

Mendocino Unified School District
Substitute Teacher Handbook
2021-2022 School Year



Welcome to the Mendocino Unified School District

Enclosed you will find —

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MUSD Board of Trustees and meeting calendar	4
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Policies: The following pertinent Board Policies and Administrative Regulations may be obtained from the District Office or Administrative Assistants at the school site. They are also located online at www.mendocinoused.org.

AR 4121	Temporary/Substitute Personnel
BP/E 4020	Drug and Alcohol Free Workplace
BP/AR 4040	Employee Use of Technology
AR 4144	Complaint Procedure
BP/AR 4119.11	Sexual Harassment
AR 4119.43	Universal Precautions
BP/AR 5131.6	Alcohol and Other Drugs
BP/AR 5131.62	Tobacco
BP/AR 5131.7	Weapons and Dangerous Instruments
BP/AR 5145.7	Students: Sexual Harassment
AR 6162.6	Use of Copyrighted Material
BP/AR 6163.4	Student Use of Technology
AR 5145.3	Nondiscrimination/Harassment

The Mendocino Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer/Title IX Compliance Officer: Jason Morse, Superintendent, 44141 Little Lake Road, P.O. Box 1154, Mendocino, CA 95460, (707) 937-5868, JMorse@mcn.org.

General Information

1. Short Term Substitute: A substitute teacher working less than three weeks in the same classroom consecutively, and paid at the substitute rate of \$185.00 per day.
2. Long Term Substitute: A substitute teacher working more than three weeks consecutively in the same classroom is paid at the long-term substitute rate of Step 1/Column 1 minus \$5.00, or \$260.25 per day.
3. In order to be a Long Term Substitute, the teacher must have a regular credential (Single Subject, Multiple Subject, SPED, etc.), not a 30 Day Emergency Credential.
4. When a certificated employee is to be out on a leave and a long term substitute is hired in advance of that leave, the substitute will be compensated at the rate of the long term substitute from day one of his/her assignment. A long term substitute will be allowed to take one day of personal necessity leave per month.
5. When a certificated employee is out on an emergency leave and the substitute is hired on a day to day or week to week basis, the substitute will begin to receive long term substitute pay only after working as a substitute for fifteen consecutive days.
6. Those with an emergency credential cannot work more than 30 calendar days in the same classroom (20 days in special education classes). If you are interested in getting a Teaching Permit for Statutory Leave (TPSL) which would allow you to take a long term substitute teacher position, you can apply for a permit. See Erin Placido in the district office for details.
7. Time sheets are due to the District Office prior to the 20th of each month, and should be turned in at the site level for approval. Substitute teachers will be paid on the 10th of the following month. All pertinent information must be completed or time sheets will not be processed
8. A half-day substitute works half of the 7.5 hour instructional day and is not provided a lunch period.
9. During a preparation period a substitute should complete work as assigned by the teacher of record or report to the office administrative assistant for other assignments.
10. A half day substitute is paid \$92.50 per day.
11. A full-day substitute works the entire 7.5 hour instructional day and is provided a duty free lunch.
12. If a substitute teacher is being paid for a full day, he/she is required to remain and work at the school site for the full 7.5 hour instructional day, excluding a 45 minute duty free lunch, and excluding early release on Fridays. A full time substitute is paid \$185.00 per day.
13. Substitute teachers are expected to arrive at the school site 15 minutes prior to beginning of the instructional day and should check in with the site Administrative Assistant.
14. When a substitute teacher is called for service on the day needed, the substitute teacher is expected to report to the school site within one hour. The substitute coordinator will usually try to call a substitute by 7:00 a.m.
15. A substitute teacher is expected to be available for any special assignments that fall within the teacher's responsibility during the instructional day. If this special assignment is to provide noon duty service, the substitute teacher will be provided an alternate duty-free lunch period.
16. Substitute teachers may be asked to perform duties as would be required of the regular classroom teacher, including teaching during a prep period.
17. Emergency Procedures: each classroom has a first aid backpack, exit route map, and flip chart by the door. Please familiarize yourself with drill procedures for any site you may be assigned to.

**MENDOCINO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

Windsprite Aum, President
P. O. Box 146
Albion, CA 95410
937-4228
Email: albionwind@gmail.com

Michael Schaeffer, Clerk
P. O. Box 347
Comptche, CA 95427
937-1353
email: michaels@mcn.org

Jessica Grinberg, Trustee
P. O. Box 1154
Mendocino, CA 95460
937-6267
email: mcop@mcn.org

Jim Gay, Clerk
401 Cypress Street
Fort Bragg, CA 95437
Email: globalst@aol.com

Mark Morton, Trustee
P. O. Box 1181
Mendocino, CA 95460
964-1115
email: mark@mcn.org

Student Body Rep:
Olivia Jung
Mendocino High School
937-5871

<p>2021 - 2022 Regular Board Meeting Schedule All meetings are at the Mendocino K-8 Campus, Multi-Purpose Room except as noted</p>

August 25, 2021	5:00 p.m.
September 12, 2019	5:00 p.m.
October 9, 2021	5:00 p.m.
November 18, 2021	5:00 p.m.
December 9, 2021	5:00 p.m.
January 20, 2022	5:00 p.m.
February 10, 2022	5:00 p.m.
March 10, 2022	5:00 p.m.
April 21, 2022	5:00 p.m.
May 19, 2022	5:00 p.m.
June 14, 2022	5:00 p.m.

