

L I N C O L N P U B L I C S C H O O L S

HUMAN RESOURCES

Staff Profiles



Dr. Nancy Biggs

Assistant Superintendent, Human Resources

Ext. 1575

E-mail: nbiggs@lps.org

Responsible for the overall administration of the Human Resources division. Staff appraisal, tenure, disciplinary action, EAP referrals, staffing points, administrative selection, district Title IX officer.



Mary Hiller

Secretary to Assistant Superintendent, Human Resources

Ext. 1592

E-mail: mhiller@lps.org

Provide office support to the Assistant Superintendent, Human Resources. Assist with teacher appraisal process, Scottish Rite Award, and administrator vacancies.



Lisa Morehouse

Office Manager

Ext. 1594

E-mail: lmoreho@lps.org

Supervise office support staff, coordinate office functions, prepare board agenda, vacancy bulletin, advertising.



Gail Bachinski

Technical Assistant

Ext. 1581

E-mail: gbachin@lps.org

Responsible for teacher certification, UNL tuition credit, Professional Enhancement Fund, emergency and civic leaves, staff computer liaison, Fall State Personnel Report, seniority lists.



Margy Wagner

Employee Records Secretary

Ext. 1598

E-mail: mwagner@lps.org

Maintain employee and applicant files, prepare employee verifications and assist with college field placements.



Dianne Dickey

Receptionist

Ext. 1582

E-mail: ddickey@lps.org

Direct Human Resources incoming calls, greet patrons, register teaching certificates, receive employment applications and transfer forms.

EMPLOYEE RELATIONS



Diane Prott

LPSDO Receptionist

Ext. 1000

E-mail: dprott@lps.org

Direct incoming LPSDO calls, schedule conference rooms, provide tutor list, payroll, direct LPSDO visitors to departments.



Ken Babcock

Supervisor of Employee Relations

Ext. 1571

E-mail: kbabcock@lps.org

Chief negotiator for employee contracts; coordinates horizontal advancement process; responsible for matters relating to employee grievances; coordinates Voluntary Leave Transfer program, certificated and classified handbooks.



Nancy Gormley

Technical Assistant

Ext. 1572

E-mail: ngormley@lps.org

Work with horizontal advancement, classified appraisal process, Voluntary Leave Transfer program, and preparation of state and federal reports. Assist Supervisor of Employee Relations.

CLASSIFIED STAFFING



*Kevin
Johnston*

**Human
Resources
Generalist**

Ext. 1597

E-mail: kjohnst@lps.org

Responsible for the recruitment, interviewing, selection and support of office personnel, custodians, nutrition services staff. Assist with classified staff development workshops.



*Marla
Styles*

**Human
Resources
Specialist**

Ext. 1579

E-mail: mstyles@lps.org

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



*Sue
Wright*

**Human
Resources
Specialist**

Ext. 1759

E-mail: wrights@lps.org

Responsible for the recruitment, interviewing, selection and support of maintenance, facilities and distribution staff.



*Kevin
Wibbels*

**Supervisor of
Secondary
Personnel and
Technician
Services**

Ext. 1576

E-mail: kwibbels@lps.org

Responsible for the recruitment, interviewing, selection and support of technicians.



*Deidra
Ash*

**Secretary,
Classified
Staffing**

Ext. 1587

E-mail: dash@lps.org

Provide support services for the placement and interviewing of technician, custodial, maintenance, facilities, distribution and transportation applicants, process all related forms.



*Peg
Beachell*

**Secretary,
Classified
Staffing**

Ext. 1586

E-mail: pbeache@lps.org

Provide support services for the placement, testing and interviewing of clerical applicants, gifted mentors, summer crew and nutrition services applicants, process all related forms.



*Andrea
Svoboda*

**Secretary,
Classified
Staffing**

Ext. 1583

E-mail: asvoboda@lps.org

Provide support services for the placement and interviewing of paraeducators and bilingual interpreters. Process all related forms.

EMPLOYEE BENEFITS



*Kyla
Jensby*

**Employee
Benefits
Specialist**

Ext. 1593

E-mail: kjensby@lps.org

Responsible for administering employee benefits, retirement conferences, Family Medical Leave Act, maternity and disability conferences.



*Jane
Lehmann*

**Secretary,
Employee
Benefits**

Ext. 1578

E-mail: jlehman@lps.org

Provide support services for administration of health, dental, disability, term life and vision plans. Handle beneficiary changes and COBRA notice requirements.

