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Lincoln Public Schools Mission Statement

The Lincoln Board of Education is committed to providing the highest quality education for all students in Lincoln Public Schools. The board sees the primary mission of the schools to be the development of responsible adults:

- who are productive citizens of a pluralistic community, nation and world;
- who are prepared to learn throughout their lives; and
- who are appreciative of the arts, history and culture.

Lincoln Public Schools Human Resources Division Mission Statement

People are Lincoln Public Schools' greatest asset. Thus, Human Resources mission is to facilitate the selection, support and development of employees so that each student receives the maximum opportunity for growth.

Personnel Statistics

2006 - 2007



Human Resources Division

Introduction

As one of Lincoln's top three employers, Lincoln Public Schools employs over 5,200 regular employees and over 1,900 additional temporary workers. In the 2007 calendar year, 7,440 people worked for LPS at one time or another. The following charts and graphs quantify various aspects of the work that the Human Resources Division of Lincoln Public Schools does on an annual basis.

The first section of this report focuses on statistics related to personnel issues. Human Resources directly serves two primary groups: applicants and employees. To address some of the HR duties that are related to applicants, statistical breakdowns are included in the Recruitment and Selection area, as well as Applicant Statistics. For statistical details on Lincoln Public Schools employees, a variety of charts and graphs are provided related to the employment functions performed. In addition, detailed counts of other personnel services not part of the hiring process such as employee absences are included to show the breadth of the services provided by Human Resources. Refer to the sections on Absences, Tuition Credit/Professional Enhancement Fund, and Extra Standard for this information.

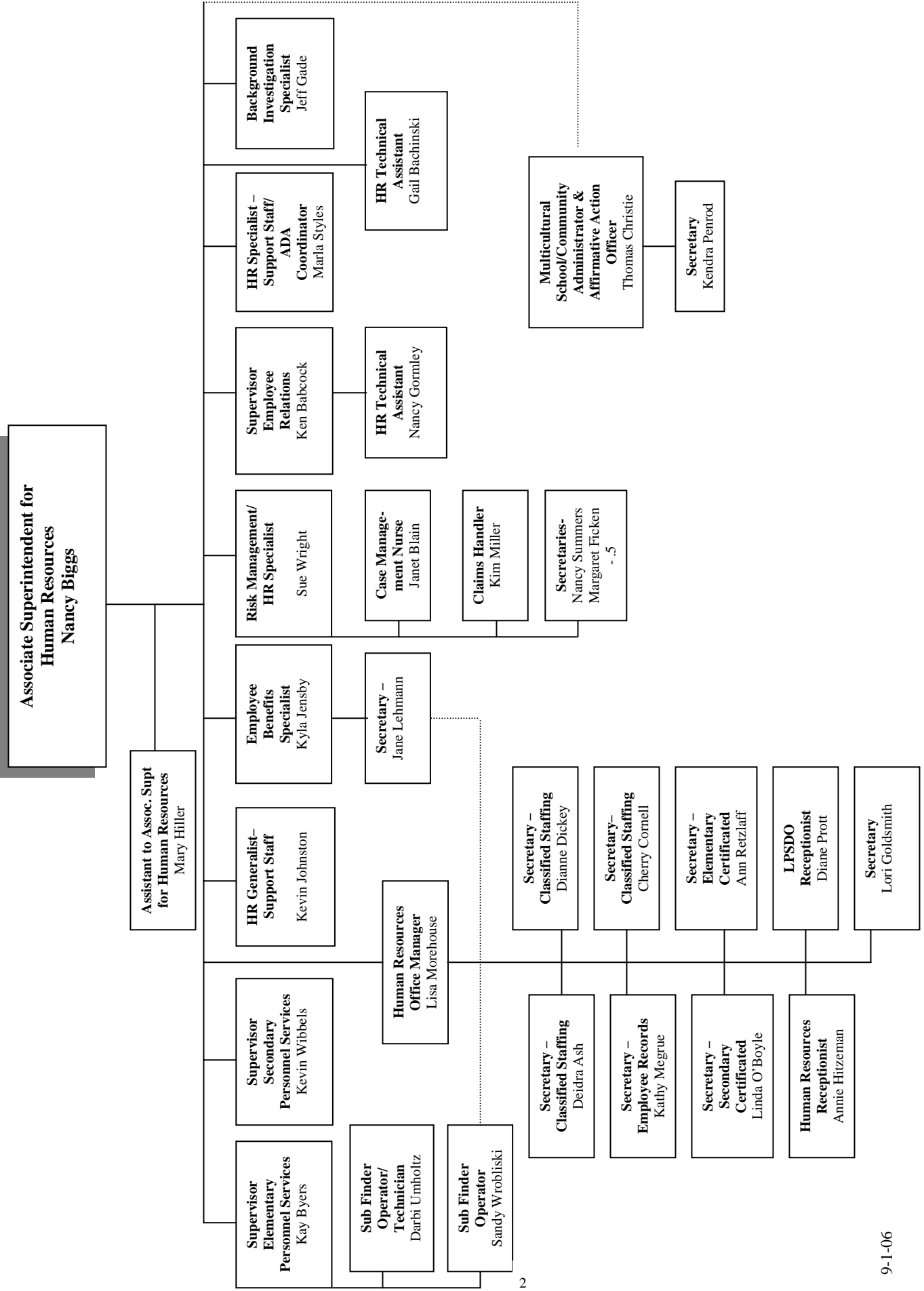
The second section of this report focuses on the additional departments contained within the Human Resources Division: Benefits, Employee Relations, and Risk Management. Each of these departments has a separate and distinct function, but the common denominator for them is their mission to support and develop each employee of LPS. Information regarding indirect services that Human Resources provides for LPS employees is detailed also.

The information supplied throughout the report reflects the period from September 1, 2006 to August 31, 2007. These dates include some new employees for the 2006-2007 school year and the majority of new employees for the beginning of the 2007-2008 school year. A few of the reports presented reflect the 2006-2007 school year, rather than fiscal year and are notated as such. Historical statistics are also being included in various areas for comparison.

Since April 2005, the Human Resources Division discussed the possibility of implementing an online benefits enrollment system. The goal for this system would be for employees to have greater access to information about their benefits and district liability would be reduced. In August/September of 2006, the initial online enrollment system was put into action through a joint collaboration with Human Resources (Benefits Department), Computing Services, Payroll and American Fidelity. Human Resources and Computing Services conducted several employee training sessions during August 2006. Throughout the remainder of 2006 and into 2007, the second phase of the implementation of the online benefits enrollment process involved continued planning and programming so that new employees will be able to enroll online at any point during the year.

In conclusion, we hope that this report sheds some light on the inner workings of the Human Resources Division of the Lincoln Public Schools.

Lincoln Public Schools Human Resources



HUMAN RESOURCES DIVISION
CORE STAFF
2006 – 2007

Dr. Nancy Biggs – Associate Superintendent for Human Resources

- Overall management of the Human Resources Division, including Personnel, Risk Management, Staff Development, Employee Benefits and Employee Relations
- Staff appraisal process
- Professional growth
- Staffing allocations
- Tenure
- Disciplinary action
- Administrative selection
- EAP referrals
- District Title IX officer

Mary Hiller - Secretary to Associate Superintendent, Human Resources

- Office support to the Associate Superintendent, HR
- Assist with teacher appraisal process
- Scottish Rite Award
- Administrator vacancies
- Prepare reports to Board of Education
- Prepare materials for legal proceedings

Lisa Morehouse - Office Manager

- Supervise office support staff
- Coordinate office functions
- Prepare board agenda
- Vacancy bulletin/advertising

Kathy Megrue - Employee Records Secretary

- Maintain employee and applicant files
- Prepare employment verifications
- Prepare loan verifications

Gail Bachinski - Technical Assistant

- Teacher certification
- UNL tuition credit
- Staff computer liaison
- Professional Enhancement Fund
- Seniority lists
- Assist with preparation of state and federal reports

Annie Hitzeman - HR Receptionist

- Direct Human Resources incoming calls
- Greet patrons
- Register teaching certificates
- Receive employment applications/transfer forms

Jeff Gade – Background Investigation Specialist

- Conducts background checks on all applicants and employees as needed
- Assist Associate Superintendent or designee with investigations

LINCOLN PUBLIC SCHOOLS DISTRICT OFFICES SERVICES
2006 – 2007

Diane Prott - LPSDO Receptionist

- Direct incoming LPSDO calls
- Schedule conference rooms
- Provide tutor list
- Payroll entry for HR
- Direct LPSDO visitors to departments

HUMAN RESOURCES DIVISION
PERSONNEL
Administrator/Supervisor
2006 - 2007

Dr. Kay Byers - Supervisor of Elementary Personnel Services

- Recruit and place elementary teacher vacancies.
- Process teacher transfers and leaves of absence.
- Provide support service including promotions and counseling.
- Manage the gifted mentor and sub finder staff.
- Coordinate college field placements.
- Middle level internship program.
- Tuition credit/professional enhancement.
- Teach C&I 908/909 course.
- Supervise substitute teacher staff.

Kevin Wibbels - Supervisor of Secondary Personnel Services

- Recruit and place secondary teacher vacancies (.90 FTE).
- Process teacher transfers and leaves of absence
- Provide support services including promotions and counseling.
- Leadership Development Program.
- Summer School staffing.
- Extra Standard assignments.
- Responsible for the recruitment, interviewing, selection and support of technicians (.10 FTE).

Kevin Johnston - Human Resources Generalist

- Responsible for the recruitment, interviewing, selection and support of office personnel and substitute office personnel.
- Responsible for the recruitment, interviewing, selection and support of custodial staff and substitute custodial staff.
- Responsible for the recruitment, interviewing, selection and support of nutrition services staff and substitute nutrition services staff.
- Assist with classified staff development workshops.
- Editor of the Human Resources newsletter.

Marla Styles - Human Resources Specialist

- Responsible for the recruitment, interviewing, selection and support of paraeducators and sub paraeducators.
- Responsible for the recruitment, interviewing, selection and support of transportation drivers/paras and sub transportation staff.
- Responsible for the recruitment, interviewing, and selection of bilingual interpreters.
- Coordinate ADA accommodations.

Sue Wright - Human Resources Specialist (.30 FTE)

- Responsible for the recruitment, interviewing, selection and support of maintenance, facilities and distribution center staff, including summer crew.

**HUMAN RESOURCES DIVISION
PERSONNEL
Office Professionals/Technicians
2006 - 2007**

Ann Retzlaff - Secretary, Elementary Certificated Staffing

- Assist Supervisor of Elementary Personnel Services with the hiring of elementary certified staff.
- Process staffing changes, leaves of absence, transfers and resignations for elementary teachers.
- Coordinate C&I 908/909 course.

Linda O'Boyle - Secretary, Secondary Certificated Staffing

- Assist the Supervisor of Secondary Personnel Services with the hiring of secondary certified staff.
- Process staffing changes, leaves of absence, transfers and resignations for secondary teachers.

Deidra Ash - Secretary, Classified Staffing

- Provide support services for the placement and interviewing of technician, custodial, maintenance, facilities, distribution and transportation applicants.
- Process staffing changes, leaves of absence, transfers and resignations for technician, custodial, maintenance, facilities, distribution and transportation staff.
- Coordinate teacher applicant reactivation.

Cherry Cornell - Secretary, Classified Staffing

- Provide support services for the placement, testing, and interviewing of office, nutrition services, gifted mentor and summer crew applicants.
- Process staffing changes, leaves of absence, transfers and resignations for office, nutrition services, gifted mentor and summer crew staff.
- Process student teacher/practicum teacher placements.

Dianne Dickey - Secretary, Classified Staffing

- Provide support services for the placement and interviewing of paraeducator, bilingual interpreter and intramural coaches/athletic event workers applicants.
- Process staffing changes, leaves of absence, transfers and resignations for paraeducator, bilingual interpreter and intramural coaches/athletic event worker staff.
- Assist with summer school staffing.

Lori Goldsmith - Scanning Secretary

- Responsible for scanning all files.

**HUMAN RESOURCES DIVISION
EMPLOYEE BENEFITS
2006 – 2007**

Kyla Jensby - Employee Benefits Specialist

- Responsible for administering all employee benefits: health, dental, disability, life, and vision.
- Coordinates retirement conferences, maternity and disability conferences.
- Coordinates Family Medical Leave Act and COBRA.
- Contact person for district regarding Employee Eligibility Verification forms (I-9).

Jane Lehmann - Secretary, Employee Benefits

- Provide support services for administration of health, dental, disability, term life and vision plans.
- Process beneficiary changes.
- Handle COBRA notice requirements.
- Coordinate recruitment travel planning.

**HUMAN RESOURCES DIVISION
EMPLOYEE RELATIONS
2006 – 2007**

Ken Babcock - Supervisor of Employee Relations

- Chief negotiator for employee contracts for nine employee groups
- Coordinates horizontal advancement process
- Coordinates donated leave program for all employees
- Responsible for matters relating to employee grievances
- Responsible for preparation of certificated and classified handbooks and agreements

Nancy Gormley - Technical Assistant

- Work with horizontal advancement
- Process paperwork for donated leave program
- Classified appraisal process
- Preparation of state and federal reports
- Assist Supervisor of Employee Relations
- Human Resources web site changes

**HUMAN RESOURCES
SUBSTITUTE SERVICES
2006 - 2007**

Darbi Umholtz - SubFinder Operator

- Responsible for the operation of the SubFinder system and all substitute placements.
- Responsible for all emergency and civic leaves.

Sandy Wrobliski - SubFinder Secretary

- Responsible for secondary teacher and nurse substitute placements
- Responsible for paraeducators, nutrition services and office personnel substitute placements.
- Responsible for all professional leaves

**HUMAN RESOURCES DIVISION
RISK MANAGEMENT
2006 - 2007**

Sue Wright - Risk Management Specialist (.70 FTE)

- Responsible for the district's self-insured workers' compensation
- Responsible for the district's liability insurance program
- Responsible for the district's vehicle insurance program
- District safety committee
- Driver review committee
- Tort claims
- Responsible for unemployment process for district

Janet Blain - Case Management Nurse (.80 FTE)

- Responsible for assisting injured employees with workers' compensation claims involving surgery or lost days

Kim Miller - Claims Handler

- Responsible for the processing of workers' compensation claims
- Responsible for the processing of student accident claims
- Responsible for the processing of vehicle accident claims
- Responsible for the processing of unemployment claims

Nancy Summers - Secretary

- Provide support services to the Risk Management Office

Margaret Ficken - Secretary (.50 FTE)

- Provide support services to the Risk Management Office

**HUMAN RESOURCES DIVISION
MULTICULTURAL/AFFIRMATIVE ACTION
2006-2007**

Thomas Christie – Multicultural School/Community Administrator & Affirmative Action Officer

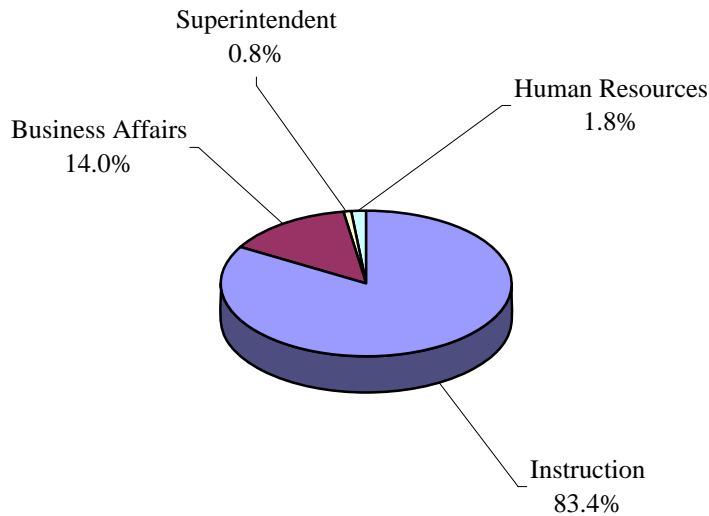
- Assists with the recruitment and hiring of prospective employees
- Assists with the promotion and retention plans of current employees
- Provide district-wide leadership and coordination for the implementation, maintenance and enhancement of multicultural education, including human relations, curriculum infusion, staff development, building climate and environment and parent and community involvement

Kendra Penrod – Secretary

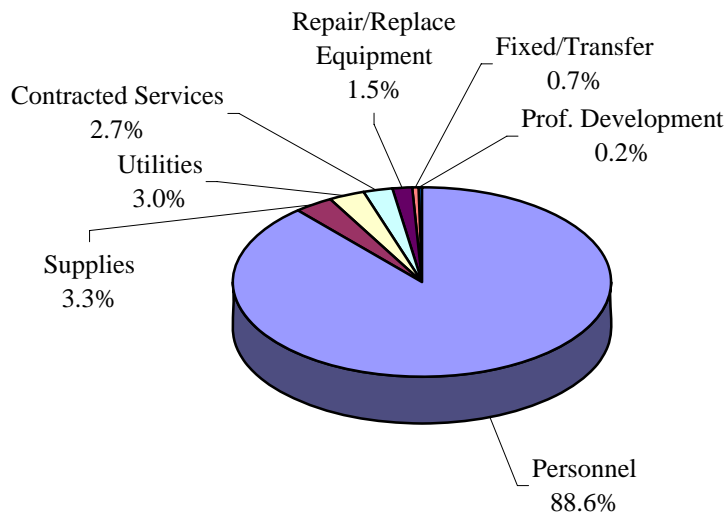
- Provides support services to the Multicultural Office

Lincoln Public Schools 2006-2007 Budget Information

General Fund Expenditures by Division



General Fund Expenditures by Category



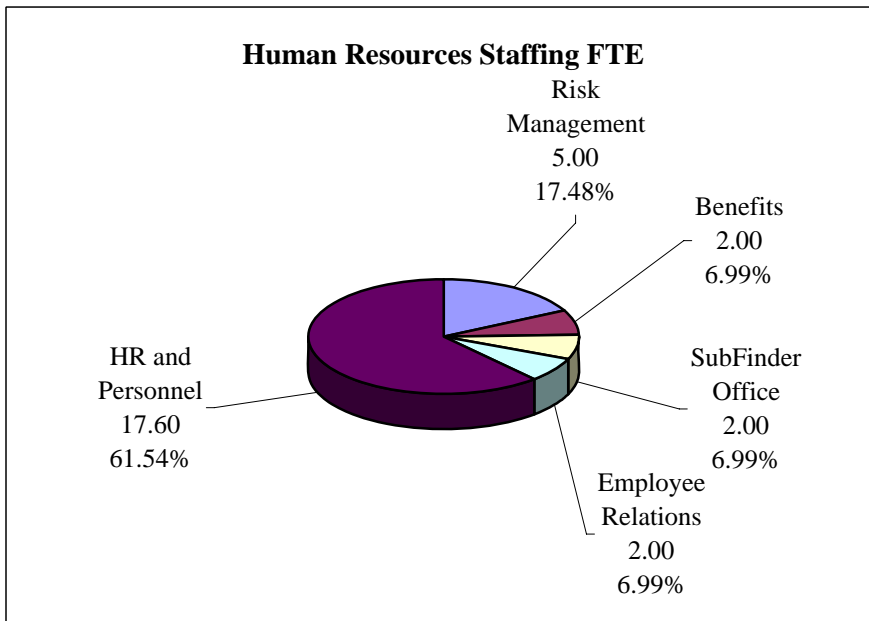
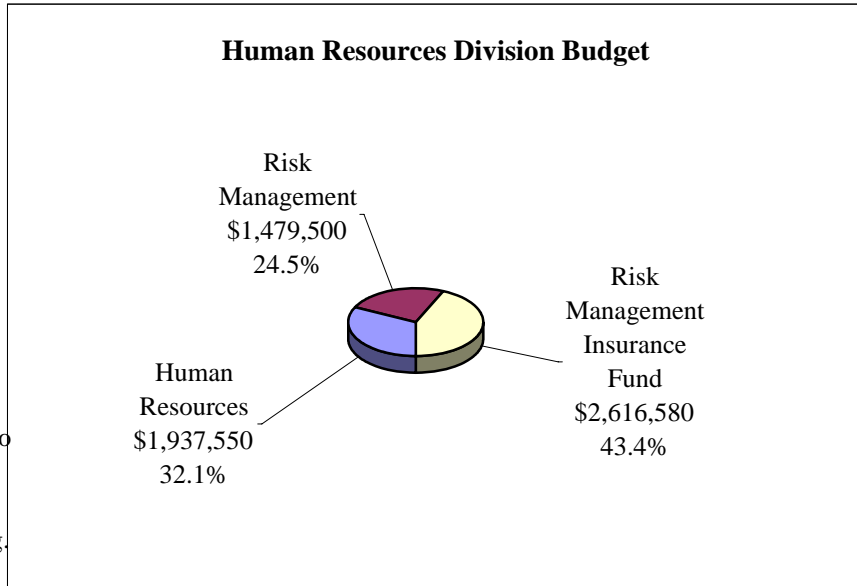
The General Fund is the comprehensive fund to finance all facets of services rendered by the school district including instructional and support services, as well as any functions not specifically provided for in other funds. It is funded through a combination of local, state, and federal funds as well as miscellaneous fees and non-revenue receipts.

