decision Form (employee completes)
- Sign-Off of GCED School Board Policies and Staff Handbook (employee completes)

The Goodhue County Education District will provide the applicable forms, as needed, to summer employees upon hire.

Employees are paid via timesheets. **Employee timesheets should be completed by the employee and then given to their supervisor at the end of the month or the end of the program, whichever comes first. Supervisors need to review the employee timesheets and provide a signature if the timesheet has been completed accurately. Supervisors will scan completed and signed timesheets to Andrea Wallaker (awallaker@gced.k12.mn.us) at the end of the month or the end of the program, whatever comes first.**

Payment for timesheets turned in by August 1st will go out on the August 15th payroll. Payment for timesheets turned in by August 15th will go out on the August 30th payroll.

SUBSTITUTES

If you need a substitute, please contact the Special Education Leadership Team Member of your district. When leaving a message, **please state your name, work site, room #, and the subjects being taught. Please give the reason for the absence** (i.e., illness). Reminder: The TOC system isn't available during the summer.

BUDGET

Allocations for instructional supplies are available. If there are any questions, contact the District Special Education Leadership Team Member. Requisitions must be completed via the Google Docs link for approval prior to purchasing.

Make arrangements in advance for the purchase. All receipts need to accompany the requisition and be turned in to Nicole Bolduan.

INSTRUCTIONAL PROGRAM GUIDELINES

Curriculum – Some students will receive programming because they qualify for ESY services. Other students may qualify for Targeted Services or be in need of Credit Recovery in which case they may require accommodations. In other words, students qualify for or are invited to programs during the summer for many reasons:

- 1) the student will experience regression in the absence of an educational program;
- 2) the time required to relearn skills lost is excessive;
- 3) the effects of the breaks in educational programming are such to prevent the student from attaining the state of self-sufficiency that the student would otherwise reasonably be expected to reach;
- 4) ESY service is a necessary component to ensure FAPE; and
- 5) to work on making progress toward IEP goals or gaps in learning in the general education curriculum (this is targeted services)
- 6) to recover lost credit (this is credit recovery)

It is important for assigned staff to review the student's IEP and goals as well as the student's behavior support plan and/or emergency plan before sessions begin. Teachers should review student plans with paraprofessionals before the session begins. Reviews should include disability awareness, academic and behavioral need areas and planned session outcomes and materials that will be used.

Progress Reports must be completed by each teacher for each of his/her students. Please complete the Progress Report directly in SpedForms. Please file a copy with the student's school district and turn in a copy to be mailed out to parents when you turn in your final timesheet.

Field trips must be instructional in nature and related to their course description. This includes trips out to local communities. Knowing where our students are helps us respond if there is a need. All field trips must have prior approval from the Special Education Administrator in your district.

DISCIPLINE

As a reminder, summer services may be mandated according to the student's IEP. Disciplinary procedures must be processed with special education administration prior to implementation.

TRANSPORTATION

Transportation is provided to qualifying students and arranged by the resident district. Please see the lead special education administrator in the student's resident district for questions.

STUDENT ENROLLMENT AND ATTENDANCE REPORTING

Updated class lists will be shared with teachers at the beginning of the ESY sessions. If you do not receive the class list on a Google sheet, please let your building administrator know. Please put a line through the names of students who are to be dropped due to "No Show" status. If a student does not appear on your list, please add his/her name(s) at the bottom of the class list. The attendance information you provide is what is turned into the MDE. Thank you for your attention to this.

Each teacher will be responsible for reporting the attendance for his/her own students.

MILEAGE

Mileage sheets should be filled out completely and turned in immediately following the last day of your assignment. Mileage is paid at the current Federal rate. Prior approval is needed by your Special Education administrator.

EMERGENCY PROCEDURES

Each teacher and paraprofessional hired for summer services must familiarize themselves with the emergency procedures for the building hosting their classroom. *Each site used for services must conduct a minimum of one fire drill during service provision and report the location, date, time, exit time and who conducted the drill.*

DISTRICT POLICIES

Full policies can be found at gced.k12.mn.us, under Governance. GCED reserves the right to change/modify/terminate these policies or the above procedures at any time with notice to employees.

Thank you for sharing your time, expertise, and passion with our students! We appreciate your willingness to join the summer team.

If you have any questions, please feel free to reach out to your District Special Education Administrator.

