

the **R**esource

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

Human Resources Lincoln Public Schools Lincoln, NE Issue 2007- 001 May 25, 2007

We Have a Chance

It is my 32nd spring as an LPS employee and it doesn't matter what position I am in, every spring is equally exciting. The warm air, colorful lawns and the anticipation of summer make me feel cheerful and encouraged. In addition, as school system employees we are able to look forward to a chance to start over again. A new school year is coming and we have an opportunity to do what we do even better because we have experience to build upon.



Wow, who else can say they have a new chance to do an even better job because we have a fresh start? In addition, we know our work is meaningful and makes a difference in the world. Thank you for all you do day in and day out!

Nancy

The next few months are your chance to clean up and close out the 2006-2007 school year and plan for the 2007-2008 school year. Please keep the following list of Human Resources items on your personal list of items to accomplish.

- Complete evaluations of all staff as required and submit to HR.
- Whenever possible clarify the assignment of every staff member (i.e. grade level specific course assignment, appointment etc.).
- Identify team leaders, liaisons, if possible.
- Submit staff receipts for use of \$225.
- Review summer calendar with all support staff to arrange vacation schedules so your office/school is adequately covered.
- Post your vacancies as soon as they occur. All vacancy requisitions are due to HR by noon each Monday.
- Schedule review of files for vacancies in advance if possible.
- Clean up your employee files—send the files of employees who have left your building to HR.

So Long, Farewell, Auf Weidersehen, Goodbye

One of the spring occurrences in the district is the retirement of many beloved staff members. That is also happening in Human Resources. Three very important people are choosing to retire and I know you will share my sadness as we tell them good-bye, and share my joy as I wish them many happy days as an LPS retiree!

Many of you have known Gail Bachinski as long as, or longer than me. Gail was one of my first teachers in HR and has been our department historian and our guide for many years. One of my fondest memories of Gail is her phone call to me to set up my interview with Dr. Sawin to work in HR. I am sure many of you remember the excitement of hearing Gail call to offer you a chance to interview also. We will miss Gail's presence in the early mornings, her institutional memory and her support.



Janet Blain has been the Case Management Nurse for LPS for the past nine years. In this capacity she has touched the lives of our staff that have been injured on the job. She has supported these people by attending medical appointments with them, clarifying confusing messages from multiple caregivers, and by being a caring voice to an employee who has a work injury. We will miss her great sense of humor and positive attitude.

The last of our HR retirees is Kevin Wibbels. After a number of years as a principal, Kevin came to HR. He brought with him an appreciation and knowledge of the difficult work principals and building staff have, and what HR can do to support the efforts of all of you working in buildings. While Kevin is retiring, we are looking forward to continuing to ask for his help with our recruitment efforts. We will miss his practical jokes, whistling, and his notes in pencil on legal pads; but most of all we will miss his sunny outlook on every issue.



Welcome

Mary Beth Lehmanowsky will join our Human Resources team in July as the Supervisor of Secondary Personnel Services. She has been the Principal at East High School since 1999. Prior to her role as a principal, she served as an Associate Principal, Team Leader, Counselor, Director of Special Needs and Teacher, all at Lincoln High School. In addition to her varied experiences with LPS, Mary Beth also worked for a year as the Associate Dean of Students at Nebraska Wesleyan University. Mary Beth holds a Doctorate from the University of Nebraska-Lincoln, a Master of Arts in Educational Psychology and Bachelor of Science also from UNL.



She brings with her a strong understanding of the day to day work done in schools. Her expertise developed as one of the Professional Learning Community pilot schools will be invaluable to HR as we support the district work in this area. In addition to working with secondary schools and extra standard assignments, Mary Beth will lead our department work with teacher appraisals. Her understanding of the appraisal process and her use of appraisals to help teachers work from their areas of strength make this area a perfect fit for her. Welcome Mary Beth!

13th Annual Multicultural Leadership Institute

**Presented by
Dr. Crystal Arlene Kuykendall**

Southwest High School

Tuesday - June 12, 2007 at 8:00 a.m. to 4:00 p.m.

Dr. Crystal Arlene Kuykendall is one of the most dynamic individuals of our time. Born in Chicago with very humble beginnings, Dr. Kuykendall graduated high school with four scholarships at the age of 16. She received her B.A. in Government from Southern Illinois University and her Masters in Sociology from Montclair State University. Through a Ford Fellowship, she received her Doctorate in Educational Administration from Atlanta University. Dr. Kuykendall received her Juris Doctorate from Georgetown University Law Center in 1981 and was admitted to the Bar Association of the District of Columbia after passing the Bar Exam in 1988 on her first attempt.