Lincoln Public Schools 2006-2007 Budget Information

The Human Resources Division recognizes that the people working within the district are valuable resources representing a significant investment of organizational efforts. The role of Human Resources is both strategic and operational. Strategically, the division is responsible for employment forecasting, monitoring and responding to evolving legal issues, relating to employment, organizational restructuring/ staffing and compensation/ benefit planning. Operational functions include the recruitment, selection,

orientation, assignment and staff development for paraeducators and office professionals. The district's Affirmative Action, Risk Management Programs, Benefits, Employee Relations, as well as costs for special needs of employees under the Americans with Disabilities Act, are a part of this division.

The Risk Management Department is responsible for the operation of the district's insurance and self-insurance program which includes property, vehicle collisions, both property damage and liability exposure, liability as it relates to student and patron injuries, school board liability, unemployment compensation, worker's compensation and the consulting fee paid to the insurance broker.



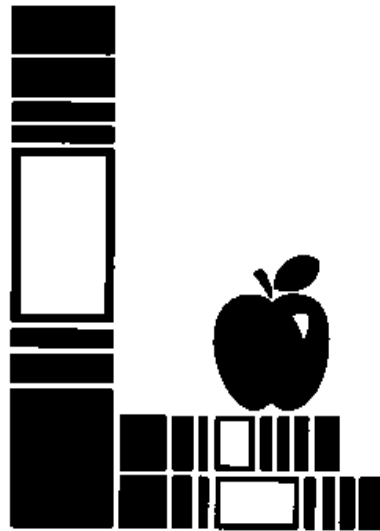
Risk Management handles investigations into student, patron, employee, and vehicle accidents and works closely with the excess insurance carriers and legal counsel related to claims.

The Risk Management Insurance Fund is maintained by the Risk Management Department. It provides protection and/or insurance against loss, damage, or liability as mandated by education, government,

labor, insurance and other pertinent codes of the State of Nebraska. These losses can include, but are not limited to loss or damage to real and personal property of the district, liability of the district and/or personal liability of the governing board and employees of the district for damages to persons or property, including injury or death, losses due to employee dishonesty, and workers' compensation/employers liability.

Recruitment

2006 - 2007



Human Resources Division

Annually, Lincoln Public Schools staff actively recruits quality candidates for all of the existing and anticipated vacancies. Recruitment occurs in a variety of settings such as college/university career fairs, job fairs, and through many different media. The decision about how and where to recruit is made annually based upon the available budget, anticipated staffing needs and past experience recruiting in the particular locale, or using a certain method. We actively and regularly seek employees to fill the wide variety of positions that will meet the needs of our students and run the infrastructure of an over \$269 million operation.

Recruitment Activities for Certificated Staff
(Teachers, Counselors, School Psychologists, Administrators)

Career Fair Attendance

National Association of School Psychologists
National Association of Affirmative Action *
Concordia University
Kansas State University
Minnesota Career Fair
Northwest Missouri State
South Carolina State *
South Dakota Career Fair
University of Iowa
University of Kansas
University of Nebraska - Lincoln
University of Nebraska - Career Connection and Career Kaleidoscope *
University of Nebraska – Omaha *
University of Nebraska - Kearney
University of Northern Colorado – Greeley *
University of Texas at Austin *
University of Wyoming

Applicant Interviews

Nebraska Wesleyan University
University of Nebraska - Lincoln
Doane College
Northwest Missouri State
Wayne State College
University of Wyoming
University of Northern Colorado – Greeley
Kansas State University
University of Kansas
Minnesota Career Fair
South Dakota Career Fair

Recruitment Activities for Classified Staff

(Occupational / Physical Therapists, Paraeducators, Bus Drivers, Custodians, Food Service, Office)

Career Fair Attendance

Creighton University OT-PT Job Fair
Southeast Community College Job Fair
Lincoln Human Resources Management Association Job Fair
Lincoln Journal Star Job Fair
University of Nebraska - Lincoln Minority Job Fair *
Southeast High School (Mock Interviews)
East High School (Mock Interviews)
North Star High School (Mock Interviews)

*indicates Affirmative Action recruiting

Practicum Student and Student Teaching Experiences with Lincoln Public Schools

Lincoln Public Schools provides opportunities for university students from area schools to participate in practicum and student teaching experiences in the classrooms. Each semester, representatives from the area colleges and universities meet with Human Resources to determine the placement of the education students in our classrooms. The students are paired with a “cooperating” teacher in the appropriate field of study and allowed to participate in the teaching process. There are three major benefits of practicum/student teaching experiences: the student teacher is given a taste of “real teaching”, the cooperating teacher gains experience as a mentor teacher and the school district gets to know the prospective employee on a personal basis.

	Fall 2006		Spring 2007	
	Practicum	Student Teaching	Practicum	Student Teaching
Elementary Regular Ed	488	86	221	103
Elementary Special Ed	81	18	43	31
Secondary Regular Ed	478	72	635	171
Secondary Special Ed	58	3	58	18
Total	1105	179	957	323

	Fall 2005		Spring 2006	
	Practicum	Student Teaching	Practicum	Student Teaching
Elementary Regular Ed	416	90	467	81
Elementary Special Ed	47	3	91	13
Secondary Regular Ed	472	78	296	126
Secondary Special Ed	15	7	51	13
Total	950	178	905	233

	Fall 2004		Spring 2005	
	Practicum	Student Teaching	Practicum	Student Teaching
Elementary Regular Ed	499	81	326	120
Elementary Special Ed	59	10	106	24
Secondary Regular Ed	373	65	308	142
Secondary Special Ed	10	6	53	15
Total	941	162	793	301

Applicant Statistics

2006 - 2007



Human Resources Division

New Certificated and Classified Applications Received

2006 - 2007								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	24	38	0	1	4	1	56	62
Teachers	591	231	7	7	17	2	789	822
Paraeducators	693	172	21	72	45	13	714	865
Office	783	60	19	33	24	9	758	843
Food Service	451	96	17	65	30	16	419	547
Food Service Student Help	0	5	0	0	0	0	5	5
Custodial	255	502	21	96	27	13	600	757
Summer Crew	17	96	0	8	2	2	101	113
Maintenance	133	455	7	59	16	9	497	588
Transportation	126	172	4	38	11	5	240	298
Technicians	380	211	10	23	20	5	533	591
Miscellaneous	18	13	1	0	0	0	30	31
Substitute Teachers	412	156	1	12	8	1	546	568
Gifted Mentors	92	41	6	3	5	0	119	133
Coaches	120	109	5	9	6	1	208	229
<i>Totals</i>	<i>4095</i>	<i>2357</i>	<i>119</i>	<i>426</i>	<i>215</i>	<i>77</i>	<i>5615</i>	<i>6452</i>
<i>Percentage</i>	<i>63.47%</i>	<i>36.53%</i>	<i>1.84%</i>	<i>6.60%</i>	<i>3.33%</i>	<i>0.12%</i>	<i>87.03%</i>	<i>100.00%</i>

2005 - 2006								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	42	86	0	5	5	3	115	128
Teachers	581	206	6	14	14	2	751	787
Paraeducators	614	134	17	59	45	8	619	748
Office	883	62	16	27	20	12	870	945
Food Service	428	60	22	47	32	8	379	488
Food Service Student Help	1	6	0	0	0	0	7	7
Custodial	229	481	17	83	36	10	564	710
Summer Crew	13	58	1	2	0	1	67	71
Maintenance	172	424	13	54	18	4	507	596
Transportation	106	112	5	44	13	3	153	218
Technicians	298	314	11	28	9	6	558	612
Miscellaneous	11	9	0	0	1	1	18	20
Substitute Teachers	403	139	5	8	6	0	523	542
Gifted Mentors	55	21	2	4	0	1	69	76
Coaches	150	164	1	15	5	1	292	314
<i>Totals</i>	<i>3986</i>	<i>2276</i>	<i>116</i>	<i>390</i>	<i>204</i>	<i>60</i>	<i>5492</i>	<i>6262</i>
<i>Percentage</i>	<i>63.65%</i>	<i>36.35%</i>	<i>1.85%</i>	<i>6.23%</i>	<i>3.26%</i>	<i>0.96%</i>	<i>87.70%</i>	<i>100.00%</i>

2004 - 2005								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	45	60	1	5	2	0	97	105
Teachers	510	208	2	7	20	2	687	718
Paraeducators	625	160	18	65	59	9	634	785
Office	519	44	11	17	13	7	515	563
Food Service	392	93	29	52	34	13	357	485
Food Service Student Help	2	4	0	0	0	0	6	6
Custodial	214	475	19	77	45	15	533	689
Summer Crew	12	51	1	1	0	0	61	63
Maintenance	163	603	11	51	29	9	666	766
Transportation	96	115	8	22	13	5	163	211
Technicians	167	147	7	8	9	0	290	314
Miscellaneous	14	14	0	1	0	0	27	28
Substitute Teachers	338	139	3	12	11	2	449	477
Gifted Mentors	56	28	4	2	4	1	73	84
Coaches	121	126	1	12	2	0	232	247
<i>Totals</i>	<i>3274</i>	<i>2267</i>	<i>115</i>	<i>332</i>	<i>241</i>	<i>63</i>	<i>4790</i>	<i>5541</i>
<i>Percentage</i>	<i>59.09%</i>	<i>40.91%</i>	<i>2.08%</i>	<i>5.99%</i>	<i>4.35%</i>	<i>1.14%</i>	<i>86.45%</i>	<i>100.00%</i>

These charts represent a per-person count of new applications received for the fiscal year. If a person applied for more than one position within one employee group, that person is counted once. If a person applied for one para position and one food service position, they are counted once in each group.

Certificated Applications by Subject

New Applications Received					
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Art	18	18	19	37	24
Audiology	0	0	5	0	0
Business	34	18	20	31	26
Computer	17	6	6	15	10
Driver Education	5	0	0	0	1
Elementary	229	268	353	395	377
English	57	66	69	56	95
English Language Learners	27	24	22	28	30
Family & Consumer Science	10	11	5	12	4
Gifted	2	2	0	2	1
Guidance	8	9	8	20	17
ExCite / Early Childhood	0	58	81	84	95
Health	7	12	15	19	16
Industrial Technology	12	9	4	16	11
Journalism	4	5	5	0	6
Math	45	50	53	46	58
Media	7	6	1	10	5
Music (Instrumental)	25	45	34	30	47
Music (Vocal)	27	48	32	30	48
Nurse	5	9	7	11	13
Physical Education	58	38	51	50	53
Psychologist	10	8	4	13	7
Reading	8	13	10	7	20
School Social Worker	4	2	5	5	6
Science	35	36	45	41	40
Social Studies	94	84	113	101	122
Special Education	83	74	186	188	258
Speech Pathology	14	13	10	13	15
Speech/Drama	10	15	14	8	18
World Language	15	13	19	13	24
TOTALS	870	960	1196	1281	1447

Certificated applicants may be represented in more than one subject area in this chart.

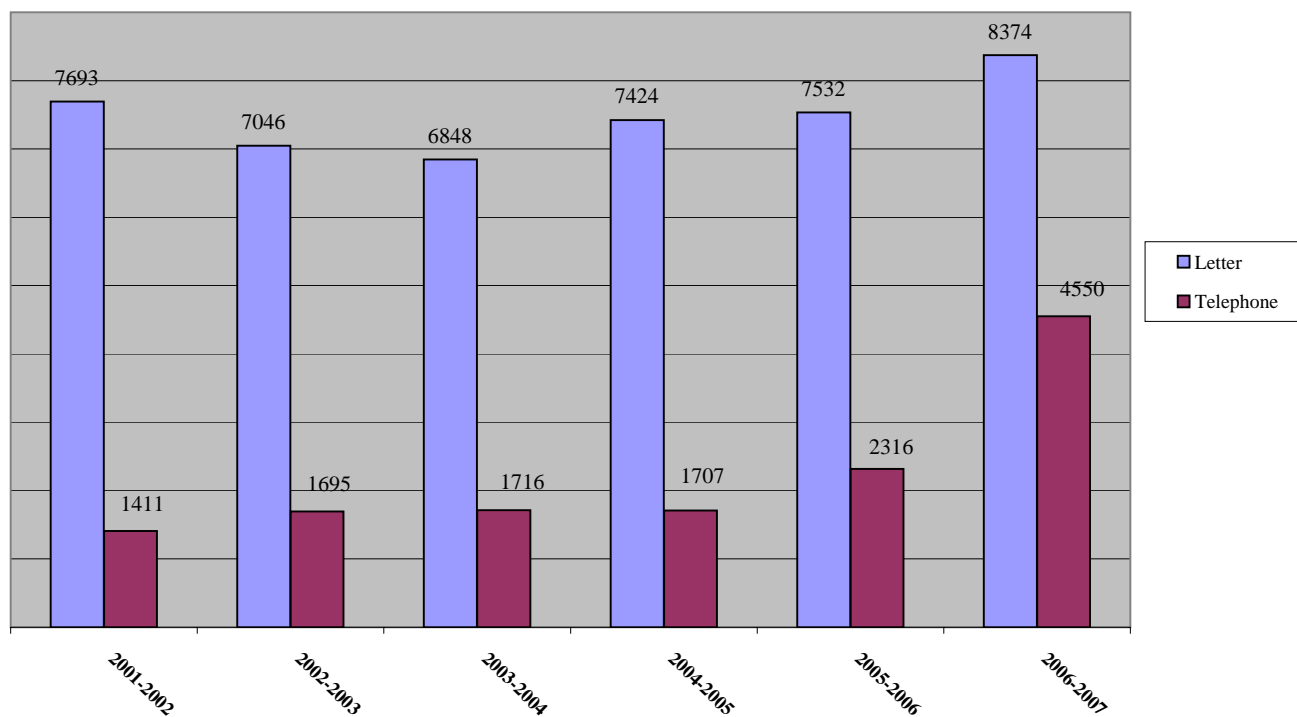
Fiscal Year Data

Total Applications on File 2006 - 2007

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Administrator	516	520	520	520	524	525	535	535	541	545	552	552
Teacher	1,320	1,342	1,366	1,402	1,415	1,419	1,432	1,435	1,422	1,421	1,413	1,398
Paraeducator	772	773	773	778	782	797	795	784	791	789	787	795
Office	1,039	1,035	1,024	1,027	1,018	1,002	984	952	944	929	915	907
Food Service	545	547	548	552	556	561	559	566	568	571	575	576
Custodial	794	799	795	782	787	781	774	769	754	745	747	742
Maintenance	756	750	750	742	737	735	741	703	697	685	682	675
Transportation	231	235	236	239	241	250	248	254	259	262	266	267
Technician	583	585	581	578	577	580	562	560	561	557	554	554
Sub Teachers	620	632	652	667	676	700	727	742	755	776	799	812
Gifted Mentors	66	69	75	75	76	79	84	88	92	95	98	98
TOTALS	7,242	7,287	7,320	7,362	7,389	7,429	7,441	7,388	7,384	7,375	7,388	7,376

Telephone and Letter References

As part of the application process, references are obtained on applicants. References for classified applicants are collected via the telephone and references for certificated applicants and substitute teachers are sent through the mail. Additionally, certificated employees can request additional references be sent through the mail and then placed in their employee file.



Inactivated Classified Applications by Fiscal Year

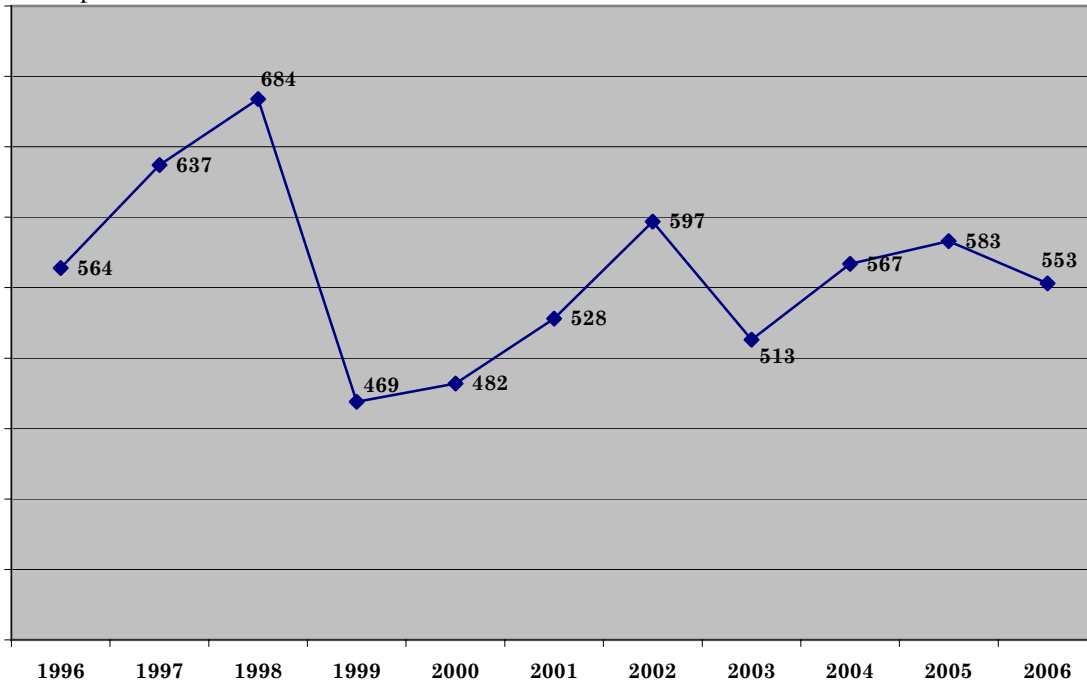
Classified applications are kept active for one year. After one year, the applicant is inactivated and no longer considered for positions. Since we accept applications year-round, the inactivation process is completed at the end of each month for each type of classified positions.

	Paraeducators	Office Professionals	Food Service	Custodial	Maintenance	Transportation	Technicians	Sub Teachers	Gifted Mentors
2006-2007	879	1,022	582	749	700	237	597	496	81
2005-2006	811	644	518	671	794	218	301	406	82
2004-2005	823	617	670	847	756	195	348	277	142
2003-2004	854	658	725	812	668	237	443	178	84
2002-2003	800	600	548	646	526	185	411	268	57
2001-2002	489	516	346	379	451	231	488	234	46
2000-2001	750	449	407	849			365	72	45
1999-2000	644	368	327	677			304	77	83
1998-1999	559	319	306	583			346	80	34
1997-1998	733	418	492	805			188	106	47
1996-1997	698	565	347	838			200	101	85

Prior to 2001-2002, all custodial, maintenance and transportation inactivated applications were listed under the Custodial category.

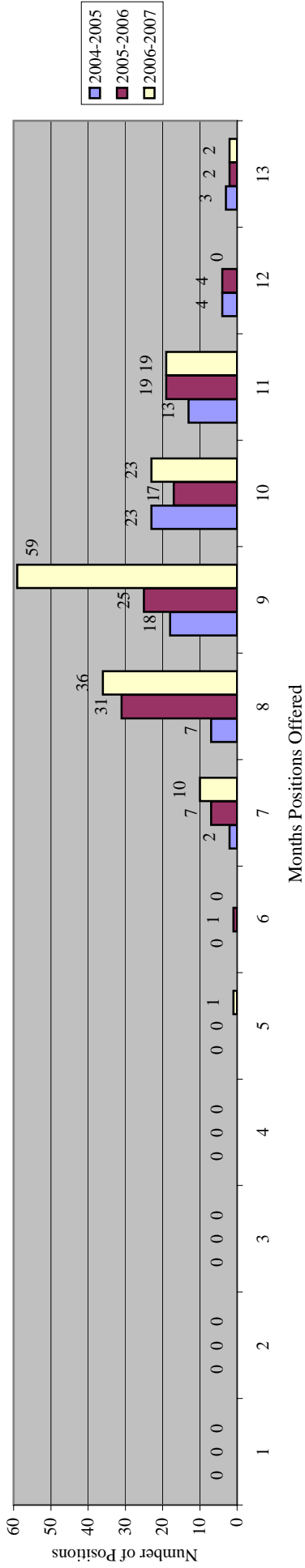
Inactivated Certificated Applications by Year

Each year, certificated applicants receive a letter asking if they would like to keep their application on file with LPS for another year. If a person requests that his/her file no longer be considered or if we do not receive the reactivation letter back from them, their application is inactivated and no longer considered for certificated positions.