District Office

P. O. Box 1154 (44141 Little Lake Road), Mendocino, Ca 95460
Phone: 937-5868 Fax: 937-0714

Superintendent
Jason Morse

Payroll, and Benefits
Michele O'Donnell

Executive Assistant
Erin Placido

Accounts Payable
Tiffany Grant

Business Manager
Meg Kailikole

Maintenance Department

937-1603

Paulo Andrade, Maintenance Supervisor

Maintenance Worker
Kyle Rodrigues
Travis Yolles

Maintenance-Grounds Worker
Kiva Myad

Transportation Department

937-2877

Ceil McDonell, Transportation Supervisor

Food Services

937- 4640

Diane Price, Manager Cook

Information and Technology Department

937-2510

James Wroble, Computer Technician

Mendocino Community Network

937-1444

Sage Statham, MCN Manager

School Sites

Mendocino K-8 School

Kim Humrichouse, Principal

Jeanne Sullivan, Administrative Assistant

Tracy Elo, Administrative Assistant

Barbara Mueller, Head Custodian

Fernando Martinez/Ruben Villegas, Custodians

44261 Little Lake Road

P. O. Box 226, Mendocino

Phone: 937-0515 / 937-0564

Fax: 937-1538

Comptche School

Rebekkah Cumbie, Teacher

Kathy Gagnon, Inst. Assistant

Sophia Gagnon, Inst. Assistant

P. O. Box 144

Comptche, CA 95427

937-5945

Albion School

Amanda Martin, Teacher

Carol Salo, Inst. Assistant

30400 Albion Ridge Road

Albion, Ca 95410

937-2968

Mendocino High Schools

Tobin Hahn, Principal

10700 Ford Street

P. O. Box 226, Mendocino, CA 95460

Phone: 937-5871 Fax: 937-1552

Liz Newkirk, Guidance Counselor

Megan Smithyman, Administrative Assistant

Marci Arter, Registrar

Noah Gold, Administrative Support/A.D.

Barbara Mueller, Head Custodian

Rogelio Munoz/Vincent Tuomala/Bram Sluis, Custodians

Mendocino Community High School

A magnet program of Mendocino High School

Derek Hutchinson, Head Teacher

Kamala Lance, Administrative Assistant

45220 Covelo Street - Box 226, Mendocino, Ca 95460

937-0138

Mendocino Alternative School

(K-12 Independent Study Program)

Emily Inwood, Teacher

45220 Covelo Street - Box 226, Mendocino, CA 95460

937-3703

Mendocino Sunrise High School

Ryan Olson Day, Teacher

Lee Larsen White, Inst. Assistant

Mendocino Unified School District
2021-22 Instructional Calendar

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M	T	W	T	F	2021 (7)
2	3	4	5	6	
9	10	11	12	13	
[16 17 18 19 (20)]	Certif. Staff Dev. 8/16-8/20				
(23)	24	25	26	27	8/20 Staff Welcome Back
30	31	8/23 First Day			

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M	T	W	T	F	2021 (21)
		1	2	3	9/6/21 Labor Day
[6]	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

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M	T	W	T	F	2021 (20)
				1	
[4]	5	6	7	8	K-8 Parent Conf. Wk
11	12	13	14	[15]	10/15/21 Oct. Break
18	19	20	21	22	
25	26	(27)	28	29	(10/27/21 Minimum Day & ½ day PD

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M	T	W	T	F	2021 (16)
1	2	3	4	5	
8	9	10	[11]	12	11/11/21 Veterans Day
15	16	17	18	19	
[22 23 24 25 26]	Thanksgiving				
29	30	(11/22-11/26)			

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M	T	W	T	F	2021 (13)
		1	2	3	
6	7	8	9	10	
13	14	15	16	(17)	12/17/21 Minimum Day
[20 21 22 23 24]	Winter Break				
[27 28 29 30 31]	12/20/21-12/31/21				

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M	T	W	T	F	2022 (20)
3	4	5	6	7	
10	11	12	13	14	1/17/22 MLK Holiday
[17]	18	19	20	(21)	1/21/22 K8 Semester Ends
24	25	(26)	27	28	1/26/22 Min. Day & ½ Day Prof. Dev
31					

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M	T	W	T	F	2022 (15)
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	2/21-2/25 President's Week
[21 22 23 24 25]					
28					

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M	T	W	T	F	2022 (23)
	1	2	3	4	
7	8	(9)	10	11	3/9/22 Min. Day & ½ day of Prof. Dev.
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

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M	T	W	T	F	2022 (16)
				1	
[4 5 6 7 8]	4/5-4/9 HS AE Week				
[11 12 13 14 15]	4/11-4/15 Spring Break				
18	19	20	21	22	
25	26	27	28	29	

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M	T	W	T	F	2022 (21)
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	5/30/22 Memorial Day
[30]	31				

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M	T	W	T	F	2022 (8)
		1	2	3	
6	7	8	(9)	(10)	6/9 & 6/10 Minimum days
[13 14]	6/10/22 Last Day				
6/13 & 6/14 Storm days					

- 10/27/21 Minimum Day & 1/2 Day Prof. Dev.
- 11/11/21 Veterans Day
- 11/22-11/26 Thanksgiving
- 12/17/21 Minimum Day
- 12/20/21-12/31/21 Winter Break
- 1/17/22 Martin Luther King
- 1/21/22 K-8 Semester Ends
- 1/26/22 Minimum Day & 1/2 Day Prof. Dev.
- 2/21-2/25/22 Presidents Week
- 3/9/22 Minimum Day & ½ Day of Prof. Dev.
- 4/4-4/8/22 HS AE Week
- 4/11-4/15/22 Spring Break
- 5/30/22 Memorial Day
- 6/9 & 6/10 Minimum Days
- 6/10/22 Last Day

- 8/16-8/20/21 Certificated Staff Development
- 8/20/21 Welcome Back Day
- 8/23/21 First Day of School
- 9/6/21 Labor Day
- 10/15/21 October Break (1 day)