A former elementary and secondary public school teacher, Crystal Kuykendall has taught at Seton Hall University and Montclair State University. She is the former Executive Director of the National Alliance of Black School Educators, and has served as Director of Urban & Minority Relations for the National School Boards Association and the Director of the Citizens Training Institute for the National Committee for Citizens in Education. Appointed by President Jimmy Carter to the National Advisory Council on Continuing Education, she served as Council Chairperson from 1979-1981. Ebony magazine chose her as one of the "50 Leaders of the Future" in 1979.

Dr. Kuykendall is the author of *Developing Leadership for Parent/Citizen Groups* (1976), *Improving Black Student Achievement through Enhancing Self-Image* (1987), *From Rage to Hope: Reclaiming Black and Hispanic Students* (1992), and *From Rage to Hope II* (2004). Her unique empowerment guide and character development planner, *Dreaming of a P.H.A.T. Century*, continues to be extolled by winners of all ages.

The mother of three, Dr. Kuykendall has been a H.O.S.T.S. (Help One Student To Succeed) mentor since 1995 and is a school and church volunteer.

Lunch and Dr. Crystal Kuykendall's book "FROM RAGE TO HOPE, Strategies for Reclaiming Black & Hispanic Students" is included with your registration. Register online from the Staff Development Catalog course number W00083

Risk Management Reminders

Quick contact information for Risk Management:

Nancy Summers – 436-1760

nsummers@lps.org

Michelle Hartley – 436-1767

mhartle@lps.org

All Risk Management phones have voice mail.

Workers' Compensation Claims

Please remind staff to complete all paperwork in a timely manner and submit it to Risk Management. This includes the initial paperwork for an injury as well as the follow-up paperwork received after the injury. The quicker we receive the paperwork, the quicker we can take action on the claim. The computer program automatically generates two follow up requests if we have not received the paperwork.

In an attempt to contact employees quicker, Risk Management will contact employees via e-mail and in some instances, the supervisor may be copied on the e-mail. Please also remind your staff to respond back as quickly as possible.



Please direct questions regarding this topic to Sue Wright at 436-1759 or wrights@lps.org

Executive Secretaries and Payroll Secretaries Annual Briefing

Executive secretaries and payroll secretaries have a choice of two opportunities to receive information they need to know before the Benefits Enrollment process begins in early August.

Topics will include:

New changes to the on-line Benefits Enrollment process

Changes to Risk Management procedures

Changes to Human Resources procedures

Payroll and Accounting updates



Briefings will be held as follows:

Dates and Times

Session 1: Wednesday, August 1, 12:30 to 4:00 p.m.

Session 2: Thursday, August 2, 8:00 to 11:30 a.m.

Location

Southwest High School

7001 South 14th Street

Each session will be held in the auditorium and will be approximately four hours in length.

Please mark your calendars now and ensure that at least one representative from your location attends one of these important briefing. We will send out detailed information in the near future outlining the online registration procedures through the Staff Development web site.

Please direct questions regarding this topic to Kevin Johnston at 436-1597 or kjohnst@lps.org.

Performance Appraisals – More Than a Legal Necessity

When a supervisor calls Human Resources to ask for advice concerning a serious, ongoing problem with an employee, the first question we ask is, “What do the past evaluations look like?” Occasionally that question is followed by an awkward silence, for the supervisor knows that past appraisals did not address the problem. At that point, we work with the supervisor to determine what the next action should be. Sometimes there is adequate need to take an employment action without past documentation and other times the supervisor will be encouraged to talk to the employee about the areas of concern and properly document the issues through the appraisal process.

Appraisals have many purposes other than providing the documentation needed if an employment action is necessary. They provide a means to reward excellent performance or to improve performance based upon open honest feedback to the employee. The appraisal conference can be used as a time to celebrate accomplishments but also to identify areas of needed improvement. Without feedback from the supervisor, the employee cannot be expected to make meaningful changes.



Generally, an employee should not be surprised at an appraisal conference. If performance issues have been ongoing, the supervisor should have been discussing the issues with the employee well before the appraisal conference. We many times hear from employees that they would have changed their behavior if they would have known that it did not meet the supervisor’s expectations. If there truly was no previous conversation between the employee and supervisor, it is difficult to guess if the employee would have changed if given the opportunity.

Appraising employees is time-consuming and sometimes difficult. It can be uncomfortable discussing a performance issue with a generally good employee, but without that discussion, we are cheating the employee of the opportunity to become more effective. Ongoing, honest appraisals also take away the uncomfortable feeling that can occur when we in Human Resources ask you that predictable question, “What do the past evaluations look like?”