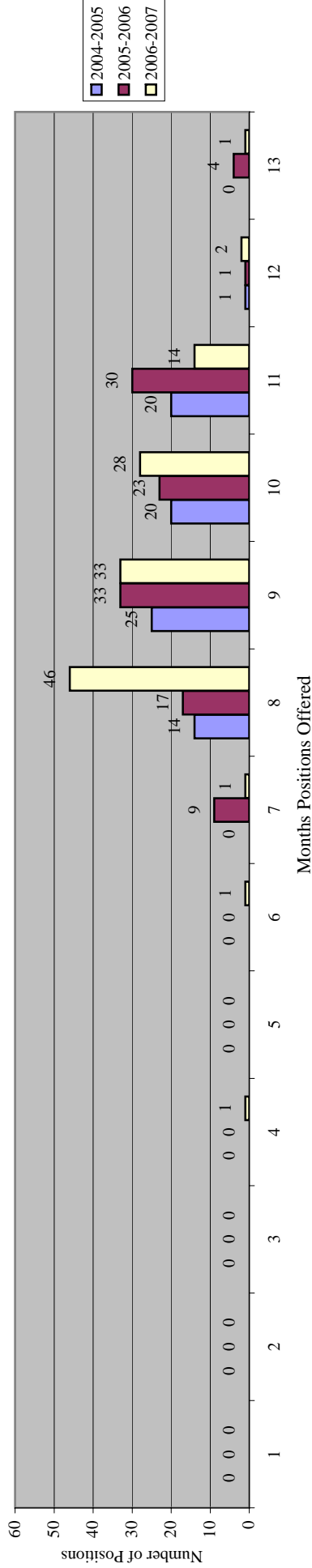


As of 12/31/99, Human Resources started sending reactivation letters through first class mail for forwarding addresses.

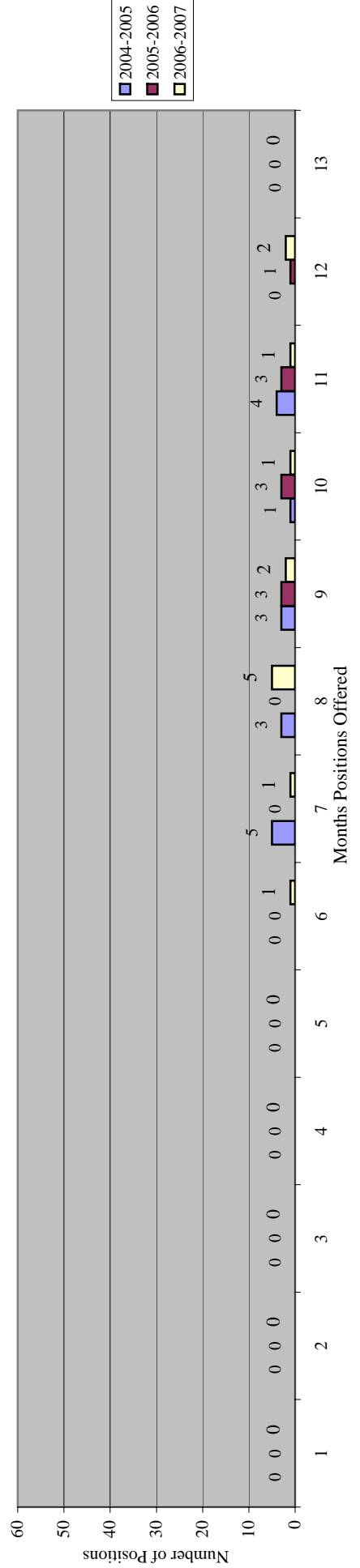
Acceptance Dates of Elementary Certificated Employment



Acceptance Dates of Secondary Certificated Employment

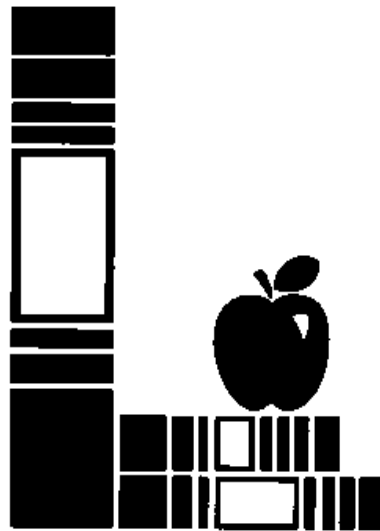


Acceptance Dates of District-Based Certificated Employment



Staff Statistics

2006 - 2007



Human Resources Division

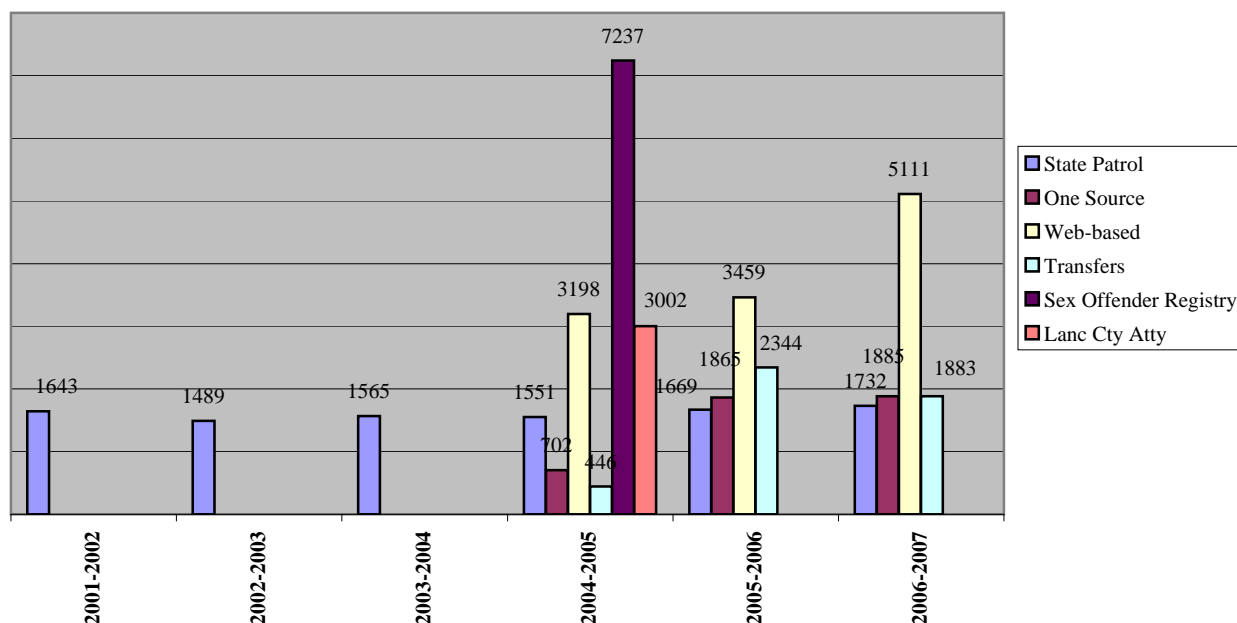
Criminal Background Checks by Fiscal Year

Since November 2004, the Human Resources Department has taken a number of actions to bolster its system for reviewing criminal histories of applicants, new hires and current employees. Since 1994, background criminal checks on new hires were conducted through the State Patrol and we have completed the following in reviewing the backgrounds of our current employees.

Each State Patrol criminal background check was pulled from the files and each of the checks which contained any negative information for current employees was reviewed by the Human Resources Leadership Team. The Lancaster County Attorney's Criminal Court Case on-line search was completed on employees with negative information on the State Patrol check and all employees who did not have State Patrol checks on file. All employees were checked against the on-line Sex Offender Registry with no employees found on the registry. Depending upon the outcomes of the above checks, additional checks, including State Patrol checks, were completed or repeated on employees.

Along with the new background check process for current employees, all application forms were revised regarding disclosure of criminal background. A new section was added giving the district permission to utilize an outside entity, One Source, to conduct background checks and to consider all information gathered regarding background information as governed by the Fair Credit Reporting Act. The addition of a Background Investigation Specialist has allowed the district to centralize and further streamline the information gathering process.

All new viable applicants will undergo four web-based checks, which include the Lincoln Police Department's Outstanding Warrants Listing, the Lancaster County Attorney's Criminal Court Case Search, and the Nebraska State Patrol's Sex Offender Level 2 and Level 3 Registry. The offer to hire an employee is contingent upon successful completion of the four web-based checks, the criminal check through the State Patrol and the background check through One Source. In addition, any employee who transfers from one position to another within the district will undergo the four web-based checks. While negative information will not necessarily bar an applicant from employment with Lincoln Public Schools, Human Resources personnel will continue to consider background check information when making personnel decisions.



Notes:

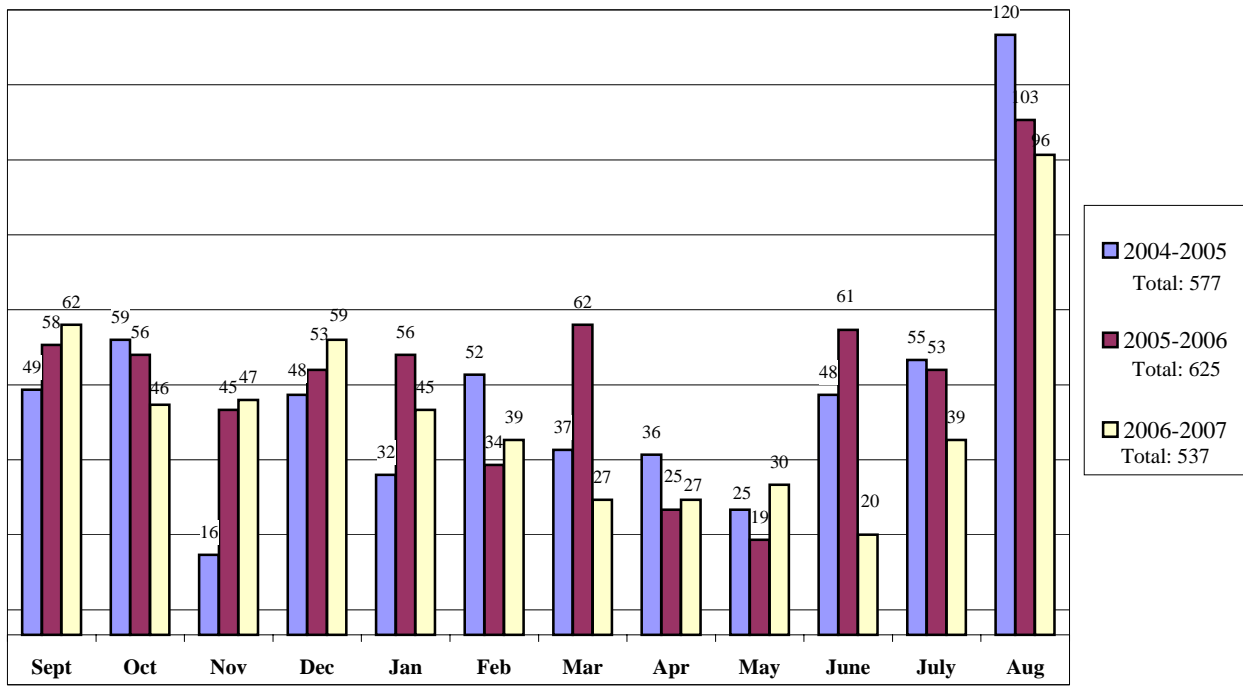
Transfer numbers reflect the four web-based checks completed on employees who transferred from one position to another and substitute employees wishing to reactivate their position for another year.

Beginning in 2005-2006, the Sex Offender Registry (SOR) and Lancaster County Attorney (LCA) checks are contained within the web-based checks for all new applicants, new hires and/or transfers.

In 2004-2005, the third-party background check figures were from 4/1/05 - 8/31/05. The web-based checks are from 11/1/04 - 8/31/05. The SOR and LCA reflect a one-time search of employees in November 2004.

Post-Offer Physical Screenings by Fiscal Year and Month

A post-offer physical screening is conducted on each new person hired into the following positions: special education teachers and paraeducators, school nurses, health technicians, clerical, custodial, nutrition services, maintenance, transportation and all of the related substitute positions. This screening helps determine if the person can meet the essential physical functions of the position. The offer to hire is contingent upon the completion of the criminal background checks and the successful completion of the post-offer physical screening.



**Statistical Breakdown of New Certificated Hires
2006 - 2007**

	Female	Male	Asian American	African American	Hispanic American	Native American	White
Demographics	257	61	1	4	5	1	307
Degrees							
Bachelors	257	61	1	4	5	1	307
Masters	77	13	0	0	2	0	88
Ph.D	1	3	0	0	1	0	3
Years of Experience							
0	89	28	0	2	1	0	114
1-4	80	13	1	1	1	1	89
5-9	42	9	0	1	2	0	48
10-14	19	2	0	0	0	0	21
15-19	12	2	0	0	1	0	13
20-24	3	2	0	0	0	0	5
25-40	12	5	0	0	0	0	17
Age Range							
21-24	74	15	1	2	0	0	86
25-29	65	22	0	1	2	1	83
30-34	32	5	0	0	1	0	36
35-39	21	7	0	1	0	0	27
40-44	21	4	0	0	0	0	25
45-49	16	1	0	0	1	0	16
50-54	9	0	0	0	1	0	8
55-59	11	5	0	0	0	0	16
60-72	8	2	0	0	0	0	10

**Statistical Breakdown of New Classified Hires
2006 - 2007**

Demographics	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Paraeducators	173	41	3	13	7	1	190	214
Office	31	0	0	3	2	0	26	31
Food Service	72	5	4	3	1	0	69	77
Custodial	7	51	1	5	3	1	48	58
Maintenance	0	4	0	0	0	0	4	4
Transportation	14	31	0	0	2	1	42	45
Technician	42	16	1	2	5	0	50	58
Totals	339	148	9	26	20	3	429	487

Age Range	13-16	17-20	21-24	25-29	30-34	35-39	40-44
Paraeducators	0	14	44	25	24	20	24
Office	0	1	4	3	3	4	3
Food Service	0	1	5	3	8	15	10
Custodial	0	2	5	7	3	6	2
Maintenance	0	0	0	0	0	0	1
Transportation	0	9	1	1	2	2	4
Technician	0	1	7	7	11	8	11
Totals	0	28	66	46	51	55	55

Age Range	45-49	50-54	55-59	60-64	65-69	70-78	Totals
Paraeducators	26	16	12	5	4	0	214
Office	3	5	3	2	0	0	31
Food Service	12	6	10	5	1	1	77
Custodial	9	11	7	4	0	2	58
Maintenance	0	2	0	1	0	0	4
Transportation	6	4	6	6	4	0	45
Technician	7	2	3	1	0	0	58
Totals	63	46	41	24	9	3	487

This chart is a per-person count from September 1, 2006 to August 31, 2007.

**Statistical Breakdown of New Hourly and Substitute Hires
2006 - 2007**

Demographics	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Substitute Teachers	235	68	3	5	0	0	295	303
Substitute / Hourly Paraeducators	68	14	1	2	2	2	75	82
Substitute / Hourly Office	9	2	0	0	0	0	11	11
Substitute / Hourly Food Service	21	6	1	0	0	1	25	27
Substitute Custodial	0	0	0	0	0	0	0	0
Summer Crew / Hourly Maintenance	7	22	0	0	0	0	29	29
Substitute / Hourly Transportation	6	28	0	1	1	2	30	34
Substitute / Hourly Technician	23	4	0	0	1	0	26	27
Other Hourly Positions	213	201	9	13	7	3	382	414
Totals	582	345	14	21	11	8	873	927

Age Range	13-16	17-20	21-24	25-29	30-34	35-39	40-44
Substitute Teachers	0	1	124	44	16	13	13
Substitute / Hourly Paraeducators	0	13	21	6	7	5	6
Substitute / Hourly Office	1	4	3	1	0	0	1
Substitute / Hourly Food Service	4	1	3	1	0	3	2
Substitute Custodial	0	0	0	0	0	0	0
Summer Crew / Hourly Maintenance	0	21	7	0	0	0	1
Substitute / Hourly Transportation	0	0	1	0	0	1	7
Substitute / Hourly Technician	0	3	2	8	1	1	3
Other Hourly Positions	10	112	134	39	23	10	23
Totals	15	155	295	99	47	33	56

Age Range	45-49	50-54	55-59	60-64	65-69	70-78	Totals
Substitute Teachers	11	10	41	22	4	4	303
Substitute / Hourly Paraeducators	8	6	5	1	1	3	82
Substitute / Hourly Office	0	0	1	0	0	0	11
Substitute / Hourly Food Service	2	1	5	5	0	0	27
Substitute Custodial	0	0	0	0	0	0	0
Summer Crew / Hourly Maintenance	0	0	0	0	0	0	29
Substitute / Hourly Transportation	4	4	10	5	2	0	34
Substitute / Hourly Technician	4	2	2	1	0	0	27
Other Hourly Positions	11	21	11	8	7	5	414
Totals	40	44	75	42	14	12	927

Other Hourly Positions include Gifted Mentors, Bilingual Translators, Athletic Event Workers, and Student Workers.

**Age Demographics by Employee Group
2006 - 2007**

	14-20	%	21-30	%	31-40	%	41-50	%
Administrators	0	0.00%	4	2.52%	20	12.58%	44	27.67%
Teachers	0	0.00%	502	17.41%	679	23.54%	725	25.14%
Paraeducators	3	0.51%	96	16.47%	93	15.95%	199	34.13%
Office	0	0.00%	22	7.46%	29	9.83%	72	24.41%
Food Service	2	0.60%	11	3.29%	56	16.77%	133	39.82%
Custodial	6	1.67%	26	7.24%	38	10.58%	113	31.48%
Maintenance	0	0.00%	12	8.89%	14	10.37%	45	33.33%
Technicians	0	0.00%	51	13.08%	85	21.79%	114	29.23%
Transportation	0	0.00%	14	10.53%	12	9.02%	28	21.05%

	51-60	%	61-70	%	71+	%
Administrators	75	47.17%	16	10.06%	0	0.00%
Teachers	882	30.58%	95	3.29%	1	0.03%
Paraeducators	152	26.07%	34	5.83%	6	1.03%
Office	132	44.75%	39	13.22%	1	0.34%
Food Service	88	26.35%	35	10.48%	9	2.69%
Custodial	112	31.20%	55	15.32%	9	2.51%
Maintenance	50	37.04%	13	9.63%	1	0.74%
Technicians	120	30.77%	20	5.13%	0	0.00%
Transportation	48	36.09%	21	15.79%	10	7.52%

**Gender / Ethnicity Demographics by Employee Group
2006 - 2007**

	Female	Male	Asian American	African American	Hispanic American	Native American	White
Administrators	87	70	0	5	2	0	150
Teachers	2,264	596	14	40	47	9	2,750
Paras	514	54	8	22	16	2	520
Office	296	1	4	6	2	0	297
Food Service	312	9	12	1	6	2	300
Custodial	68	283	10	17	13	3	308
Maintenance	3	131	0	2	2	0	130
Transportation	78	50	1	8	3	1	115
Technicians	262	112	5	14	7	2	346
<i>Totals</i>	<i>3,884</i>	<i>1,306</i>	<i>54</i>	<i>115</i>	<i>98</i>	<i>19</i>	<i>4,916</i>
<i>Percentage</i>	<i>74.66%</i>	<i>25.11%</i>	<i>1.04%</i>	<i>2.21%</i>	<i>1.88%</i>	<i>0.37%</i>	<i>94.50%</i>

**Salary Schedule Placement of Certificated Staff
2006-2007
Staff Count**

STEP	BA	BA+18	BA+36	MA	MA+18	MA+36	PhD
1	87	6	2	6	0	0	0
2	81	13	4	10	0	2	0
3	53	17	4	15	1	2	0
4	39	19	6	19	4	2	0
5	35	15	2	22	1	5	3
6	38	18	8	19	3	4	1
7	134	104	49	147	47	14	4
8	25	35	27	51	18	8	1
9	13	17	21	23	11	7	0
10	63	20	26	19	11	5	0
11		107	30	27	5	16	2
12			49	40	20	30	2
13			44	17	13	13	2
14			40	20	18	27	2
15			62	40	31	37	4
16			41	26	19	21	1
17			25	17	14	24	3
18			33	21	13	32	3
19			29	12	21	30	3
20			36	13	23	32	5
21			16	15	8	16	5
22			17	9	10	21	1
23			0	0	0	0	0
24			23	14	11	30	3
Total	568	371	594	602	302	378	45
%	19.86%	12.97%	20.77%	21.05%	10.56%	13.22%	1.57%
						Total Staff	2,860

Full Time Equivalent (F.T.E.)

