

# 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 2003-006 November 26, 2003

## An Educated Ship is a Happy Ship By Nancy Biggs



The Human Resources Leadership Team and I recently returned from the 65<sup>th</sup> Annual Conference of the American Association of School Personnel Administrators (AASPA) in Baltimore, MD. The conference was entitled "Sailing Into Baltimore: Port of Call for School Personnel Solutions".

In addition to learning from our colleagues around the United States, Lincoln Public Schools contributed also! Kyla Jensby, Kevin Johnston, Marla Styles and Sue Wright presented a clinic session entitled, "An Educated Ship is a Happy Ship...Staff Development

Ideas for Classified Staff". During this presentation they outlined the learning opportunities provided to our classified employees and described the leadership provided by the many program supervisors. Your LPS representatives received rave reviews and you can be as proud of them as I am. Mention was made of them presenting a half-day workshop at a future conference.

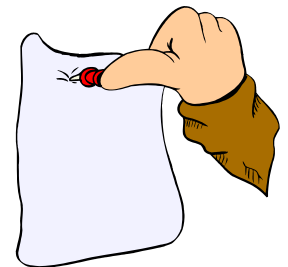
In addition to sharing information about how LPS staff members are provided professional growth opportunities, Marla Styles shared her talents as a singer. Marla pleased the crowd at the Leon Bradley reception with an impromptu vocal performance of "His Eye is on the Sparrow" when one of the scheduled musical groups was unable to attend. (Leon Bradley was the first African American president of AASPA and the reception is designed to raise funds for a scholarship in Mr. Bradley's honor.)

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### Labor Law Poster Reminder

At various times throughout the year, you may receive solicitations via the mail, fax or e-mail asking if you are in compliance with State and Federal Laws regarding proper posters. They strongly urge you to purchase their posters so you won't receive a fine for not following State and Federal Laws. **You may disregard these notices.** Human Resources will track any necessary changes or additions to the laws and postings we currently have and will send you updates as needed.



If you need additional posters for your location at this time or have any questions, please e-mail the Human Resources Office Manager, Lisa Morehouse at: [lmoreho@lps.org](mailto:lmoreho@lps.org) or call 1594.

## Risk Management Reminders

**Damage, Loss and Theft** – Don't forget to put your DLT number on your requisitions and TMA's. Also, remember to fill out a requisition for replacement of items stolen or damaged. Send the requisitions to Risk Management for an account number.

**Workers' Compensation** – When a staff member is injured at work, they may select their own physician for treatment if that physician has a record of treating them or an immediate family member. If the employee chooses to go to Company Care, then they become their physician of choice. (All appropriate paperwork is available in every Health Office; please make sure that is completed properly and promptly.)



Remind your staff of the need to have a release to return to work if they miss any work and/or receive medical care from a physician. They must have a release after each physician visit. Risk Management has a Return to Work release form. Please call us for the form. If there are restrictions, the principal or immediate supervisor must contact Risk Management regarding the restrictions **prior to the employee returning to work.**

### **Risk Management Staff –and their functions are as follows:**

Janet Blain, Case Management Nurse – Extension 1591. Janet works with employees who are off work due to their work related injury or who have had surgery and returned to work but are still under a physician's care.

Kim Miller, Claims Handler – Extension 1761. Kim works with all claims that do not require surgery or time off work. Kim also processes the workers' compensation salary vouchers.

Nancy Summers, Secretary – Extension 1760. Nancy is usually the voice you hear at the other end of the phone when you call. Please provide Nancy with all the information you can related to your question. If the person you called to speak with is not available and you need a response, Nancy will attempt to reach one of us and relay the information.

Rhonda Lewis, Medical Records Clerk – Extension 1767. Rhonda handles securing the medical records from the providers, scanning, bill coding, etc. Rhonda works mornings.

Sue Wright, Risk Management/Human Resource Specialist – Extension 1759. Sue handles all other functions of the Risk Management office including Damage, Loss & Theft, Owner Controlled Self-Insured Program, Unemployment, liability and property claims, etc.

All bulletins and forms are available in the Risk Management folder under Templates. Please use those forms as they are the latest version.

## Thinking of Retiring?

If you are thinking about retiring at the end of the current school year, here are some reminders:



- Contact the Nebraska School Retirement office, 471-2053, for an estimate of benefits, or go to <http://npersschool.ims.state.ne.us/> and you can estimate your benefit yourself.
- Prior to retiring, your years of service with LPS prior to 1986 must be verified with the Nebraska School Retirement System. (After 1986, service is automatically verified through the Payroll Department.) You may want to call the Nebraska School Retirement Office, 471-2053, to see if your service has been verified. If it has not, please call Kyla Jensby at 1593 in Human Resources, who will complete the necessary paperwork.
- If you have decided you're going to retire, you need to complete a "Request for Change of Status form" which is available in your building or Human Resources. The form needs to be sent to Human Resources Box 33 upon completion. If you are a certified employee, the deadline to apply for the Early Retirement Incentive is April 15. However, certified employees must notify Human Resources by March 15 of their intent to return in the fall.
- If you have health insurance with the school district and retire between age 55 and 65, you may continue your health insurance by paying the insurance company directly until age 65. (For BC/BS you must have been enrolled in BC/BS through LPS for at least five years in order to be eligible.) If your spouse is carried on your policy, he/she may also continue health insurance until age 65. If you have a BC/BS family policy when retiring, and are covering you and a spouse only, you may switch to two single policies upon retiring.
- These are general reminders. Employees should contact Kyla Jensby if they have questions about the retirement process. A meeting will be held in February, one for certified staff and one for classified staff, where Kyla will answer questions and explain the retirement process. Watch your e-mail for dates and times.