Certificated Staff Appraisal Timelines

By end of third quarter: Probationary 1 and 3 Summative Appraisals due to Human Resources
By end of school year: Permanent Summative Appraisals due to Human Resources

Other Appraisals Due from Schools

Office Professionals: Appraised at least once each year during the first three years of employment.
Appraised once every third year thereafter.

Paraeducators: Appraised once each school year.

Use most recent revision of appraisal templates by accessing via Universal Locker or via Human Resources folder in Microsoft Word.

Please direct questions regarding this topic to Ken Babcock at 436-1571 or kbabcock@lps.org



How To Set Up Appropriate & Effective EAP Referrals

One of the most challenging situations we face in our professional lives is how to help someone that does not realize they need it. The situation is even more complicated when that person is someone we supervise and/or evaluate. We have to balance our authority role with our sincere caring for the person. When we err on the side of caring and minimize the seriousness of the situation, the person may thank you for your concern but not see the **need** for change.

The Administrative EAP referral process gives supervisors a tool to use that combines **caring** with **expectations**. Effective **intervention** requires **both**. Here are some suggestions of how to make an EAP Administrative Referral successful:

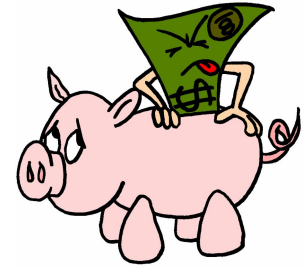
- Communicate the **work** problem and your **expectations for change** clearly and specifically. Even if the employee has disclosed personal problems, focus on how those problems are now impacting **work**.
- Contact EAP and LPS Human Resources **prior** to making an Administrative Referral.
- Check out Continuum's On-Line EAP Training. Go to: www.4continuum.com, click on "Training", click on "On Line EAP Supervisory Training", User name: **LPS**.
- Refer to the **EAP** as a **resource** that can assist the employee in solving the problem. Going to the EAP is not the **goal**—making the **necessary change** you have outlined **is**. Remind them that EAP is **free and confidential**.
- Alert the employee to your expectation that they sign a **release of information form** at the EAP allowing communication with you and Nancy Biggs in Human Resources. This release will allow EAP to communicate **participation** and **follow through** with EAP recommendations. The release **will not** allow EAP to divulge personal information about the employee.
- Provide the employee feedback a few weeks **after** the referral is made. Concentrate on the progress you see them making on the changes you have requested. If progress isn't being made give feedback about this and re-state your expectations. Encourage them to continue working with the EAP.

Intervention is a **process**. When you take the risk to present reality to someone that may not want to see it, you are starting the process. It sometimes takes several attempts before the person accepts the need to make changes. Please don't hesitate to contact Gayle Sutter if you would like to discuss an employee situation or have questions about referring an employee to EAP. She can be reached at 476-0186 or at gsutter@4continuum.com.

Georgette Kingkade-LPS-EAP Coordinator

Insurance Committee Met Tuesday, April 24, 2007

The LPS district insurance committee met on Tuesday, April 24, with 13 members present. The committee is composed of a representative designated by each employee group, and various HR and Business Affairs staff. The purpose of the insurance committee is to serve in an advisory capacity to the Board. The committee meets as necessary to review any proposed changes or additions to existing insurance programs and to explore new insurance programs. Discussions were held on the following topics.



BCBSN Deductible: Currently the Administrator group has a \$550 deductible (single) for the Blue Cross and Blue Shield health insurance plan, and all other employees groups have a \$300 deductible (single).

Online Employee Benefits: The online enrollment system was implemented for 2006-07. Enrollment in health insurance increased by 326 participants, the disability insurance plan increased by almost 900, vision participants increased by 458, term life insurance increased by 300 and the flex plan has 250 more enrollees.

Other Insurance Plan Rates: Disability insurance, Vision Service Plan and term life insurance rates will stay the same for 2007-08.

BCBSN Rates/Changes for 2007-08: Listed below are Blue Cross and Blue Shield of Nebraska rates for 2006-07 and the new rates for 2007-08. The increase for BCBSN health insurance is approximately 7.9% and dental increased by 4%. The premium increases are effective September 1, 2007.