STEP	BA	BA+18	BA+36	MA	MA+18	MA+36	PhD
1	83.2166	5.3333	1.3000	6.0000	0.0000	0.0000	0.0000
2	77.7666	13.0000	4.0000	10.0000	0.0000	2.0000	0.0000
3	51.5500	16.7000	3.8000	15.0000	1.0000	2.0000	0.0000
4	37.3667	19.0000	6.0000	19.0000	3.6000	2.0000	0.0000
5	34.5500	13.3000	2.0000	21.0357	1.0000	5.0000	3.0000
6	36.3000	16.2000	7.4000	16.7000	3.0000	3.2000	0.8000
7	127.5167	100.5500	45.8500	141.3000	43.7100	13.3000	4.0000
8	24.1000	33.2500	26.1000	47.7000	18.0000	7.6000	1.0000
9	11.8000	17.0000	20.1000	21.7000	10.5000	6.7000	0.0000
10	59.9500	19.3000	25.6667	16.9000	10.5500	4.8000	0.0000
11		103.6500	29.4000	26.3000	5.0000	15.4000	2.0000
12			46.8100	37.9500	18.3000	29.3500	2.0000
13			42.7500	15.3000	13.0000	12.6500	2.0000
14			38.8000	19.5000	16.9000	24.8500	2.0000
15			61.2500	39.1000	30.6000	37.0000	3.4000
16			40.8000	25.3000	18.3000	20.3000	1.0000
17			25.0000	16.5000	14.0000	23.2000	3.0000
18			32.6000	21.0000	13.0000	31.2000	3.0000
19			28.1000	12.0000	20.0000	29.7000	3.0000
20			36.0000	13.0000	22.5000	32.0000	5.0000
21			14.6000	14.3000	7.6600	15.0500	5.0000
22			17.0000	9.0000	10.0000	20.3000	1.0000
23			0.0000	0.0000	0.0000	0.0000	0.0000
24			23.0000	14.0000	11.0000	30.0000	3.0000
F.T.E.	544.1166	357.2833	578.3267	578.5857	291.6200	367.6000	44.2000
						Total FTE	2,761.7323

Number of Substitute Employees on Staff

2006-2007

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Avg.
Sub Principal	3	3	3	3	3	3	3	3	3	3	4	4	3
Sub Teachers	653	653	653	653	660	660	660	667	686	651	642	675	659
Local Sub Teachers	102	102	102	102	112	112	112	136	126	107	103	105	110
Sub Speech Pathologists	2	2	2	2	2	2	2	2	2	2	2	2	2
Sub Nurses/LPNs	38	38	38	38	38	38	38	38	38	38	38	35	38
Sub Paraeducators	157	157	158	160	160	160	160	164	171	167	163	168	162
Sub Health Technicians	9	11	15	15	15	15	15	15	15	15	14	15	14
Sub Office	54	54	54	54	54	54	54	54	54	54	55	58	54
Sub Food Service	54	54	50	49	47	45	44	43	47	43	42	53	48
Sub Custodians*	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Transp. Drivers	15	15	16	18	18	18	18	18	19	19	19	13	17
Sub Transp. Paras	6	6	6	6	5	5	5	5	5	4	4	3	5
Sub Accompanists	3	3	3	3	3	3	3	3	3	3	3	3	3
Sub Sign Lang. Interpreters	4	4	4	4	4	4	4	5	5	5	5	4	4
Sub OT/PT	2	2	2	2	2	2	2	2	2	2	2	2	2
Sub Child Care Spec.	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Campus Supervisor	6	6	6	6	6	6	6	6	6	5	5	5	6
Sub Computer Techs	1	1	1	1	1	1	1	1	1	1	1	1	1
Sub Theater Tech	1	1	1	1	1	1	1	1	1	1	1	1	1
Totals	1,110	1,112	1,114	1,117	1,131	1,129	1,128	1,163	1,184	1,120	1,103	1,147	1130

*Position eliminated due to budget restrictions.

Number of Hourly Employees on Staff

2006-2007

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Avg.
Athletic Event Workers	210	236	241	261	276	280	291	293	298	311	311	555	343
Athletic Coaches	0	0	0	0	0	0	0	8	3	0	0	0	2
Intramural Coaches	347	339	337	314	302	302	286	295	304	4	6	137	172
Gifted Mentors	95	97	100	108	115	121	121	123	126	111	106	107	116
Bilingual Translators	100	100	100	101	101	101	101	101	104	105	105	103	103
Summer Maint. Crew	44	2	2	2	2	2	2	3	16	43	41	17	20
Student Workers	20	20	20	21	19	16	16	16	18	9	8	8	13
Phone Interviewers	12	12	12	12	12	12	12	12	12	12	12	12	12
Office Interns	6	6	6	6	6	6	7	7	7	5	6	6	6
Hourly Technicians	14	14	14	14	14	14	14	14	14	14	15	14	14
Other Misc. Hourly	12	13	13	14	14	14	15	29	28	15	14	13	19
Totals	860	839	845	853	861	868	865	901	930	629	624	972	820

**Exempt / Non-Exempt Status by Employee Group
2006 - 2007**

	Exempt	Non-Exempt
Administrators	158	0
Teachers	2860	0
Paras	0	577
Office	9	288
Food Service	0	327
Custodial	0	354
Maintenance	0	135
Transportation	0	135
Technicians	134	246
<i>Totals</i>	<i>3161</i>	<i>2062</i>
<i>Percentage</i>	<i>60.52%</i>	<i>39.48%</i>

Leaves of Absence by Employee Group

2006 - 2007									
	Administrator	Teacher	Paraeducator	Office Professionals	Food Service	Custodial	Maintenance	Transportation	Technician
Academic	0	12	0	0	0	0	0	0	0
Administrative	1	0	0	0	0	0	0	0	0
Family Responsibilities	0	49	0	0	0	1	0	0	2
FMLA	0	0	0	0	0	0	0	0	0
Health	0	14	1	0	2	0	0	6	0
Maternity	0	10	1	0	1	0	0	1	1
Military	0	1	0	0	0	0	0	0	0
Moving From City	0	7	0	0	0	0	0	0	0
Other Employment	0	26	0	0	0	0	0	0	0
Personal	0	21	1	0	0	1	0	0	2
Sabbatical	0	0	0	0	0	0	0	0	0
Spouse Transferred	0	21	0	0	0	0	0	0	0
Part-Time	0	164	0	0	0	0	0	0	0
Totals	1	325	3	0	3	2	0	7	5

2005 - 2006									
	Administrator	Teacher	Paraeducator	Office Professionals	Food Service	Custodial	Maintenance	Transportation	Technician
Academic	0	8	0	0	0	0	0	0	0
Family Responsibilities	0	58	1	0	0	1	0	1	2
FMLA	0	0	0	0	0	0	0	0	0
Health	0	5	3	0	3	1	0	2	0
Maternity	0	19	0	1	1	0	0	0	0
Military	2	1	0	0	0	0	0	0	0
Moving From City	0	3	0	0	0	0	0	0	0
Other Employment	0	21	0	0	0	0	0	0	0
Personal	0	20	0	0	0	0	0	0	0
Sabbatical	0	0	0	0	0	0	0	0	0
Spouse Transferred	0	23	0	0	0	0	0	0	0
Part-Time	0	177	0	0	0	0	0	0	0
Totals	2	335	4	1	4	2	0	3	2

2004 - 2005									
	Administrator	Teacher	Paraeducator	Office Professionals	Food Service	Custodial	Maintenance	Transportation	Technician
Academic	0	9	0	0	0	0	0	0	0
Family Responsibilities	1	68	1	0	1	0	0	0	1
FMLA	0	0	0	0	0	0	0	1	1
Health	1	16	3	0	2	1	0	1	0
Maternity	0	15	0	0	0	0	0	0	1
Military	0	1	0	0	0	0	0	0	0
Moving From City	0	2	0	0	0	0	0	0	0
Other Employment	2	24	0	0	0	0	0	0	0
Personal	1	10	0	0	0	0	0	1	0
Sabbatical	0	0	0	0	0	0	0	0	0
Spouse Transferred	0	22	0	0	0	0	0	0	1
Part-Time	0	185	0	0	0	0	0	0	0
Totals	5	352	4	0	3	1	0	3	4

Turnover Rates by Employee Group

2006 - 2007			
	Total Employees	# Leaving	% Turnover
Administrators	157	9	5.73%
Teachers	2,860	202	7.06%
Office	296	28	9.46%
Paraeducators	566	130	22.97%
Food Service	323	61	18.89%
Technicians	376	39	10.37%
Transportation	138	33	23.91%
Custodial	353	54	15.30%
Maintenance	123	3	2.44%

2005 - 2006			
	Total Employees	# Leaving	% Turnover
Administrators	156	14	8.97%
Teachers	2,803	211	7.53%
Office	291	32	11.00%
Paraeducators	540	156	28.89%
Food Service	329	60	18.24%
Technicians	380	52	13.68%
Transportation	145	27	18.62%
Custodial	352	74	21.02%
Maintenance	123	3	2.44%

2004 - 2005			
	Total Employees	# Leaving	% Turnover
Administrators	152	11	7.24%
Teachers	2,767	163	5.89%
Office	297	19	6.40%
Paraeducators	502	135	26.89%
Food Service	335	49	14.63%
Technicians	375	39	10.40%
Transportation	141	13	9.22%
Custodial	358	57	15.92%
Maintenance	122	10	8.20%

2003 - 2004			
	Total Employees	# Leaving	% Turnover
Administrators	151	7	4.64%
Teachers	2,816	210	7.46%
Office	302	31	10.26%
Paraeducators	534	150	28.09%
Food Service	344	64	18.60%
Technicians	390	46	11.79%
Transportation	107	34	31.78%
Custodial	368	63	17.12%
Maintenance	134	8	5.97%

Total employee numbers are effective as of 10-1 of the applicable school year.

Summary of Personnel Actions
9-1-2006 to 8-31-2007

New Hires and Certificated Re-Elections								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	4	7	0	0	1	0	10	11
Teachers	305	88	1	2	3	0	387	393
Paraeducators	191	45	4	13	9	1	209	236
Office	32	0	0	3	2	0	27	32
Food Service	73	5	4	3	1	0	70	78
Custodial	7	51	1	5	3	1	48	58
Maintenance	0	4	0	0	0	0	4	4
Transportation	14	31	0	0	2	1	42	45
Technicians	43	16	1	2	5	0	51	59
Substitute/Hourly	583	345	14	21	11	8	874	928
<i>Totals</i>	<i>1,252</i>	<i>592</i>	<i>25</i>	<i>49</i>	<i>37</i>	<i>11</i>	<i>1,722</i>	<i>1,844</i>
<i>Percentage</i>	<i>67.90%</i>	<i>32.10%</i>	<i>1.36%</i>	<i>2.66%</i>	<i>2.01%</i>	<i>0.60%</i>	<i>93.38%</i>	<i>100.00%</i>

Transfers								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	2	1	0	0	0	0	3	3
Teachers	278	50	0	2	7	1	318	328
Paraeducators	123	8	2	0	6	0	123	131
Office	7	0	0	0	0	0	7	7
Food Service	35	3	0	3	0	0	35	38
Custodial	11	48	0	4	5	1	49	59
Maintenance	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0
Technicians	8	5	0	1	0	0	12	13
Substitute/Hourly	0	0	0	0	0	0	0	0
<i>Totals</i>	<i>464</i>	<i>115</i>	<i>2</i>	<i>10</i>	<i>18</i>	<i>2</i>	<i>547</i>	<i>579</i>
<i>Percentage</i>	<i>80.14%</i>	<i>19.86%</i>	<i>0.35%</i>	<i>1.73%</i>	<i>3.11%</i>	<i>0.35%</i>	<i>94.47%</i>	<i>100.00%</i>

Time Adjustments/Additional Assignments								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	0	0	0	0	0	0	0	0
Teachers	13	2	0	0	0	0	15	15
Paraeducators	225	10	3	13	12	0	207	235
Office	2	0	0	0	0	0	2	2
Food Service	27	2	3	1	0	1	24	29
Custodial	0	0	0	0	0	0	0	0
Maintenance	0	0	0	0	0	0	0	0
Transportation	5	0	0	1	0	0	4	5
Technicians	26	2	0	0	2	0	26	28
Substitute/Hourly	457	498	8	41	24	0	882	955
<i>Totals</i>	<i>755</i>	<i>514</i>	<i>14</i>	<i>56</i>	<i>38</i>	<i>1</i>	<i>1,160</i>	<i>1,269</i>
<i>Percentage</i>	<i>59.50%</i>	<i>40.50%</i>	<i>1.10%</i>	<i>4.41%</i>	<i>2.99%</i>	<i>0.08%</i>	<i>91.41%</i>	<i>100.00%</i>

All actions were counted per position, rather than per staff member. For example, if a person resigned and had 2 different para positions, they were counted twice. This reflects the total number of personnel actions.

Summary of Personnel Actions
9-1-2006 to 8-31-2007

Change of Status								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	3	4	0	0	0	0	7	7
Teachers	158	31	0	0	2	0	187	189
Paraeducators	19	3	0	0	4	0	18	22
Office	14	0	0	1	0	0	13	14
Food Service	47	1	0	1	2	1	44	48
Custodial	5	15	1	2	0	0	17	20
Maintenance	0	0	0	0	0	0	0	0
Transportation	3	4	0	1	1	0	5	7
Technicians	12	4	1	0	0	0	15	16
Substitute/Hourly	99	15	1	1	1	0	111	114
<i>Totals</i>	<i>360</i>	<i>77</i>	<i>3</i>	<i>6</i>	<i>10</i>	<i>1</i>	<i>417</i>	<i>437</i>
<i>Percentage</i>	<i>82.38%</i>	<i>17.62%</i>	<i>0.69%</i>	<i>1.37%</i>	<i>2.29%</i>	<i>0.23%</i>	<i>95.42%</i>	<i>100.00%</i>

Leaves of Absence								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	1	0	0	0	0	0	1	1
Teachers	300	25	1	1	2	0	321	325
Paraeducators	2	1	0	0	0	0	3	3
Office	0	0	0	0	0	0	0	0
Food Service	3	0	0	0	1	0	2	3
Custodial	0	2	1	0	0	0	1	2
Maintenance	0	0	0	0	0	0	0	0
Transportation	3	4	0	1	1	0	5	7
Technicians	4	1	0	0	0	0	5	5
Substitute/Hourly	0	0	0	0	0	0	0	0
<i>Totals</i>	<i>313</i>	<i>33</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>0</i>	<i>338</i>	<i>346</i>
<i>Percentage</i>	<i>90.46%</i>	<i>9.54%</i>	<i>0.58%</i>	<i>0.58%</i>	<i>1.16%</i>	<i>0.00%</i>	<i>97.69%</i>	<i>100.00%</i>

Calendar Changes								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	0	0	0	0	0	0	0	0
Teachers	10	1	0	0	0	0	11	11
Paraeducators	0	0	0	0	0	0	0	0
Office	3	0	0	0	0	0	3	3
Food Service	0	0	0	0	0	0	0	0
Custodial	0	3	0	1	0	0	2	3
Maintenance	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0
Technicians	23	5	1	1	3	0	23	28
Substitute/Hourly	0	0	0	0	0	0	0	0
<i>Totals</i>	<i>36</i>	<i>9</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>0</i>	<i>39</i>	<i>45</i>
<i>Percentage</i>	<i>80.00%</i>	<i>20.00%</i>	<i>2.22%</i>	<i>4.44%</i>	<i>6.67%</i>	<i>0.00%</i>	<i>86.67%</i>	<i>100.00%</i>

All actions were counted per position, rather than per staff member. For example, if a person resigned and had 2 different para positions, they were counted twice. This reflects the total number of personnel actions.

Summary of Personnel Actions
9-1-2006 to 8-31-2007

Account Number Changes								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	4	0	0	0	0	0	4	4
Teachers	99	26	0	1	2	0	122	125
Paraeducators	52	1	0	1	1	0	51	53
Office	7	0	0	0	0	0	7	7
Food Service	0	0	0	0	0	0	0	0
Custodial	0	0	0	0	0	0	0	0
Maintenance	0	0	0	0	0	0	0	0
Transportation	0	0	0	0	0	0	0	0
Technicians	29	9	2	1	3	3	29	38
Substitute/Hourly	0	0	0	0	0	0	0	0
<i>Totals</i>	191	36	2	3	6	3	213	227
<i>Percentage</i>	84.14%	15.86%	0.88%	1.32%	2.64%	1.32%	93.83%	100.00%

Vertical Advancements, Horizontal Advancements, Change Pay Grade or Job Code								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	0	0	0	0	0	0	0	0
Teachers	218	43	0	3	4	0	254	261
Paraeducators	0	0	0	0	0	0	0	0
Office	0	0	0	0	0	0	0	0
Food Service	19	2	2	0	1	1	17	21
Custodial	0	0	0	0	0	0	0	0
Maintenance	0	4	0	0	0	0	4	4
Transportation	0	0	0	0	0	0	0	0
Technicians	17	12	0	2	0	0	27	29
Substitute/Hourly	0	1	0	0	0	0	1	1
<i>Totals</i>	254	62	2	5	5	1	303	316
<i>Percentage</i>	80.38%	19.62%	0.63%	1.58%	1.58%	0.32%	95.89%	100.00%

Resignations								
	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	4	5	0	1	0	0	8	9
Teachers	164	59	1	9	4	0	209	223
Paraeducators	130	25	4	8	7	1	135	155
Office	28	0	0	1	0	0	27	28
Food Service	61	0	2	1	1	0	57	61
Custodial	12	42	2	5	0	1	46	54
Maintenance	0	3	0	0	0	0	3	3
Transportation	17	16	0	2	0	0	31	33
Technicians	28	11	0	1	1	0	37	39
Substitute/Hourly	648	335	8	18	15	6	936	983
<i>Totals</i>	1,092	496	17	46	28	8	1,489	1,588
<i>Percentage</i>	68.77%	31.23%	1.07%	2.90%	1.76%	0.50%	93.77%	100.00%

Resignation numbers include those employees who are on leave of absence when they resign, teachers on temporary contracts who are not rehired and hourly employees whose positions have an end date.

All actions were counted per position, rather than per staff member. For example, if a person resigned and had 2 different para positions, they were counted twice. This reflects the total number of personnel actions.