CERTIFICATED STAFFING

ELEMENTARY →



*Dr. Kay
Byers*

**Supervisor of
Elementary
Personnel
Services**

Ext. 1577

E-mail: kbyers@lps.org

Recruit and place elementary teacher vacancies, process teacher transfers, provide support service including promotion and counseling, manage the gifted mentor and SubFinder Operator staff, coordinate college field placements, tuition credit/professional enhancement, teach C & I 908 course.



*Rosalie
Frey*

**Secretary,
Elementary
Certificated
Staffing**

Ext. 1585

E-mail: rfrey@lps.org

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 course.



*Kevin
Wibbels*

**Supervisor of
Secondary
Personnel and
Technician
Services**

Ext. 1576

E-mail: kwibbels@lps.org

Recruit and place secondary teacher vacancies, process teacher transfers, provide support services including promotions and counseling, Summer School staffing and Extra Standard assignments.



*Linda
O'Boyle*

**Secretary,
Secondary
Certificated
Staffing**

Ext. 1584

E-mail: loboyle@lps.org

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.

← SECONDARY

RISK MANAGEMENT



Sue Wright

Risk Management Specialist

Ext. 1759

*E-mail:
wrights@lps.org*

Responsible for administering the district's self insured liability, property, unemployment, vehicle, worker's compensation, and insurance programs.



*Janet
Blain*

**Case
Management
Nurse**

*Ext.
1591*

E-mail: jblain@lps.org

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



*Kim
Miller*

**Claims
Handler**

*Ext.
1760*

E-mail: millerk@lps.org

Responsible for the processing of workers' compensation, student, vehicle accident and unemployment claims.



Nancy Summers

Secretary, Risk Management

Ext. 1760

*E-mail:
nsummers@lps.org*

Provides support services to the Risk Management Office.



Rhonda Lewis

Medical Records Clerk

Ext. 1767

E-mail: lewisr@lps.org

SUBFINDER OPERATORS



Darbi Umholtz

SubFinder Operator

Ext. 1589

E-mail: dumholtz@lps.org

Responsible for Sub Finder System and all elementary and secondary teacher and nurse substitute placements.



Sandy Wrobliski

SubFinder Back-up Operator

Ext. 1588

E-mail: swrobli@lps.org

Assists with substitute placements. Responsible for professional leaves and local substitutes.



Cherry Cornell

SubFinder Secretary

Ext. 1590

E-mail: ccornell@lps.org

Responsible for data entry and clerical duties in the substitute calling area and other areas in Human Resources.

STAFF DEVELOPMENT



Dr. Ann Trovillion-Timm

Director, Staff Development and School Improvement

Ext. 1580

E-mail: atimm@lps.org

Provide consultation, technical assistance, direct support and resources for staff development and school improvement for all schools. Plan and coordinate professional development experience of all employees.



Nancy Brandt

Coordinator for Instructional Improvement

Ext. 1645

E-mail: nbrandt@lps.org

Coordinate mentoring program, District Mentoring Project for all elementary teachers; coordinate training for paraeducators, office and technical staff; work with tenure requirements and staff development of all employees, and assist in school improvement efforts of all schools



Gerald Larson

Coordinator for Instructional Improvement

Ext. 1645

E-mail: glarson@lps.org

Coordinate mentoring program, District Mentoring Project for secondary teachers; work with tenure requirements and staff development of certificated employees; provide intensive assistance for instructional improvement.



Lenora Siefkes

Executive Secretary, Staff Development

Ext. 1810

E-mail: lsiefkes@lps.org

Work with scheduling, record keeping and budgets for professional development courses, workshops and grants, including salary advancement credits and transcripts, professional points and administrator professional development and building level school improvement. Coordinate publication of Staff Development catalogs and serve as executive secretary to the Director of Staff Development.



Jennifer Davis

Secretary, Staff Development

Ext. 1691

E-mail: jmdavis@lps.org

Support coordinators and director with the implementation and record keeping of the mentoring program and grant related activities. Assist with technical support, record keeping and staff development activities across the district for all employees.



Julie Lanham

Secretary, Staff Development

Ext. 1851

E-mail: jlanham@lps.org

Work with scheduling for District Staff Development days for certificated staff and the staff development for all classified employees. Support director and coordinators with School Improvement and assist with technical support, record keeping and staff development activities across the district.