The dental that is included with these health plans is **Option 2 for the policyholder only.**

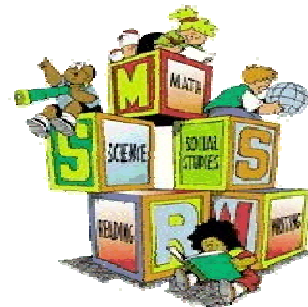
	<u>2006-07</u>	<u>2007-08</u>		
Health Insurance				
	\$300 single / \$600 family deductible			
Employee	\$377.63	\$407.26		
Family	\$1034.77	\$1117.10		
	\$550 single / \$1100 family deductible			
Employee	\$360.13	\$388.35		
Family	\$985.44	\$1063.81		
Dental				
<u>Option 2</u> (BCBSN pays 80% A&B; 50% C)	<u>w/BCBSN</u>	<u>w/o BCBSN</u>	<u>w/BCBSN</u>	<u>w/o BCBSN</u>
	<u>Health Ins.</u>	<u>Health Ins.</u>	<u>Health Ins.</u>	<u>Health Ins.</u>
Employee	\$0.00	\$16.47	\$0.00	\$17.13
Family	\$41.99	\$58.46	\$43.67	\$60.80
<u>Option 4</u> (BCBSN pays 80% A,B,C; 50%D)				
Employee	\$20.67	\$37.14	\$21.50	\$38.63
Family	\$79.59	\$96.06	\$82.77	\$99.90

Co-insurance maximums for BCBSN health insurance will increase September 1. For in-network, the co-insurance maximum out-of-pocket changed from \$1500 to \$1750 for individual and from \$3000 to \$3500 for family. For out-of-network, the co-insurance maximum out-of-pocket changed from \$3000 to \$3500 for individual and from \$6000 to \$7000 for family.

Please direct questions regarding this topic to Kyla Jensby (kjensby@lps.org / 436-1593).

Substitute Teacher Information

Many of our veteran teachers are retiring this year, but have indicated that they would like to substitute in our schools next year. Also, there will be many student teachers in our classrooms next fall who will want to serve as local subs for their cooperating teachers. In anticipation of the activation of many new substitutes and the reactivation of many veteran substitutes, we are providing the following information for you to share with persons who express an interest in substitute teaching next school year.



Requirements for **Retired Teachers** to substitute teach during the 2007-2008 year

- Complete the following pages of a Substitute Teacher Application (Cover, References, Personal Disclosure, and Background Check Authorization pages)
- HR will perform reference and background checks
- Ensure they have a current teaching certificate on file in HR

We would strongly encourage all substitutes to attend the Fall Orientation which will be held at Southwest High School on Friday, August 10th from 7:45 AM – 12:45 PM. Information necessary to successful substitute teaching will be shared throughout the morning. All substitutes are also assigned a cohort leader who serves as an information liaison and support mentor throughout the year. They will meet with their group of assigned substitutes throughout that morning to go over pertinent information.

Requirements for **Student Teachers** to become local subs during the 2007-2008 year

- Complete the entire Substitute Teacher Application
- Submit official transcripts showing they have senior status
- Complete the on-line Teacher Insight Interview
- Register and attend one of the following required, all-day local sub orientations:
 - August 31st
 - September 7th
 - September 28th
 - December 17th
 - January 4th
 - January 18th
- HR will run a background check
- Complete the NDE requirements to acquire a local sub certificate
- Register the local sub certificate in HR

If teachers or student teachers have any questions about substitute teaching, please have them contact Kay Byers at 436-1577 or kbyers@lps.org

No Child Left Behind Parent Letter

The *No Child Left Behind* legislation requires that school districts inform parents when their child has a long term substitute teacher in the classroom for more than 4 weeks. To assist you in writing this letter to send home to parents, we have provided a sample copy. We would strongly encourage you to share comments about the substitute teacher that will highlight his/her ability and expertise to teach in our schools. This might include information about his/her educational experience/degrees, the length of time he/she has been teaching or substituting, subject(s) area knowledge, knowledge of your particular school/classrooms, expertise in classroom management, etc.



Dear Parent(s)/Guardian(s):

The current national governmental legislation, *No Child Left Behind*, requires that each school district inform parents when their child has a long term substitute teacher in the classroom for more than 4 weeks. To be qualified to accept a long term assignment as a substitute teacher in Lincoln Public Schools, substitutes are expected to meet the following criteria:

- Nebraska State Department of Education certification as a substitute teacher
- Bachelors Degree (or beyond)
- Successful completion of the state Human Relations Training requirement

_____ has been assigned to be the long term substitute in your child's _____ grade class. (She / he) has met both the state's and Lincoln Public Schools' criteria for substitute teaching. In addition, (principal's comments about the substitute teacher, if desired). . .

If you have any questions regarding this letter, please contact me at 436-_____.

Professionally yours,

Please direct questions regarding this topic to Kay Byers at 436-1577 or kbyers@lps.org.

2007-2008 Calendars

The 2007-2008 calendars for a number of employee groups are posted on the LPS website at <http://www.lps.org/about/calendar/>. As other calendars for next school year are developed and approved, they will be posted on the website.

Please direct questions regarding this topic to Kyla Jensby (kjensby@lps.org / 436-1593).