Total Personnel Actions
9-1-2006 to 8-31-2007

	Female	Male	Asian American	African American	Hispanic American	Native American	White	Totals
Administrators	18	17	0	1	1	0	33	35
Teachers	1,545	325	3	18	24	1	1,824	1,870
Paraeducators	742	93	13	35	39	2	746	835
Office	93	0	0	5	2	0	86	93
Food Service	265	13	11	9	6	3	249	278
Custodial	35	161	5	17	8	3	163	196
Maintenance	0	11	0	0	0	0	11	11
Transportation	42	55	0	5	4	1	87	97
Technicians	190	65	5	8	14	3	225	255
Substitute/Hourly	1,787	1,194	31	81	51	14	2,804	2,981
<i>Totals</i>	<i>4,717</i>	<i>1,934</i>	<i>68</i>	<i>179</i>	<i>149</i>	<i>27</i>	<i>6,228</i>	<i>6,651</i>
<i>Percentage</i>	<i>70.92%</i>	<i>29.08%</i>	<i>1.02%</i>	<i>2.69%</i>	<i>2.24%</i>	<i>0.41%</i>	<i>93.64%</i>	<i>100.00%</i>

Resignation Reasons by Employee Group
2006 - 2007

	Academic	Certificate Invalid	Deceased	Did Not Reactivate	Family Responsibilities	Health	Maternity	Military	Moving
Administrators	0	0	0	0	0	0	0	0	0
Teachers	3	0	2	0	10	1	1	0	25
Paraeducators	20	0	0	0	11	4	5	0	18
Office	0	0	0	0	2	1	1	0	4
Food Service	1	0	0	0	1	6	1	0	7
Custodial	0	0	0	0	1	6	0	0	5
Maintenance	0	0	0	0	0	0	0	0	0
Transportation	0	0	0	1	0	3	0	0	1
Technician	2	0	0	0	0	1	0	0	3
Substitute/Hourly	3	0	2	308	0	2	0	0	17
Totals	29	0	4	309	25	24	8	0	80

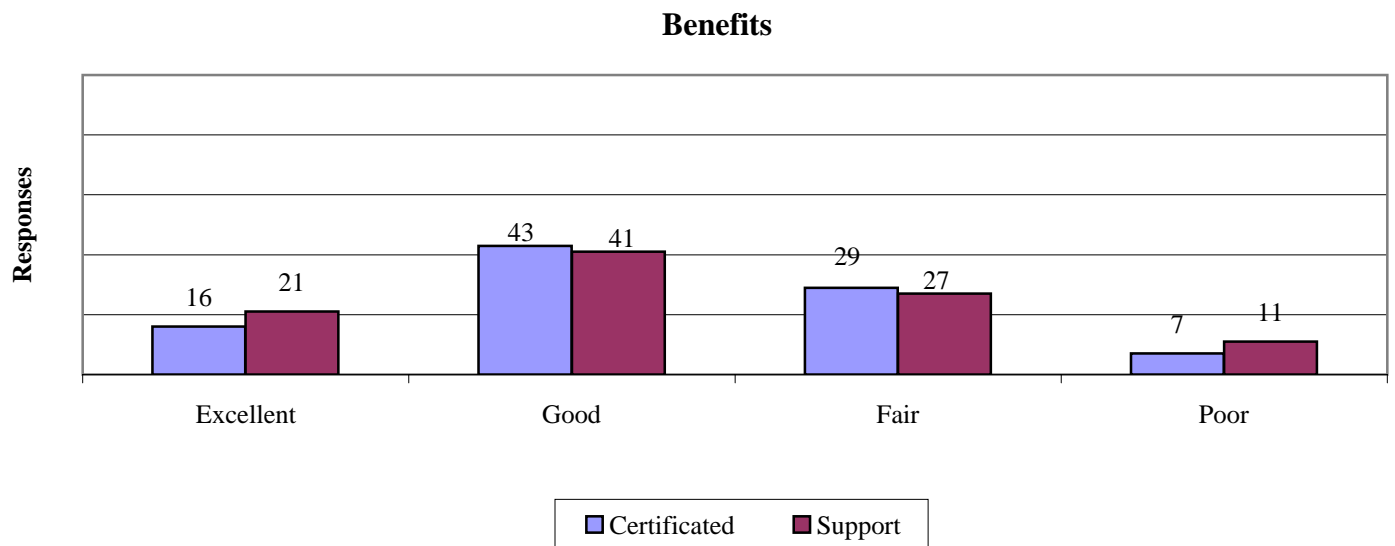
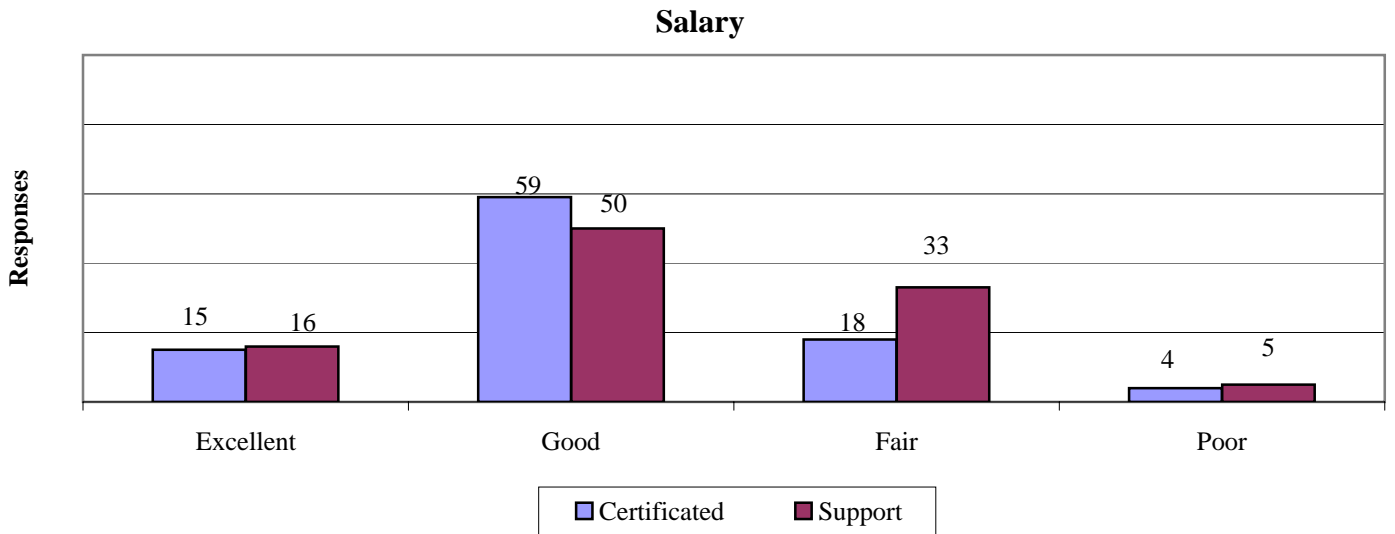
	No Show - No Call	Other Employment	Personal	Position Eliminated	Retirement	Retirement - Health	Spouse Transferred	Terminated	Assignment Completed *
Administrators	0	0	0	0	9	0	0	0	0
Teachers	0	20	13	0	81	0	19	1	26
Paraeducators	3	14	28	7	9	0	1	3	7
Office	0	5	9	0	5	0	1	0	0
Food Service	4	9	21	0	11	0	0	0	0
Custodial	2	9	17	0	9	1	0	4	0
Maintenance	0	0	1	0	1	0	0	1	0
Transportation	1	6	11	0	7	0	0	3	0
Technician	0	10	10	3	7	1	0	2	0
Substitute/Hourly	0	26	56	0	0	0	0	5	508
Totals	10	99	166	10	139	2	21	19	541

* Refers to a person holding a temporary position who may or may not be rehired by the district into the same or different temporary position or an employee on leave of absence who does not return to the district.

The Resignation Reasons chart is a per-person count, rather than a per-position count as shown by the Summary of Personnel Actions chart. Employees on a leave of absence who resign from the leave of absence are counted in the employee group to which they belong.

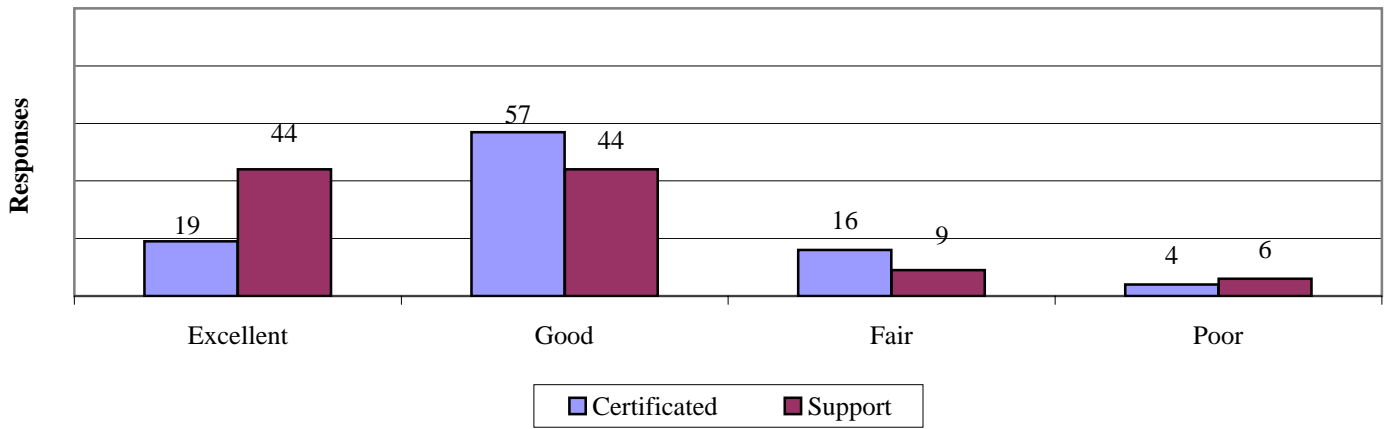
Exit Questionnaire Results 2006 - 2007

When an employee resigns from the district, Human Resources sends them an exit questionnaire asking their opinion about their position with Lincoln Public Schools, their reason(s) for leaving and specific questions about the work environment within LPS. The following graphs represent the employee's opinion of their salary, benefits, working hours, assigned duties, work load, working conditions, supervision, fellow employees, opportunities for advancement and new skill development. Completed questionnaires were received from 98 certificated staff members and 105 classified staff members for a total of 203 responses. Some respondents did not answer all of the questions regarding the following graphs.

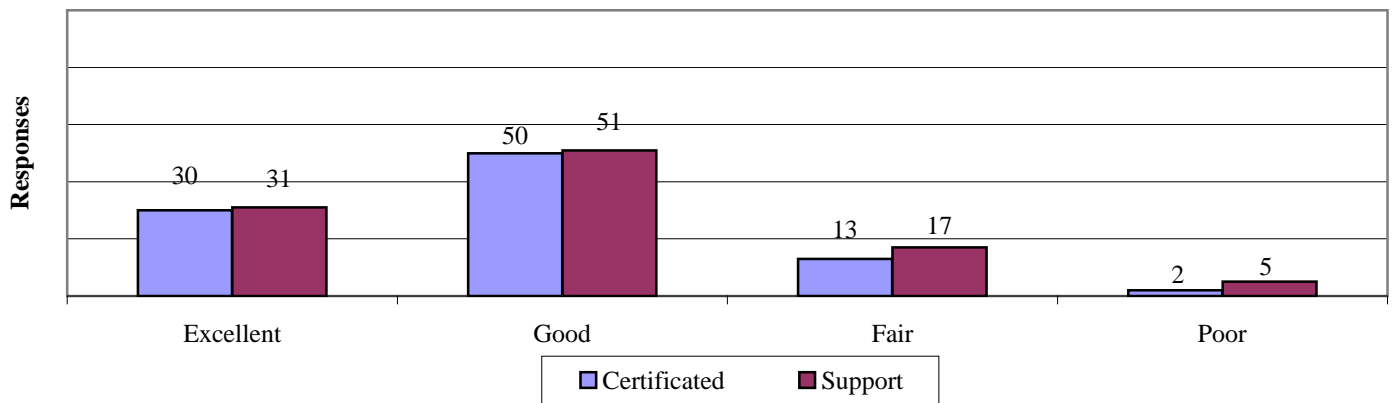


Exit Questionnaire Results 2006 - 2007

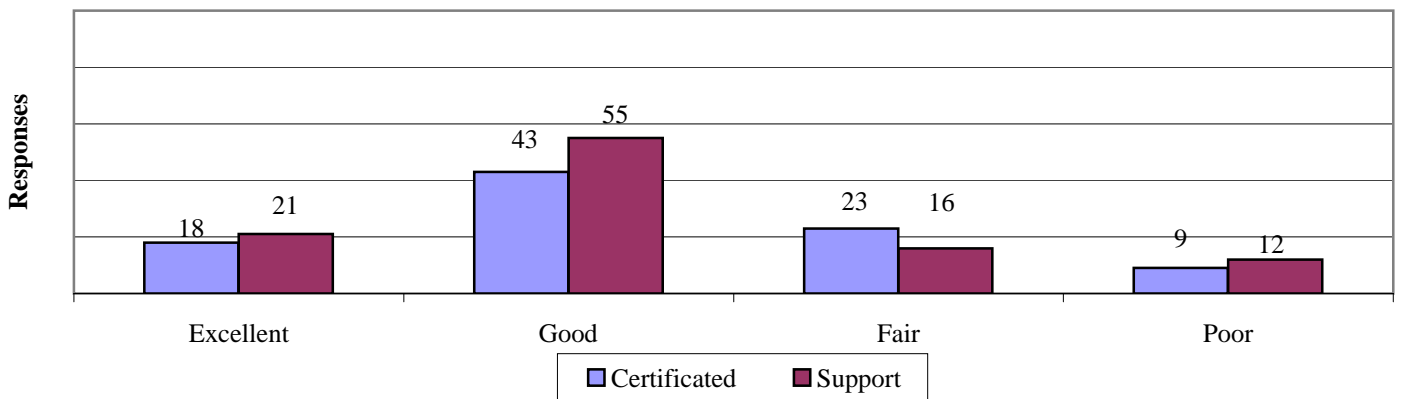
Working Hours



Assigned Duties

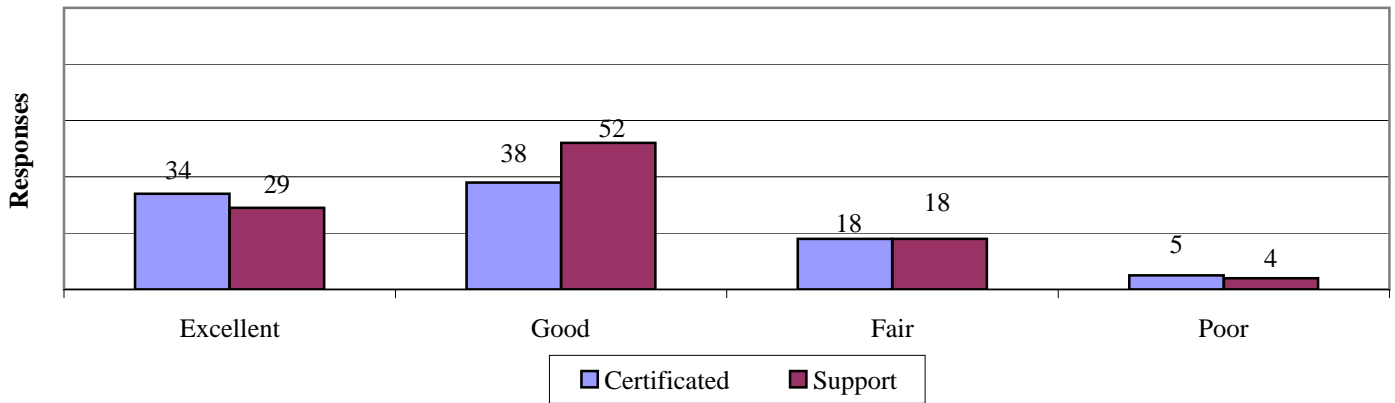


Work Load

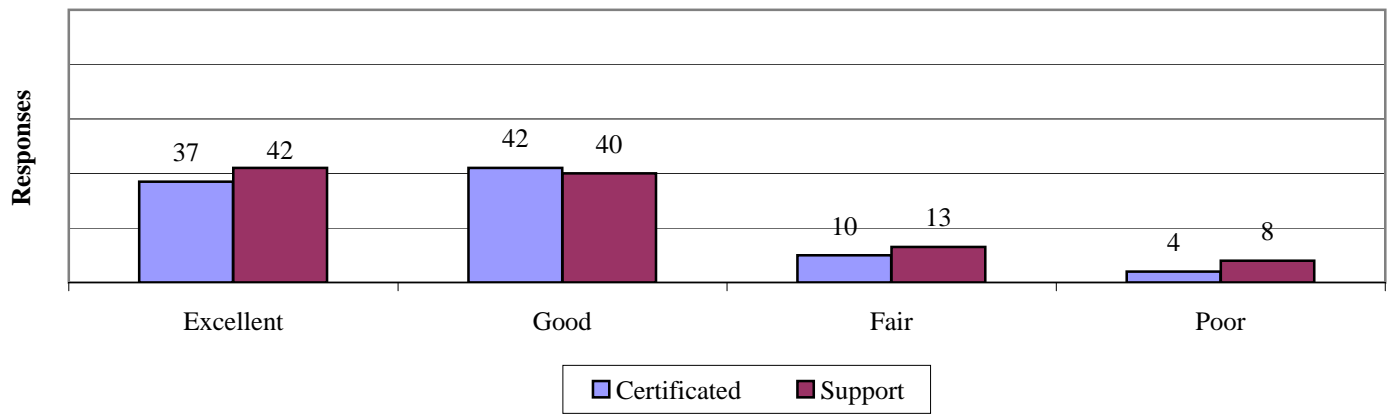


Exit Questionnaire Results 2006 - 2007

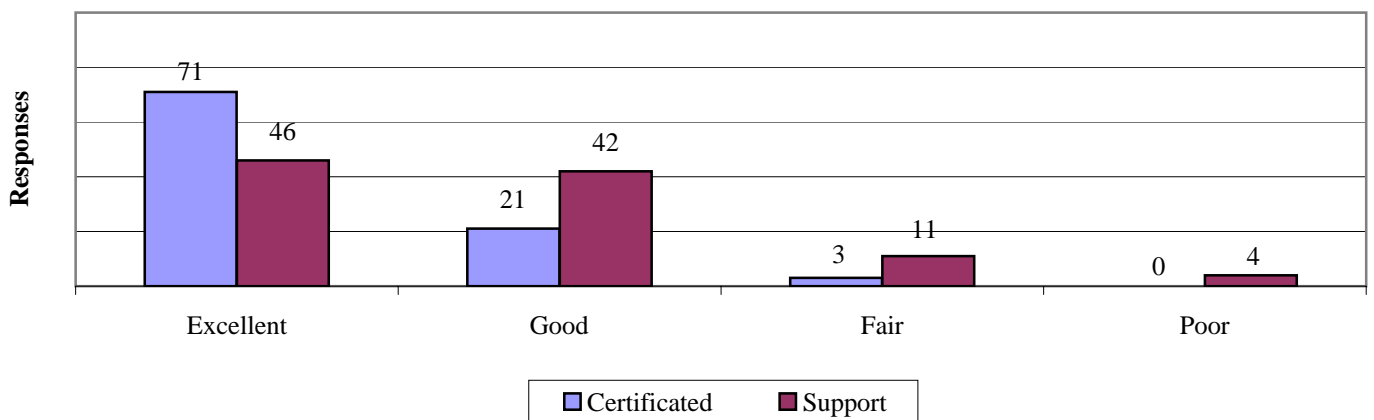
Working Conditions



Supervision

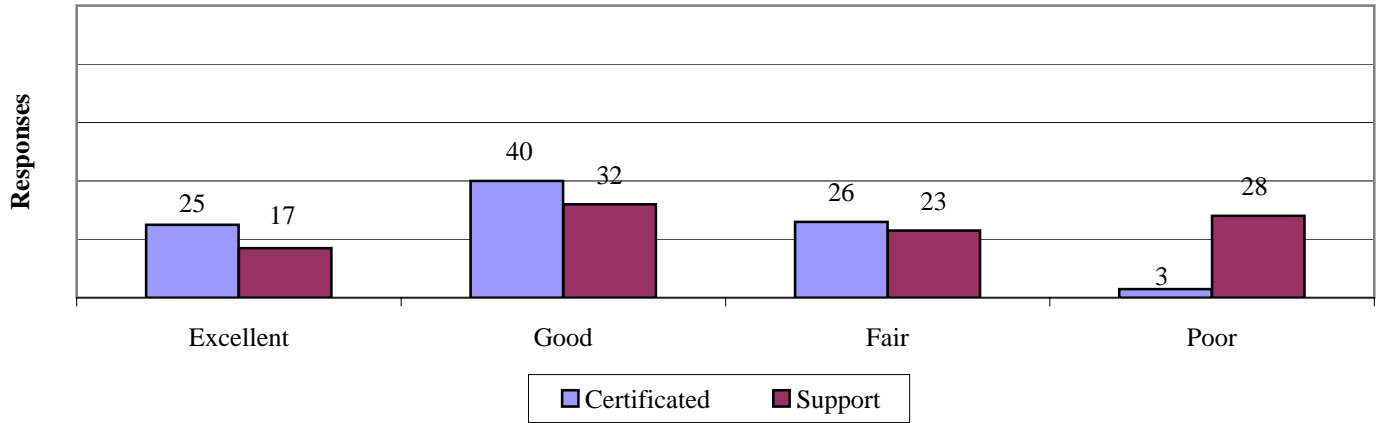


Fellow Employees

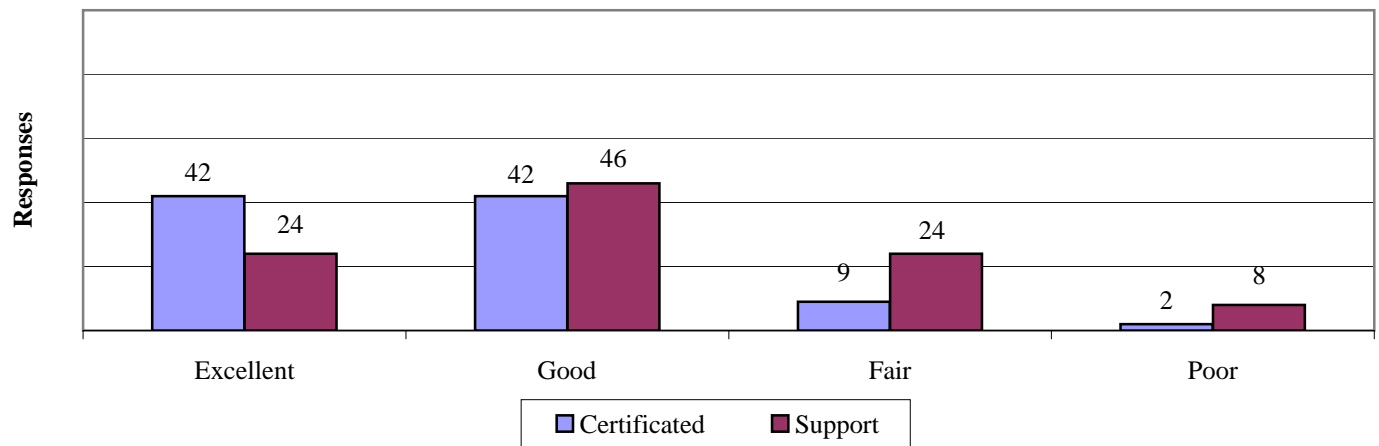


Exit Questionnaire Results 2006 - 2007

Advancement Opportunities



New Skill Development



Absence Summary by Employee Group

2006 - 2007					
	District Offices	Elementary Schools	Middle Schools	High Schools	Total District Absences
Administrators	1,675	1,196	348	264	3,483
Teachers	2,215	16,966	9,701	9,450	38,332
Paraeducators	468	6,901	1,963	2,259	11,591
Office	3,755	2,639	1,312	2,565	10,271
Food Service	154	1,100	1,140	1,049	3,443
Custodial	406	3,299	1,473	2,685	7,863
Maintenance	5,781	0	0	0	5,781
Transportation	2,345	0	0	0	2,345
Technicians	6,068	1,065	703	1,252	9,088
Totals	22,867	33,166	16,640	19,524	92,197