### Nebraska School Retirement System Member Account Access

Because of PIONEER, the new technology information system at NPERS, all school members can access their own personal account information via the Internet.

By logging on to their web site, [www.npers.ne.gov/home.jsp](http://www.npers.ne.gov/home.jsp) you will be able to check your member account information at any time.

You will be able to log on and access your own records showing your creditable service years, reported salary, account balance, earned interest, etc., and use that information as a planning tool to calculate your own estimate of retirement benefits.

Instructions on how to set up your account can be found on page 2 of the Fall 2003 Retirement Roundup that was mailed to all employees recently.

If you have questions or need assistance logging on, call 471-2053.

## Staff Development Update Fall Semester, 2003

### Online Courses

In an effort to broaden professional development offerings to teachers and to bring flexibility to the process, the Staff Development Office invested on a trial basis in the ASCD (Association for Supervision and Curriculum Development) online course program. This is the professional educational organization that publishes the widely-read *Education Leadership*. Annually, several new courses are added, giving teachers an opportunity to work with cutting-edge educational theory and practice from the convenience of their computer and within the limits of their calendar.

Some 25 LPS teachers are currently in the process of completing, or have completed an online course from a variety of areas, including: Embracing Diversity/ Respecting Others, Memory and Learning Strategies, Early Childhood Mathematics, The Brain, Multiple Intelligences, and Parents as Partners in Schooling to name a few from among the more than 20 courses currently available in the ASCD catalog of offerings.

Interested participants register online using the LPS Solutionwhere and send a \$60 check to Staff Development. After the check is received, an access code will be provided. From the point of first logging on, enrollees have six months to complete the course. Upon finishing, participants may pay an additional \$25 to LPS and the course will count for two hours of salary-advancement credit.

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### National Board for Professional Teaching Standards (NBPTS) National Conference

Five LPS educators, including three Board Certified classroom teachers—Judy Noteboom of Culler; Laura Hans of Zeman; and Jean Bergholz of Morley—attended the four-day national conference in Washington D.C. in mid-November. The Conference theme, “Leading Change: A Shared Commitment to Student Learning” focused on equity, diversity, and student achievement.



The first day of the conference was designated Hill Day and offered participants a chance to lobby their state representatives for greater congressional and legislative support for National Board certification. In particular, conferees were there to urge members of Congress to support a \$10 million appropriation request in fiscal year 2005 for strengthening the candidate subsidy program and increasing its outreach and recruitment dimensions.

A morning briefing by NBPTS Government Relations staff prepared those with congressional afternoon appointments, and the LPS team spent some thirty minutes with Senator Hagel’s educational issues staffer, explaining the connection between national educational goals and increasing the percentage of teachers who reach National Board certification. Currently only 24,000 teachers, just one percent of the entire U.S. teaching force, enjoy Board-certified status.

Three days of meetings followed with keynote addresses and numerous break-out sessions related to candidacy and recruitment issues, national policy, and classroom leadership. One keynote session featured a panel of eight urban superintendents who highlighted the irrefutable connection between improving classrooms and schools and the influence of Board-certified teachers.

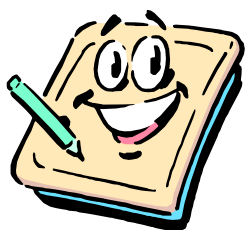
## Supervisory In-service

Janie Pollock, ASCD consultant and co-author of *Classroom Instruction that Works*, will conduct two half-day workshops with LPS administrators on March 17, 2004, at the 84<sup>th</sup> Street SECC campus. Registration details will be available during January.

Dr. Pollock is no stranger to Lincoln Public Schools. She has worked with over 200 teachers and some administrators in mostly four-day trainings since 2001. Her work is significant with its focus on nine instructional strategies that hundreds of research studies have targeted as having the highest potential impact on learning and achievement. Teachers studying with Pollock have done extensive work in the redesign of existing lessons to incorporate these strategies so that initial learning and retention of learning are strengthened. The two half-day workshops will help administrators reframe observational and feedback skills in light of these strategies.

## Office Professionals and Technicians Staff Development

### LAUGH AND LEARN



Laughing and Learning – what a great way to go! On October 30, 2003, Office Professionals and Technicians met at Southwest High for a half day of staff development. We did, indeed, LAUGH AND LEARN.

**Kevin Mattran of Continuum** made us laugh a great deal as we discussed “WORKPLACE HUMOR: LOOKING FORWARD TO MONDAY”. Kevin shared how laughter helps physically, as well as being a benefit to business.

**Stu Freese from Southeast Community College** helped sharpen our skills. Business communication skills such as email etiquette, phone etiquette and tips on proofreading helped add a few gold coins to our treasury full of skills.

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## Office Reclassification

### When is a position reviewed for reclassification?

1. Prior to the posting of all office professional job vacancies, the job vacancy request is reviewed by Kevin Johnston to ensure that it is posted at the appropriate classification.
2. When the office professional feels the current job classification does not accurately describe their current position, they may make a written request for a review. Reviews take place once each year.



### How does an office professional request reclassification?

The request form is located in the Human Resources Templates Folder. The completed form must be submitted to the Assistant Superintendent for Human Resources by the **close of business December 12, 2003**.

1. Attach a copy of your CURRENT Job Description.
2. The completed Reclassification Form is submitted to the immediate supervisor.
3. The immediate supervisor reviews for accuracy and forwards to the principal or director.
4. The principal or director reviews for accuracy and signs, dates and forwards to Human Resources Box 33 in care of Kevin Johnston.

If you have questions regarding the reclassification procedures, please contact Kevin Johnston at 436-1597 or [kjohnst@lps.org](mailto:kjohnst@lps.org).



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