2005 - 2006					
	District Offices	Elementary Schools	Middle Schools	High Schools	Total District Absences
Administrators	1,774	1,237	349	255	3,615
Teachers	2,188	16,549	9,691	9,475	37,903
Paraeducators	461	6,282	2,000	2,075	10,818
Office	3,383	2,441	1,223	2,501	9,548
Food Service	143	1,594	1,108	1,197	4,042
Custodial	259	3,335	1,841	2,630	8,065
Maintenance	5,212	0	0	0	5,212
Transportation	2,277	0	0	0	2,277
Technicians	5,667	1,068	775	1,275	8,785
Totals	21,364	32,506	16,987	19,408	90,265

2004 - 2005					
	District Offices	Elementary Schools	Middle Schools	High Schools	Total District Absences
Administrators	1,646	1,450	622	309	4,027
Teachers	2,834	15,429	9,421	9,217	36,901
Paraeducators	464	5,637	1,682	1,827	9,610
Office	3,566	2,537	1,309	2,679	10,091
Food Service	136	1,563	1,446	1,107	4,252
Custodial	260	3,444	1,863	2,901	8,468
Maintenance	5,545	0	0	0	5,545
Transportation	2,293	0	0	0	2,293
Technicians	5,692	1,015	819	1,284	8,810
Totals	22,436	31,075	17,162	19,324	89,997

Absences were counted on a per occurrence basis. This report does not differentiate between a 2 hour absence and a 8 hour absence. Absence leave types include: bereavement, civic, jury duty, military, emergency, sick, free days, vacation, workers compensation, adoption, assault, annual, catastrophic illness, and no pay.

Average Certificated Absences by Location

9-1-06 to 8-31-07

Elementary		
Location	FTE	Avg Days Absent
Arnold	55.8304	8.1625
Beattie	21.5000	14.9011
Belmont	67.4000	9.6430
Brownell	24.7500	7.4604
Calvert	28.0830	7.8753
Campbell	43.0500	10.6667
Cavett	38.7000	9.7250
Clinton	51.5000	8.8275
Eastridge	22.0338	10.3807
Elliott	41.8347	8.4868
Everett	47.5097	9.6963
Fredstrom	34.0000	8.3992
Hartley	28.8500	7.8929
Hawthorne	28.8752	7.7514
Hill	37.0000	9.1215
Holmes	38.3733	9.2402
Humann	41.8708	6.2649
Huntington	39.0000	9.3634
Kahoa	30.1163	7.4930
Lakeview	21.8347	6.5632
Maxey	44.5000	12.9068
McPhee	25.0000	8.1566
Meadow Lane	40.0000	7.4527
Morley	30.5700	7.7466
Norwood Park	18.3000	8.0767
Pershing	33.3761	9.4898
Prescott	35.5000	8.2843
Pyrtle	28.7347	6.5645
Randolph	31.1755	6.5934
Riley	24.7347	11.4092
Roper		
Rousseau	38.3253	10.8707
Saratoga	28.0000	7.8992
Sheridan	31.7500	8.7671
West Lincoln	41.0000	7.5737
Zeman	36.8000	9.6229
Elem. Behavioral Skills	6.0000	12.3687
Elementary Average		8.9361

Middle School		
Location	FTE	Avg Days Absent
Culler	55.8000	8.2786
Dawes	51.0263	10.8500
Goodrich	61.9000	12.3176
Irving	63.8000	10.7775
Lefler	53.2000	7.8307
Lux	64.5000	8.6850
Mickle	54.8100	9.6967
Park	67.8000	10.0996
Scott	64.2000	11.7609
Pound	53.0000	9.7822
Sec. Behavioral Skills	7.0000	5.5912
Middle School Average		9.6064

High School		
Location	FTE	Avg Days Absent
Lincoln High	128.9000	8.0849
East High	104.2000	8.0100
Northeast High	120.6000	7.4307
North Star High	137.1000	8.0609
Southeast High	118.0000	7.7069
Southwest High	134.0834	8.5408
Bryan Community	15.2000	8.5968
Science Focus	5.0000	5.2629
Arts & Humanities Focus	4.0000	6.2557
Instructional Tech Focus	2.0000	12.7500
Entrepreneur Focus	4.0000	7.3214
Lanc. Cty Youth Services	9.0000	15.1111
Yankee Hill Special Ed	6.0000	11.3929
High School Average		8.8096

District Departments		
Location	FTE	Avg Days Absent
Computing Services	0.0000	0.0000
Curriculum	21.5472	9.7839
ESU	3.0000	14.2857
Federal Programs	10.3994	10.4463
Health Services	28.7511	8.9692
Human Resources	1.0000	5.0000
Media	3.0000	2.8000
Music	23.4000	7.1709
Special Education	54.2733	8.2219
Student Services	21.9379	9.5914
District Departments' Average		8.4744

Leave reasons include: annual, bereavement, civic, conference, special, funeral, military, unpaid, emergency, sick, and workers' compensation.

Teacher Absence Statistics

2006 - 2007						
	Total Absences	Total Absences Needing Subs	% of Absences Needing Subs	Total Absences Filled	% Filled Absences	% Unfilled Absences
August	534	147	27.53%	146	99.32%	0.68%
September	3,789	2,493	65.80%	2,430	97.47%	2.59%
October	5,077	3,382	66.61%	3,231	95.54%	4.67%
November	4,712	3,215	68.23%	3,061	95.21%	5.03%
December	4,560	3,207	70.33%	3,079	96.01%	4.16%
January	4,780	3,185	66.63%	3,139	98.56%	1.47%
February	5,760	3,993	69.32%	3,803	95.24%	5.00%
March	4,568	3,203	70.12%	3,069	95.82%	4.37%
April	6,133	4,242	69.17%	4,109	96.86%	3.24%
May	6,265	4,499	71.81%	4,334	96.33%	3.81%
June	731	427	58.41%	421	98.59%	1.43%

2005 - 2006						
	Total Absences	Total Absences Needing Subs	% of Absences Needing Subs	Total Absences Filled	% Filled Absences	% Unfilled Absences
August	490	134	27.35%	131	97.76%	2.29%
September	4,133	2,880	69.68%	2,855	99.13%	0.88%
October	5,174	3,613	69.83%	3,534	97.81%	2.24%
November	5,020	3,542	70.56%	3,394	95.82%	4.36%
December	4,785	3,368	70.39%	3,307	98.19%	1.84%
January	4,624	2,933	63.43%	2,851	97.20%	2.88%
February	5,727	4,060	70.89%	3,871	95.34%	4.88%
March	5,575	3,924	70.39%	3,783	96.41%	3.73%
April	5,774	3,936	68.17%	3,771	95.81%	4.38%
May	6,318	4,490	71.07%	4,383	97.62%	2.44%
June	254	114	44.88%	107	93.86%	6.54%

2004 - 2005						
	Total Absences	Total Absences Needing Subs	% of Absences Needing Subs	Total Absences Filled	% Filled Absences	% Unfilled Absences
August	693	282	40.69%	279	98.94%	1.08%
September	4,022	2,739	68.10%	2,714	99.09%	0.92%
October	4,650	2,886	62.06%	2,807	97.26%	2.81%
November	5,560	3,899	70.13%	3,751	96.20%	3.95%
December	4,076	2,898	71.10%	2,837	97.90%	2.15%
January	4,106	2,538	61.81%	2,456	96.77%	3.34%
February	5,833	4,168	71.46%	3,979	95.47%	4.75%
March	5,217	3,780	72.46%	3,639	96.27%	3.87%
April	5,982	4,255	71.13%	4,090	96.12%	4.03%
May	5,811	4,201	72.29%	4,094	97.45%	2.61%
June	423	212	50.12%	205	96.70%	3.41%

**Classified Substitute Summary
Three Year Overview**

Paraeducator			
	2004-2005	2005-2006	2006-2007
Total # of Paid Substitutes	178	163	154
Total Hours	28,990.83	25,922.51	27,280.68
Total Salary	\$255,941.02	\$237,567.41	\$259,305.26
Average Hourly Sub Salary	\$8.83	\$9.16	\$9.51

Food Service			
	2004-2005	2005-2006	2006-2007
Total # of Paid Substitutes	45	49	64
Total Hours	6,588.00	9,041.00	9,973.00
Total Salary	\$57,521.74	\$81,737.42	\$93,914.23
Average Hourly Sub Salary	\$8.73	\$9.04	\$9.42

Office			
	2004-2005	2005-2006	2006-2007
Total # of Paid Substitutes	53	48	53
Total Hours	16,387.46	17,013.20	16,514.89
Total Salary	\$148,403.69	\$159,178.34	\$160,914.72
Average Hourly Sub Salary	\$9.06	\$9.36	\$9.74

Tuition Credit / Professional Enhancement Fund

Tuition Credit Points

Tuition credit points are earned by LPS teachers and administrators who work with students from UNL's Teachers College. The number of points earned is determined by the amount of credit the student is receiving for the course they are taking that requires them to work in our schools. The teacher the student works with is given the points as a token compensations for the time spent assisting in the professional development of the UNL student.

It takes nine (9) tuition credit point to pay for one (1) hour of credit at UNL. A teacher may have up to three (3) hours paid during any semester using tuition credity points if they have the appropriate number of tuition credit points accumulated.

Professional Enhancement Fund (PEF)

The Professional Enhancement Fund (PEF) is designed to assist in the continued professional growth of those persons who support the UNL Teachers College program by working with UNL students. These teachers and administrators receive tuition credits for their work with students. The PEF was developed in order to provide an opportunity for teachers and administrators who no longer need or want to take UNL classes to be compensated for their efforts.

The PEF is established from money paid by UNL to LPS for teachers and administrators to utilize a variety of activities determined by a joint LEA/LPS committee. A percentage of the PEF may be utilized for Professional Enhancement Fund Special Projects.

Professional Enhancement Fund Special Projects

The Professional Enhancement Fund Special Projects is designed to allocated PEF monies to LPS educators. This funding would allow educators the opportunity to develop a project that would enhance their professional development.

2006 - 2007			
Tuition Credit		Breakdown of Credit Point Usage	
Individual Points	1,671.90	Credit Slips	4,822.70 536 credit hours
District Bank	3,888.60	PEF	728.30 \$10,196.20
Total Points Used	5,560.50	Substitutes	9.50 \$133.00
		(approximately 1 substitute day)	
Special Projects Approved			
Fall 2006		\$18,492.00	
Spring 2007		\$11,485.00	
Total		\$29,977.00	

2005 - 2006			
Tuition Credit		Breakdown of Credit Point Usage	
Individual Points	2,387.12	Credit Slips	5,868.00 652 credit hours
District Bank	4,386.15	PEF	891.12 \$12,465.78
Total Points Used	6,773.27	Substitutes	14.15 \$198.10
		(approximately 1.5 substitute days)	
Special Projects Approved			
Fall 2005		\$31,423.00	
Spring 2006		\$21,805.00	
Total		\$53,228.00	

Tuition Credit / Professional Enhancement Fund

2004 - 2005			
Tuition Credit		Breakdown of Credit Point Usage	
Individual Points	2,794.45	Credit Slips	5,220.00 580 credit hours
District Bank	3,359.54	PEF	897.39 \$12,563.46
Total Points Used	6,153.99	Substitutes	36.60 \$512.40
		(approximately 4 substitute days)	
Special Projects Approved			
		Fall 2004	\$17,544.00
		Spring 2005	\$7,900.00
		Total	\$25,444.00

2003 - 2004			
Tuition Credit		Breakdown of Credit Point Usage	
Individual Points	3,042.03	Credit Slips	5,544.00 616 credit hours
District Bank	3,692.25	PEF	1,172.41 \$16,413.74
Total Points Used	6,734.28	Substitutes	17.87 \$250.18
		(approximately 2 substitute days)	
Special Projects Approved			
		Fall 2003	\$5,039.50
		Spring 2004	\$6,750.00
		Total	\$11,789.50

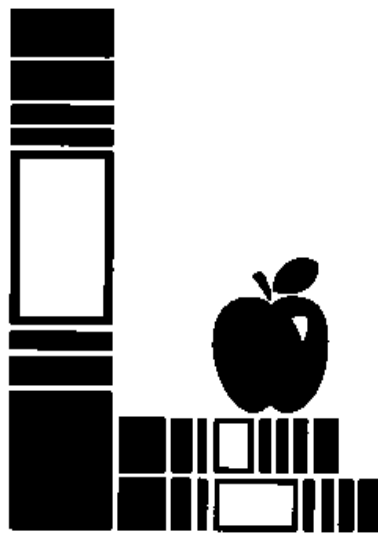
2002 - 2003			
Tuition Credit		Breakdown of Credit Point Usage	
Individual Points	3,572.61	Credit Slips	6,129.00 681 credit hours
District Bank	3,635.92	PEF	1,053.38 \$14,747.32
Total Points Used	7,208.53	Substitutes	26.15 \$366.10
		(approximately 3 substitute days)	
Special Projects Approved			
		Fall 2002	\$2,447.00
		Spring 2003	\$8,850.00
		Total	\$11,297.00

**Extra Standard District Totals by Position
2006 - 2007**

Head Coach.....	\$980,708.00
Assistant Coach.....	\$455,659.89
Co Coach.....	\$2,770.00
Trainer.....	\$26,793.00
Coordinator.....	\$775,122.50
Team Leader.....	\$719,357.54
Department Chair.....	\$376,500.75
Department Liaison.....	\$116,512.00
Liaison.....	\$244,039.67
Computer Support.....	\$118,897.00
Sponsor.....	\$232,536.57
Advisor.....	\$33,691.00
Director.....	\$291,321.13
Vocal Coach.....	\$16,942.50
Instrumental Coach.....	\$5,844.00
Technical Director.....	\$14,077.37
Costumer.....	\$1,947.46
Optional Period.....	\$1,746,803.14
Extra Days.....	\$160,831.04
Stipend.....	\$256,446.28
Special Project Leader.....	\$21,891.98
Committee Member.....	\$4,631.00
Assistant Coordinator.....	\$33,874.20
Assistant Sponsor.....	\$47,729.51
Assistant Director.....	\$79,238.00
Music Specialist.....	\$7,533.00
Grand Total.....	\$6,771,698.53

Departmental Section

2006 – 2007



Human Resources Division

Benefits

2006 – 2007



Human Resources Division

The Benefits Department, which consists of an Employee Benefits Specialist and a full-time Benefits Secretary, is responsible for administering employee benefits to over 5,500 eligible employees, including all new employees. The department holds individual and group conferences with employees regarding their retirement, maternity and/or disability leave, administers the Family & Medical Leave Act and COBRA laws, and processes beneficiary changes. Additionally, the Benefits Department administers the Blue Cross/Blue Shield health and dental insurance programs, disability insurance, term and permanent life insurance, vision insurance, medical/dependent care reimbursement accounts, two voluntary insurance products (cancer and accident) and the death benefit.

The Department develops and distributes employee calendars and maintains Employment Eligibility Verification (I-9) forms for the district.

An online benefits enrollment was implemented in September, 2006. Training sessions were held to assist employees through the process, and 96% of all LPS employees went through the online system.

Employee Benefits Conferences					
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Maternity / Disability / LOA Conferences	140	140	116	96	158
New Employee Benefit Conferences	119	149	122	110	186
Insurance / Benefit Conferences	20	20	26	11	28
Group Orientations / Meetings	30	21	46	51	74
Retirement / Non-Elective 403(b) Conferences	32	34	37	31	35
Benefits Vendor Meetings / Meetings Outside LPS	28	46	31	61	95
Miscellaneous Meetings	48	65	76	43	94
TOTAL	417	475	454	403	670

The above numbers include only scheduled appointments and do not include walk-in conferences.

Forms Processed					
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Insurance (Enrollments/Changes/Drops)	2600	1503	1644	1715	760 ¹
PayFlex Enrollments	*	*	822	1071	1093
Family & Medical Leave Act Applications	142	176	203	220	180
Initial COBRA Forms	500	362	381	458	**
COBRA Enrollment Forms	404	252	331	348	453
Sell Option B Leave for Teachers	57	45	45	19	18
Retirements Processed	84	114	113	140	141
Early Retirement Incentives Processed	42	50	61	86	77
New Employee Packets (assembled and distributed)	700	800	800	800	800
Death Benefit Claims Processed	7	6	3	6	2
NE State & Out-of-State Retirement Verifications	84	96	102	97	33
TOTAL	4620	3404	4505	4960	3557

* Numbers not available.

¹ With the online enrollment system, actual insurance forms were not processed during September/October.

** The online enrollment system will be used to communicate the Initial Cobra notices.

**Insurance Participation
2006 - 2007**

Health Insurance										
	Administrator	Teacher	Paraeducator	Clerical	Custodial	Food Service	Maintenance	Technician	Transportation	Total
Blue Cross Blue Shield										
Single	63	1,240	179	120	175	86	72	188	49	2,172
Family	52	497	8	18	13	1	13	30	2	634
Total Health	115	1,737	187	138	188	87	85	218	51	2,806

Dental Insurance										
	Administrator	Teacher	Paraeducator	Clerical	Custodial	Food Service	Maintenance	Technician	Transportation	Total
Blue Cross Blue Shield										0
Single	2	30	13	5	10	3	2	8	8	81
Family	38	359	16	18	18	6	13	33	7	508
Single (Ortho Option)	9	122	19	13	30	11	9	23	8	244
Family (Ortho Option)	11	131	8	14	5	8	3	13	2	195
Total Dental	60	642	56	50	63	28	27	77	25	1,028

Vision Insurance										
	Administrator	Teacher	Paraeducator	Clerical	Custodial	Food Service	Maintenance	Technician	Transportation	Total
Single	22	488	64	44	67	29	11	70	28	823
Employee + 1	27	266	22	30	17	10	6	38	6	422
Family	8	157	3	14	5	6	6	14	0	213
Total Vision	57	911	89	88	89	45	23	122	34	1,458

**Insurance Participation
2006 - 2007**

Life Insurance										
	Administrator	Teacher	Paraeducator	Clerical	Custodial	Food Service	Maintenance	Technician	Transportation	Total
\$10,000	4	167	38	11	24	27	5	22	17	315
\$20,000	5	120	20	19	12	11	7	16	4	214
\$30,000	0	88	15	19	13	12	1	11	5	164
\$40,000	0	46	7	12	4	2	1	4	3	79
\$50,000	99	911	81	102	99	47	64	134	34	1,571
\$100,000	1	3	1	0	1	0	0	4	3	13
\$150,000	0	1	0	0	0	0	0	0	0	1
\$200,000	0	0	0	0	0	0	0	0	0	0
\$250,000	0	0	0	0	0	0	0	0	0	0
\$300,000	0	0	0	0	0	0	0	0	0	0
PRM-MBR	3	33	4	1	6	0	1	9	2	59
PRM-SPOUSE	0	4	1	0	0	0	0	1	0	6
PRM-CHILD	1	6	0	1	0	0	0	0	0	8
TRM-SPOUSE	0	0	0	0	0	0	0	0	0	0
TRM-CHILD	21	233	23	25	16	18	10	41	3	390
Life Insurance Totals	134	1,612	190	190	175	117	89	242	71	2,820

Disability Insurance										
	Administrator	Teacher	Paraeducator	Clerical	Custodial	Food Service	Maintenance	Technician	Transportation	Total
Total	136	2,298	224	207	191	208	107	255	81	3,707

**Insurance Participation
Summary Across Ten Years**

	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Total Eligible	4,758	4,836	4,982	5,058	4,907	5,020	5,032	4,919	5,033	5,270

Health Insurance	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Blue Cross Blue Shield	1,209	1,388	1,404	1,791	2,259	2,260	2,359	2,373	2,793	2,936
Mutual of Omaha	680	432	385	321	0	0	0	0	0	0
HMO Nebraska	162	198	199	121	72	56	62	44	0	0
Total Health	2,051	2,018	1,988	2,233	2,331	2,316	2,421	2,417	2,793	2,936

Dental Insurance	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Blue Cross Blue Shield	1,208	1,232	1,165	1,263	1,356	1,292	1,321	1,250	1,032	1,148
Health-Dent	200	193	212	179	103	80	74	51	0	0
Total Dental	1,408	1,425	1,377	1,442	1,459	1,372	1,372	1,301	1,032	1,148

Other Insurance	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Vision	434	568	650	777	826	856	889	891	1,454	1,638
Life	1,540	1,525	1,879	1,973	2,160	2,160	2,601	2,547	2,823	2,913
Disability	2,280	2,343	2,476	2,615	2,638	2,711	2,753	2,723	3,712	3,759

Percentage of Insurance Participation										
Health Insurance	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Blue Cross Blue Shield	25.41%	28.70%	28.18%	35.41%	46.04%	45.02%	46.88%	48.24%	55.49%	55.71%
Mutual of Omaha	14.29%	8.93%	7.73%	6.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
HMO Nebraska	3.40%	4.09%	3.99%	2.39%	1.47%	1.12%	1.23%	0.89%	0.00%	0.00%
Total Health	43.11%	41.73%	39.90%	44.15%	47.50%	46.14%	48.11%	49.14%	55.49%	55.71%

Dental Insurance	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Blue Cross Blue Shield	25.39%	25.48%	23.38%	24.97%	27.63%	25.74%	26.25%	25.41%	20.50%	21.78%
Health-Dent	4.20%	3.99%	4.26%	3.54%	2.10%	1.59%	1.47%	1.04%	0.00%	0.00%
Total Dental	29.59%	29.47%	27.64%	28.51%	29.73%	27.33%	27.27%	26.45%	20.50%	21.78%

Other Insurance	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Vision	9.12%	11.75%	13.05%	15.36%	16.83%	17.05%	17.67%	18.11%	28.89%	31.08%
Life	32.37%	31.53%	37.72%	39.01%	44.02%	43.03%	51.69%	51.78%	56.09%	55.28%
Disability	47.92%	48.45%	49.70%	51.70%	53.76%	54.00%	54.71%	55.36%	73.75%	71.33%

Flexible Benefit Plan Summary 2006-07

Savings		
Deposits Sept 30, 2007	\$2,090,280.29	
FICA Tax (.0765)		\$159,906.44
Total Balance in Plan		<u>\$31,151.50</u>
Total Savings in Salary Expenditures		\$191,057.94

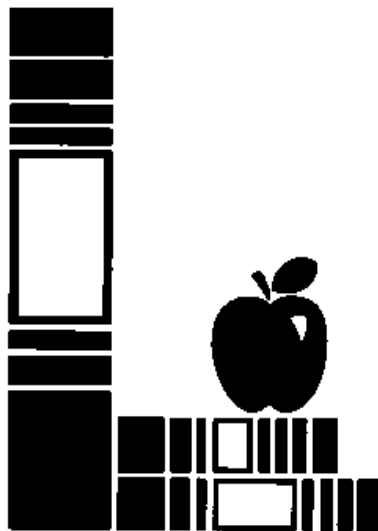
Expenses		
October-06	\$4,544.10	<small>(includes renewal fees of \$500)</small>
November-06	\$3,962.70	
December-06	\$3,959.00	
January-07	\$3,966.40	
February-07	\$3,962.70	
March-07	\$3,955.30	
April-07	\$3,944.20	
May-07	\$3,929.40	
June-07	\$3,918.30	
July-07	\$3,918.30	
August-07	\$3,914.60	
September-07	\$3,907.20	
Total Expenses (HR Budget)		\$47,882.20

Net Savings to the District	\$143,175.74
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Net Savings to the District - Ten-Year Overview		
385 participants	1997-1998	\$31,606
380 participants	1998-1999	\$33,934
401 participants	1999-2000	\$39,337
642 participants	2000-2001	\$57,370
669 participants	2001-2002	\$62,697
697 participants	2002-2003	\$71,758
760 participants	2003-2004	\$84,302
816 participants	2004-2005	\$100,528
822 participants	2005-2006	\$107,765
1093 participants	2006-2007	\$143,176

Employee Relations

2006 - 2007



Human Resources Division

Negotiations

LPS formally negotiates with seven employee groups and informally meets with two groups. During the 2005-2006 school year, two-year agreements were reached with all employee groups. Thus, no negotiations took place during the 2006-2007 school year.

Negotiated agreements for all employee groups, employee handbooks and addendums were updated relevant to the negotiations and distributed to 5,000+ employees.

Grievances

There were no bonafide grievances filed during the 2006-2007 school year. Many complaints were resolved outside of the grievance process.

Studies

A comparability study was completed which compares LPS teacher compensation with the compensation offered in twenty other school districts in Nebraska, Kansas, Iowa, South Dakota, Wisconsin, Missouri, and Minnesota. Information regarding salary and fringe benefits, as well as leave options, duty time and student contact time/planning time was gathered from each individual district. This study required approximately 200 hours to complete.

In addition, numerous reports and surveys were completed at the request of negotiators from other school districts across the country, federal and state agencies, LPS staff, patrons and board members.

Health Reimbursement Arrangement (HRA) Implementation

With the aid of benefits consultant, Milt Willnerd, the district implemented an HRA plan for those administrators terminating their employment at age 55 or older after February 1, 2007. The process involved multiple employee meetings; the production and distribution of a RFP; the selection of the third party administrator, National Insurance Services; and the development of the plan document.

All employee groups were given the opportunity to utilize all or part of their severance dollars for an HRA. Only the administrators opted to distribute 50% of their severance payments to the HRA with the other 50% contributed to the non-elective 403(b) plan. The severance dollars for the other employee groups are all contributed to the non-elective 403(b) plan.

Horizontal Advancement Summary 2006 - 2007

# of Teachers	From Lane	To Lane	Actual \$\$ Increase	Average \$\$ Increase	High	Low
71	BA	BA+18	\$103,099	\$1,452	\$3,131	\$11
51	BA+18	BA+36	\$192,536	\$3,775	\$11,954	\$27
18	BA+18	MA	\$32,566	\$1,809	\$4,438	\$88
20	BA+36	MA	\$0	\$0	\$0	\$0
2	BA+36	MA+18	\$2,007	\$1,004	\$1,045	\$962
24	MA	MA+18	\$23,334	\$972	\$1,595	\$54
1	MA	MA+36	\$2,033	\$2,033	\$2,033	\$2,033
26	MA+18	MA+36	\$21,559	\$829	\$1,306	\$82
2	MA+36	PHD	\$220	\$110	\$121	\$99
215			\$377,355	\$1,755		

*15 Teachers moved down multiple steps after being held on BA+18.

No change in salary between BA+36 and MA lanes.

Data reflects 2006-2007 School Year.

**Voluntary Leave Transfer Program Participant Summary
2006 - 2007**

Recipient	Donors	Days	Hrs Donated	Hrs Used	Self	Family	Hourly Cost *	District Cost **
Certified Employee A	4	6	42.0000	42.0000	x		31.35	\$1,316.84
Certified Employee B	1	3	24.0000	17.7100		x	32.92	\$583.06
Certified Employee C#	27	33	249.0000	231.0000	x		39.20	\$9,055.89
Certified Employee D	4	7	49.0000	49.0000	x		33.32	\$1,632.47
Certified Employee E	13	22	162.0000	142.0072		x	26.64	\$3,783.48
Certified Employee F	9	15	100.0000	100.0000	x		32.89	\$3,288.95
Certified Employee G	1	3	21.0000	21.0000	x		27.43	\$575.98
Certified Employee H	10	13	89.8000	89.8000	x		38.22	\$3,432.25
Certified Employee I	9	14	100.2000	100.2000	x		34.69	\$3,475.81
Certified Employee J	11	13	95.0000	55.1994	x		34.69	\$1,914.80
Certified Employee K#	26	47	333.6000	231.0000	x		38.22	\$8,829.06
Certified Employee L	1	15	120.0000	120.0000		x	25.86	\$3,102.95
Certified Employee M	11	15	97.4000	62.7500		x	29.00	\$1,819.61
Certified Employee N	8	19	129.0000	121.7500		x	43.68	\$5,317.73
Certified Employee O	9	19	135.0000	135.0000	x		38.22	\$5,159.84
Certified Employee P	1	12	84.0000	39.8400		x	28.21	\$1,124.00
Certified Employee Q	18	38	246.0000	116.4900	x		42.34	\$4,932.52
Certified Employee R	10	16	112.0000	109.5000	x		40.38	\$4,421.66
Certified Employee S	3	8	59.0000	59.0000	x		30.57	\$1,803.49
Certified Employee T	3	8	56.0000	51.0265		x	32.53	\$1,659.90
Certified Employee U	6	9	67.0000	67.0000		x	32.53	\$2,179.52
Certified Employee V	7	11	80.0000	7.0000		x	32.53	\$227.71
Certified Employee W	6	11	77.0000	77.0000	x		32.53	\$2,504.82
Certified Employee X	4	5	35.0000	35.0000	x		27.43	\$959.97
Certified Employee Y	1	2	14.0000	14.0000	x		32.53	\$455.42
Certified Employee Z	10	15	106.0000	106.0000	x		35.87	\$3,801.81
Certified Employee AA	2	3	21.0000	21.0000	x		30.18	\$633.68
Certified Employee AB	23	26	178.1000	137.7500	x		34.69	\$4,778.37
Certified Employee AC	10	16	112.0000	70.0000	x		32.53	\$2,277.11
Certified Employee AD#	12	33	231.0000	231.0000	x		33.71	\$7,786.44
Certified Employee AE#	15	40	263.0500	231.0000		x	32.53	\$7,514.45
Certified Employee AF	8	13	85.3000	24.0800		x	28.02	\$674.64
Certified Employee AG	2	4	25.2000	23.5000	x		30.57	\$718.34
Certified Employee AH	6	17	118.2496	62.8132	x		29.00	\$1,821.44
Certified Employee AI	4	11	77.0000	50.2500	x		29.00	\$1,457.14
Certified Employee AJ	6	9	69.0000	24.4164	x		30.57	\$746.35
Certified Employee AK	9	11	75.2000	75.2000	x		39.40	\$2,962.77
Certified Employee AL	5	7	49.0000	2.7500	x		31.35	\$86.22
Certified Employee AM	10	21	147.0000	147.0000	x		29.00	\$4,262.67
Certified Employee AN#	16	42	331.0000	231.0000	x		42.12	\$9,730.14
Certified Employee AO	18	36	257.5000	45.4367		x	46.04	\$2,091.80
Classified Employee A	1	4	28.0000	28.0000	x		11.25	\$315.00
Classified Employee B#	15	30	288.0000	240.0000	x		39.52	\$9,484.80
Classified Employee C	20	25	178.8331	170.8331	x		12.86	\$2,196.91
Classified Employee D	16	29	204.5000	57.6000	x		12.30	\$708.48
Classified Employee E	9	25	134.7500	134.7500	x		9.41/11.45	\$1,528.21
Classified Employee F	28	42	296.2500	142.5791		x	13.88	\$1,979.00
Classified Employee G#	17	28	164.0000	135.0000	x		10.98	\$1,482.30
Classified Employee H	8	19	111.0000	98.5876	x		13.88	\$1,368.40
Classified Employee I	5	10	80.0000	80.0000	x		15.77	\$1,261.60
Classified Employee J	2	9	57.0000	57.0000	x		9.86	\$562.02
Classified Employee K	9	35	259.0000	195.5626	x		14.97	\$2,927.57
Classified Employee L	2	2	15.0000	15.0000		x	11.25	\$168.75
Classified Employee M	18	34	236.5000	230.7159	x		10.78	\$2,487.12
Classified Employee N	13	21	168.0000	168.0000	x		18.85	\$3,166.80
Classified Employee O	6	11	86.0000	37.1453	x		13.98	\$519.29

**Voluntary Leave Transfer Program Participant Summary
2006 - 2007**

Recipient	Donors	Days	Hrs Donated	Hrs Used	Self	Family	Hourly Cost *	District Cost **
Classified Employee P	11	23	154.7500	72.1583	x		11.73	\$846.42

Eight employees submitted Voluntary Leave Transfer requests, but had enough of their own sick leave to cover the absences.
One request was denied because it did not meet the criteria of the Voluntary Leave Transfer program.

Overall Summary of Voluntary Leave Transfer Program

Recipients	Total Donors	Total Days	Total Hours Donated	Total Hours Used	Self	Family	Total District Cost ***
41 Certified Employees	359	668	4722.5996	3577.4694	29	12	\$124,901.08
16 Classified Employees	180	347	2461.5831	1862.9319	14	2	\$31,002.67
57 Employees	539	1,015	7,184	5,440	43	14	\$155,903.74

Employee used maximum amount of voluntary leave transfers as allowed per negotiated agreement.

* The hourly cost is the leave recipient's salary divided by the total number of hours in the work year.

** The district cost is the leave recipient's hourly salary multiplied by the total hours used for the absence.

*** Total district cost is the sum of the cost of each leave recipient's absence.

1991-92 Through 2006-07 Negotiated Percentage Increases - All Groups

School Year	Custodians		Maintenance		Nutrition		Office		Paraeducators		Transportation		Technicians ¹		Teachers		Administrators ¹									
	Salary	Fringe	Salary	Fringe	Salary	Fringe	Salary	Fringe	Salary	Fringe	Salary	Fringe	Salary	Fringe	Salary	Fringe	Salary	Fringe	Pkg.							
1991-92	4.34	3.70	4.00	3.63	3.72	22.01	5.43	2.37	15.63	3.68	3.82	5.39	4.00	3.83	0.00	4.50	0.00	3.90	4.40	4.00	4.46	8.30	4.90	4.22	0.00	3.99
1992-93	4.74	6.60	4.95	4.80	4.89	7.79	5.00	7.15	3.26	4.97	2.69	23.38	4.98	5.00	1.23	5.53	1.23	4.70	5.20	5.00	5.78	10.10	6.10	3.80	11.70	4.20
1993-94	3.69	3.07	3.59	3.57	2.67	6.06	3.50	3.85	2.11	3.60	1.82	15.58	3.60	3.58	0.40	3.80	0.40	3.40	5.40	3.59	3.81	0.84	3.56	3.20	5.70	3.30
1994-95	2.32	0.00	2.00	2.00	2.36	0.00	2.00	3.00	1.00	2.00	2.35	0.00	2.00	2.00	0.00	2.30	0.00	2.38	0.00	2.00	5.37	0.84	4.99	4.30	6.30	4.40
1995-96	2.8	1.76	2.74	2.62	2.32	0.00	2.47	2.00	25.51	3.00	2.71	3.00	2.75	2.75	4.91	2.45	4.91	2.85	4.82	2.78	3.00	2.87	2.99	2.93	0.00	2.75
1996-97	1.48	5.63	2.00	2.00	2.02	12.79	2.00	0.20	18.68	2.00	0.00	17.81	2.00	2.00	1.38	4.99	2.23	2.23	1.01	2.00	2.30	0.35	2.00	2.10	0.00	2.00
1997-98	2.32	3.63	2.50	2.50	0.00	24.66	2.50	0.00	22.28	2.50	0.07	15.62	2.50	2.50	1.20	2.80	1.20	2.70	0.00	2.50	2.70	0.36	2.50	2.67	0.00	2.50
1998-99	3.67	0.00	2.99 ^a	2.82	3.01	3.96	0.00	3.47	3.67	0.00	3.18	3.57	0.00	2.99 ^d	0.00	3.55	0.00	3.09	0.00	2.99	3.43	2.70	3.22	3.16	0.00	2.99
1999-00	3.09	2.54	2.99	3.36	0.47	2.85	0.00	2.52	3.23	0.00	2.81	3.02	2.94	2.99	2.93	2.93	3.55	3.08	0.00	2.99	3.12	0.00	2.77	3.15	0.00	2.99
2000-01	4.03	19.67	6.11	4.76	15.87	5.97	7.23	6.12	5.03	13.62	6.12	5.25	11.09	6.12	21.60 ^e	-82.06	6.12	4.48	24.05	6.12	4.95	21.57	6.12	5.12	24.99	6.12
2001-02 ^e	23.41	-83.52	6.12	21.22	-84.44	6.12	20.61	-90.77	6.12	21.78	-85.32	6.12	26.99	7.79	6.09	7.34	6.12	16.26	-78.55	6.12	6.44	2.61	6.12	10.71	-77.11	5.12
2002-03	5.27	35.61	6.02	5.32	39.41	6.02	5.66	34.19	6.02	5.43	30.77	6.02	5.24	6.02	34.19	5.24	5.21	42.86	6.02	6.02	5.95	6.90	6.02	5.71	29.28	6.02
2003-04	5.58	27.39	6.26	5.82	22.22	6.26	5.93	27.39	6.26	5.75	23.53	6.26	5.51	6.26	27.39	5.51	5.83	20.72	6.26	6.26	6.53	3.23	6.26	6.01	22.22	6.26
2004-05	2.17	10.00	2.50	2.29	9.09	10.00	2.50	2.24	9.09	2.50	2.14	9.52	2.50	2.50	2.05	2.05	2.29	8.33	2.50	2.50	2.45	3.11	2.50	2.22	18.18	2.50
2005-06	3.27	9.09	3.50	3.34	8.33	3.06	9.09	3.28	8.33	3.50	3.22	8.70	3.50	3.50	3.13	3.13	3.34	7.69	3.50	3.50	3.45	3.02	3.50	3.27	15.38	3.50
2006-07 ^f	2.54	32.23	4.00	4.12	28.82	5.00	3.23	30.85	4.50	5.00	3.60	30.49	5.00	5.00	2.74	31.63	4.12	25.85	5.00	5.00	10.02 ^g	-50.21 ^g	5.00	4.26	38.29	5.00

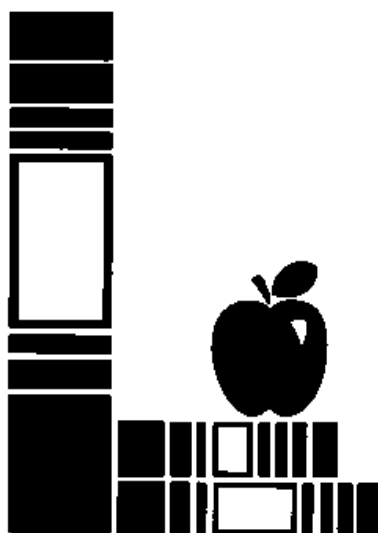
All numbers are stated as a percent of increase compared to previous year.
Two-year agreements are shaded.

Notes:

- 1 Administrators and technicians utilize a "meet and confer" process rather than a formal negotiations process.
- a Shift differential implemented beginning of 1998-99 school year at district cost.
- b Salary adjustments for assistant supervisors (Step 8) implemented during 1998-99 at district cost.
- c Salary adjustments implemented at district cost in addition to negotiated increases.
- d Salary adjustments for transportation paras implemented at district cost in addition to negotiated increases.
- e During the 2000-01 school year, transportation employees converted their traditional fringe to salary.
- f All other groups, except teachers, converted the traditional fringe to salary during the 2001-02 school year.
- g Teachers converted the traditional fringe to salary during the 2006-07 school year.
- f During the 2006-07 school year, the base increases were 4.0% each year. Employee groups were able to increase the total package increases to 5.0% through adding work days and/or other concessions.

Risk Management

2006 - 2007



Human Resources Division

Risk Management Highlights

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Dollars saved by auditing workers' compensation payments.	\$123,303	\$120,284	\$86,793	\$119,654	\$116,581
Invoices processed for workers' compensation claims payments.	3,075	3,118	2,239	2,995	2680
Total workers' compensation claims processed.	415	468	308	351	351
New workers' compensation claims processed.	291	296	237	283	299
Open workers' compensation claims at end of fiscal year.	6	6	141	105	115
Ergonomic workstation reviews	10	7	5	10	7
Major claims worked on by Case Management Nurse.	109	124	130	119	44
Outstanding worker's compensation claims settled with lump sum payments.	5	6	15	7	13
Unemployment claims processed	203	195	126	98	108
Unemployment hearings (# in which LPS prevailed)	5 (3)	6 (5)	6 (4)	11 (8)	8 (4)
District Driver Review Committee meetings	12	12	12	12	12
District Safety Committee meetings	4	4	4	3	4
Student injury investigations	*	*	28	20	14
Motor vehicle accident litigation investigations	*	*	3	10	35
Patron injury investigations	*	*	*	*	11
Health Care Review Team/Employee "return to work" actions processed	*	*	*	*	492
Health Care Review Team reviews	*	*	*	72	90
Damage/Loss/Theft reports	*	*	*	*	497
Damage/Loss/Theft collections	*	*	*	*	40 (5141.12)

*Data not available

Nebraska Equal Opportunity Commission (NEOC)/ Equal Employment Opportunity Commission (EEOC) Filings and Decisions

		2002-03	2003-04	2004-05	2005-06	2006-07
Decisions Granted on Prior Claims	Cases dismissed upon "no reasonable cause"	2	4	5	3	6
	Cases dismissed after settlement with LPS	1	1	1	0	0
	Summary judgment cases	0	0	1	0	0
New Claims Filed	Ruled as no reasonable cause by Lincoln-Lancaster County Commission on Human Rights (LLCCHR) / NEOC / EEOC.	4	6	2	2	1
	No action as of this date	0	1	3	3	0
	Administrative closure	0	1	0	1	0
	Claim settled	1	0	0	0	0

Fiscal Year Data

Workers' Compensation Claims Comparison
September 1 to August 31

Employee Group	# of Employees	# of Claims in 2005-2006	% of Total Employees	\$ Amount Spent in 2005-2006	# of Claims in 2006-2007	% of Total Employees	\$ Amount Spent in 2006-2007
Administrators	158	5	3.16%	\$2,602.04	10	6.33%	\$1,893.67
Teachers	2,288	71	3.10%	\$107,779.93	101	4.41%	\$72,613.55
SPED Teachers	572	33	5.77%	\$26,105.35	22	3.85%	\$9,318.25
Paraeducators	200	2	1.00%	\$818.55	10	5.00%	\$5,059.49
SPED Paraeducators	507	47	9.27%	\$64,069.19	37	7.30%	\$13,401.09
Clerical	297	10	3.37%	\$13,422.83	5	1.68%	\$676.19
Custodial	354	34	9.60%	\$36,310.87	33	9.32%	\$41,021.19
Food Service	327	21	6.42%	\$22,350.31	30	9.17%	\$81,858.88
Maintenance	112	16	14.29%	\$12,464.93	14	12.50%	\$7,415.99
Technicians	380	18	4.74%	\$23,133.39	14	3.68%	\$12,472.16
Transportation	135	17	12.59%	\$81,182.29	16	11.85%	\$32,717.85
Distribution Center	23	3	13.04%	\$4,741.07	3	13.04%	\$6,880.58
Miscellaneous		1		\$287.03	0		\$0.00
Summer Crew		1		\$0.00	2		\$993.85
Total for Claims Filed and Paid During Fiscal Year	5,353	279	5.21%	\$395,267.78	297	5.55%	\$286,322.74
Total for Claims Filed During Previous Years and Paid During Fiscal Year Listed				\$465,666.51			\$399,451.59
TOTAL CLAIMS PAID				\$860,934.29			\$685,774.33

\$55,700 for Lump Sum Settlements in 2005-2006.

Received \$126,432.31 refund from excess carrier and \$5,767.11 in other subrogation credits not reflected in 2005-2006 total

\$115,600 for Lump Sum Settlements in 2006-2007.

Workers' Compensation Absences by Employee Group

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Administrators	129.35	5.5	3.50	8.22	0.00
Teachers	174.57	63.99	151.06	207.55	50.96
SPED Teachers	6.39	43.32	3.13	29.37	14.66
Paraeducators	59.70	20.89	16.57	32.91	15.95
SPED Paraeducators	49.56	73.24	23.81	144.98	22.41
Clerical	33.78	10.22	1.84	21.57	0.56
Custodial	254.60	334.5	328.47	369.00	383.00
Food Service	55.13	56.28	13.19	82.29	128.80
Maintenance	43.32	47.25	15.50	32.82	15.85
Technicians	31.61	66.07	24.54	18.15	4.08
Transportation Drivers	2.13	3.97	18.76	301.92	107.57
Warehouse/Receiving	64.69	11	11.25	6.29	6.57
Mechanics	0.00	3.75	0.00	9.38	1.44
TOTAL DAYS	904.83	739.98	611.62	1264.45	751.85

Note: All absences converted to 8-hour days.

**Workers' Compensation Claims by Building
2006 - 2007**

School	# of Employees	# of Medical Claims	Costs	Cost per Employee	% of Accidents per # of Employee	% of Total Employees
Arnold	94	4	\$15,509.80	\$165.00	4.26%	1.78%
Beattie	47	1	\$67.18	\$1.43	2.13%	0.89%
Belmont	92	5	\$3,615.41	\$39.30	5.43%	1.74%
Brownell	41	1	\$478.85	\$11.68	2.44%	0.77%
Calvert	56	2	\$3,244.55	\$57.94	3.57%	1.06%
Campbell	69	0	\$0.00	\$0.00	0.00%	1.30%
Cavett	64	1	\$71.37	\$1.12	1.56%	1.21%
Clinton	93	5	\$2,841.54	\$30.55	5.38%	1.76%
Eastridge	40	0	\$0.00	\$0.00	0.00%	0.76%
Elliott	62	4	\$3,396.68	\$54.79	6.45%	1.17%
Everett	77	1	\$5,199.21	\$67.52	1.30%	1.46%
Fredstrom	59	0	\$0.00	\$0.00	0.00%	1.12%
Hartley	51	3	\$698.43	\$13.69	5.88%	0.96%
Hawthorne	49	1	\$387.64	\$7.91	2.04%	0.93%
Hill	57	1	\$492.00	\$8.63	1.75%	1.08%
Holmes	68	5	\$17.00	\$0.25	7.35%	1.29%
Humann	72	6	\$1,226.18	\$17.03	8.33%	1.36%
Huntington	62	5	\$3,235.25	\$52.18	8.06%	1.17%
Kahoa	50	1	\$6,079.41	\$121.59	2.00%	0.95%
Lakeview	44	1	\$775.27	\$17.62	2.27%	0.83%
McPhee	48	7	\$165.90	\$3.46	14.58%	0.91%
Maxey	74	2	\$10,163.66	\$137.35	2.70%	1.40%
Meadow Lane	71	4	\$592.61	\$8.35	5.63%	1.34%
Morley	48	2	\$847.41	\$17.65	4.17%	0.91%
Norwood Park	36	5	\$234.29	\$6.51	13.89%	0.68%
Pershing	54	6	\$4,302.73	\$79.68	11.11%	1.02%
Prescott	52	5	\$2,241.09	\$43.10	9.62%	0.98%
Pyrtle	48	1	\$2,034.34	\$42.38	2.08%	0.91%
Randolph	48	2	\$808.59	\$16.85	4.17%	0.91%
Riley	46	1	\$318.64	\$6.93	2.17%	0.87%
Roper	84	8	\$27,476.58	\$327.10	9.52%	1.59%
Rousseau	55	3	\$5,803.49	\$105.52	5.45%	1.04%
Saratoga	54	3	\$627.63	\$11.62	5.56%	1.02%
Sheridan	55	4	\$389.62	\$7.08	7.27%	1.04%
West Lincoln	62	6	\$1,521.69	\$24.54	9.68%	1.17%
Zeman	52	1	\$6,708.50	\$129.01	1.92%	0.98%
Federal Programs	45	0	\$0.00	\$0.00	0.00%	0.85%
Total Elementary	2,179	107	\$111,572.54	\$51.20	4.91%	41.18%

**Workers' Compensation Claims by Building
2006 - 2007**

School	# of Employees	# of Medical Claims	Costs	Cost per Employee	% of Accidents per # of Employee	% of Total Employees
Culler	88	3	\$632.97	\$7.19	3.41%	1.66%
Dawes	85	7	\$2,941.78	\$34.61	8.24%	1.61%
Goodrich	97	7	\$3,267.54	\$33.69	7.22%	1.83%
Irving	121	3	\$1,672.45	\$13.82	2.48%	2.29%
Lefler	91	5	\$1,250.37	\$13.74	5.49%	1.72%
Lux	107	6	\$20,111.43	\$187.96	5.61%	2.02%
Mickle	95	8	\$9,391.14	\$98.85	8.42%	1.80%
Park	109	3	\$3,792.76	\$34.80	2.75%	2.06%
Pound	95	4	\$687.83	\$7.24	4.21%	1.80%
Scott	107	10	\$9,492.41	\$88.71	9.35%	2.02%
Yankee Hill	18	1	\$761.61	\$42.31	5.56%	0.34%
Behavior Skills Program	42	6	\$5,456.00	\$129.90	14.29%	0.79%
Total Middle School	1055	63	\$59,458.29	\$56.36	5.97%	19.94%
Bryan Community	25	0	\$0.00	\$0.00	0.00%	0.47%
East	182	5	\$1,052.17	\$5.78	2.75%	3.44%
Lincoln High	222	16	\$21,554.64	\$97.09	7.21%	4.20%
Northeast	191	9	\$4,101.74	\$21.48	4.71%	3.61%
North Star	207	14	\$5,532.49	\$26.73	6.76%	3.91%
Southeast	195	4	\$2,132.55	\$10.94	2.05%	3.69%
Southwest	205	10	\$48,079.92	\$234.54	4.88%	3.87%
Science Focus	6	0	\$0.00	\$0.00	0.00%	0.11%
Arts & Humanities Focus	5	0	\$0.00	\$0.00	0.00%	0.09%
Info Technology Focus	3	0	\$0.00	\$0.00	0.00%	0.06%
Entrepreneur Focus	4	0	\$0.00	\$0.00	0.00%	0.08%
Lancaster County Youth Services Center	17	0	\$0.00	\$0.00	0.00%	0.32%
Total High School	1262	58	\$82,453.51	\$65.34	4.60%	23.85%
Total Schools	4,496	228	\$253,484.34	\$56.38	5.07%	84.97%

Additional Locations						
Maintenance	126	7	\$2,327.55	\$18.47	5.56%	2.38%
LPSDO	489	11	\$10,328.06	\$21.12	2.25%	9.24%
Distribution Center	26	2	\$7,066.51	\$271.79	7.69%	0.49%
Transportation	154	15	\$36,623.11	\$237.81	9.74%	2.91%
Total Other	795	35	\$56,345.23	\$70.87	4.40%	15.03%
GRAND TOTAL	5,291	263	\$309,829.57	\$58.56	4.97%	100.00%

Property/Liability Self Insurance Plan						
Year	Total Claims	Closed	Open	Payment*	Reserve*	Total
2006-2007	54	45	9	\$43,412	\$15,525	\$58,937
2005-2006	61	58	3	\$30,666	\$5,350	\$36,016
2004-2005	52	50	2	\$487,481	\$165,100	\$652,581
2003-2004	57	57	0	\$40,259	\$0	\$40,259
2002-2003	51	51	0	\$157,995	0	\$157,995
2001-2002	45	45	0	\$58,869	0	\$58,869
2000-2001	82	82	0	\$213,509	0	\$116,014

NOTES:
 * Includes Loss Adjustment Expense
 Per Claim Retention: \$25,000
 Fire Loss - Mickle Portable - per Claim Deductible \$25,000
 Specific Loss Maximum applies: \$96,460

Premium Comparison & Claim Cost			
		Standard Insurance Market (estimated)	Protected Self Insurance
2006-2007	Premiums	\$1,732,551	\$673,042
	Loss Fund	0	0
	Total	\$1,732,551	\$673,042
2005-2006	Premiums	\$1,693,598	\$630,053
	Loss Fund	0	0
	Total	\$1,693,598	\$630,053
2004-2005	Premiums	\$1,652,290	\$643,387
	Loss Fund	0	\$296,685
	Total	\$1,652,290	\$940,072
2003-2004	Premiums	\$1,601,056	\$636,969
	Loss Fund	0	\$59,142
	Total	\$1,601,056	\$696,111
2002-2003	Premiums	\$1,428,700	\$573,190
	Loss Fund	-0-	\$77,026
	Total	\$1,428,700	\$650,216
2001-2002	Premiums	\$952,560	\$415,864
	Loss Fund	-0-	\$84,984
	Total	\$952,560	\$500,848
2000-2001	Premiums	\$680,400	\$325,730
	Loss Fund	-0-	\$113,658
	Total	\$680,400	\$439,388
Total Cost Comparison			
2000 through Sept. 2007		\$9,741,155	\$4,529,730

**Unemployment Compensation Management
Claims Summary Report**

9-1-2006 to 8-31-2007

Claims Summary

Total New Claims Filed	108	
Favorable Decisions	62	57%
Unfavorable Decisions	9	8%
Claims Not Protested	28	26%
Pending	9	8%
 Predetermination Hearings	 18	

Appeals Filed

Total Appeals Filed	8	
Favorable Rulings	4	50%
Unfavorable Rulings	4	50%

Charging

For Claims Filed 9-1-2006 to 8-31-2007

Maximum Potential Liability	\$314,198
Liability Reduction	\$178,767
Chargable Amount	\$135,431
Actual Charges	\$96,589

Additional Services

2006 - 2007



Human Resources Division

SubFinder™

In April 2002, Human Resources implemented the SubFinder™ System, a Windows-based computer software application that automates absence reporting for employees, substitute placement and data analysis. During the 2003-2004 school year, Human Resources put a customized professional leave reporting program into effect in SubFinder™.

Certificated and classified employees can report absences any time of the day or night via a touch-tone telephone or computer with internet access. Once absences have been reported, SubFinder™ automatically begins calling and arranging substitutes. Substitutes also have the option of accessing unfilled absences via the internet or telephone in order to find a position for that day or the following day.

Substitute Teacher Meetings

Twelve informational meetings were held during the 2006-2007 school year for substitute teachers; these consisted of 5 half-day Substitute Teacher Conferences, 7 all-day Local Substitute Teacher Orientations and 3 Cohort Leader Training Sessions. Topics covered during these conferences, orientations and training sessions included a review of the Substitute Teacher Handbook; the SubFinder™ system, a discussion of safety, health, crisis, ethical, legal, instructional and classroom management issues in substitute teaching and a question and answer session.

A Substitute Cohort Leaders/Substitute Caucus Committee meeting is held once a month from August through May each year. The purpose of these meetings is to inform substitute teachers of the resources that are available to them through the Lincoln Public Schools, to discuss and plan the staff development activities presented at the Substitute Teacher Orientation Conferences and to address any concerns or questions that come up throughout the year.

Local Substitutes

At the end of the 1999-2000 school year, the Nebraska State Department of Education allowed certification to substitute teach for individuals who had not graduated from a teacher education program. These individuals must have met the following requirements to be considered for this special certification: a bachelors degree or higher or senior standing in a teacher education program, submission of an official transcript verifying level of education, completion of the LPS substitute teacher application, interview, criminal background check and attendance at one of the substitute teacher orientations offered by the district. Local substitutes are limited to substituting only 40 days per year.

Number of Local Substitutes in LPS	
2006 – 2007	136
2005 – 2006	49
2004 – 2005	65
2003 – 2004	157
2002 – 2003	161

Substitute Cohort Program

During the 2006-2007 school year, a Substitute Cohort Program continued to serve as a support and communication connection for all substitute teachers in Lincoln Public Schools. Experienced substitutes who were reported to be good leaders with recognized, quality instructional abilities were selected to serve as cohorts. Three half-day training sessions were held in August to prepare these cohort leaders for their role.

Each LPS substitute teacher was assigned to a cohort group. These groups met for round table discussions at each of the Substitute Teacher Conferences. Some groups also met on a monthly basis as determined by the needs of each individual group. Cohort leaders met formally each month with the Human Resources administrator to acquire pertinent district information, plan for upcoming conferences, and discuss issues of concern to the members of their group. The cohort leaders then shared this information with members of their cohort group.

Summer School

High school summer school classes in the Lincoln Public Schools are planned to cover a wide range of course offerings for students grades 9-12. The summer school program provides an opportunity for all high school students to continue their learning and to earn additional credit during the summer. Numerous courses are also offered for students in the Special Education program and elementary and middle school age students.

Human Resources facilitates the employee selection process for summer school. This process starts each year in April and continues up until the first day of summer school and beyond due to student enrollment. Positions available include teachers, counselors, media specialists, school nurses, speech language pathologists, sign language interpreters, paraeducators, office professionals, OT-PTs, campus supervisors, and bus drivers and paras. Once summer school employee rosters are complete for each location, Human Resources also verifies salary placement for each individual.

Summer School Employees by Year			
	Certificated	Classified	Certificated and Classified Subs
2007	198	205	65
2006	235	200	66
2005	248	143	75
2004	276	209	77

Employee Assistance Program Overview

The Lincoln Public Schools, as an employer, recognizes that a wide variety of problems not directly associated with one's job function can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the adverse effect on job performance will be negligible. However, for some employees, professional assistance will be necessary. The policy of the district is to encourage employees to seek help through effective treatment. Enlightened attitudes and honest acceptance of human problems is acknowledged and endorsed by LPS to encourage an employee to take advantage of this confidential service. LPS encourages employee self-referrals, however the district remains aware of the occasional need for supervisory referrals.

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
New Referrals	269	235	252	207	193
Employee % of New Referrals	68%	69%	69%	72%	74%
Family Member % of New Referrals	32%	31%	31%	28%	26%
Employee Utilization Rate	5%	4.5%	5%	5%	3.7%
Employee Self Referrals	90%	89%	89%	90%	88%
Supervisory Referrals	10%	11%	11%	10%	12%

Human Resources Publications

The Resource - a periodic informational newsletter to principals/supervisors

Tuition Credit / Professional Enhancement Fund Handbook

Administrator Handbook

Certificated Employee Handbook

Classified Employee Handbook and addendums

Substitute Teacher Handbook

Substitute Paraeducator Handbook

Gifted Mentor Handbook

Teacher Appraisal Manual

Teacher Absence Handbook

Negotiated Agreements for all employee groups

SubWays - a quarterly newsletter sent to substitutes, LPS schools and other school districts

Frontline Employee Newsletter – provided by Continuum Employee Assistance monthly

Frontline Supervisor Newsletter – provided by Continuum Employee Assistance monthly

LifeLines Newsletter – provided by Continuum Employee Assistance quarterly

School Handbook Template for Teachers

Web Site

The Human Resources section of the Lincoln Public Schools' web site has been operational since Fall 1998. The sections include:

- **Who We Are** - A complete listing, including photos, of all Human Resources Division staff members and a brief job description.
- **Job Listings** - This listing changes weekly.
- **SubFinder™** connection – Employees utilize this system to report absences. Substitutes can utilize this system to find placements.
- **Handbooks/Agreements** - Employee and substitute handbooks, negotiated agreements, and salary schedules are available.
- **Publications** – Human Resources Bulletins, The Resource newsletter, and employee/supervisory newsletters provided by Continuum Employee Assistance.
- **Benefits** - Benefits information, question and answer section, handbooks, web links to benefit providers. Benefits forms available online for printing
- **Applications** – An online certificated application is available. All LPS applications are available for viewing online. They may be printed by the applicant and sent to Human Resources
- **Recruitment Information** - Why Lincoln Public Schools is a great place to work.
- **Risk Management** – Risk Management information, including bulletins, memos and forms.
- **Coming Soon....**Online application for all employee groups.