Welcome!

On behalf of the Lincoln Public Schools community, we welcome you to the district! In this packet you will find information regarding Laptop Distribution, LPS Welcome Breakfast, professional learning dates and more.

Your Lincoln Public Schools experience begins with a half-day Technology Orientation where you will also receive your district laptop. You may attend this session in the morning or afternoon, on Thursday July 26th or Friday, July 27th. An optional, half-day classroom management workshop is also available on those days to learn more about the LPS philosophy around great classroom management.

The LPS Welcome Breakfast will be held at Pinnacle Bank Arena on Monday, July 30th at 7:30 am and will include information from district leaders, the Lincoln Education Association and the LPS school board. In the afternoon, your time will be focused around our processes for keeping kids safe, as you learn about our security protocols and procedures for reporting child abuse/neglect.

Curriculum Connections will be the focus of Tuesday, July 31st and Wednesday, August 1st. Sessions on these days address your curricular/program needs and are presented by the LPS curriculum specialists, teacher leaders and district program administrators.

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 26th (Thu.) OR July 27th (Fri.)</td>
<td>Technology Orientation &amp; Laptop Distribution &amp; Classroom Management Workshop</td>
<td>Business Casual</td>
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<tr>
<td>July 30th (Mon.)</td>
<td>Morning: LPS Welcome Breakfast Afternoon: &quot;Safety First&quot;</td>
<td>Professional Dress</td>
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<tr>
<td>July 31st (Tue.) &amp; August 1st (Wed.)</td>
<td>Curriculum Connections: presented by curriculum teams and program administrators</td>
<td>Business Casual</td>
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<tr>
<td>August 2nd (Thu.) &amp; August 3rd (Fri.)</td>
<td>Please check with your principal to see what might be happening in your building on those days!</td>
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*If you have any questions about the overall schedule of events, please call or email Amy Windle at 402-436-1810 or email at awindle@lps.org or Heather Abernethy at 402-436-1851 or email at haberne@lps.org.

Sincerely,

Sarah Salem
Director of Continuous Improvement & Professional Learning

Sincerely,

Takako Olson
Director of Curriculum & Instruction
Technology Orientation & Classroom Management
For new teachers and new certificated staff: July 26th & 27th

Course Descriptions

Technology Orientation & Laptop Distribution
LPS new and returning teachers will be assigned a district laptop, and basic setup on the laptop will be established. An orientation to core LPS systems and services will be provided. Please make sure to bring your LPS login/password with you. This training will be held at the Don Clifton Professional Learning Center (710 Hill Street).

Classroom Management
Implementing empirically supported classroom management practices with fidelity, increases student use of appropriate social behaviors and improves academic outcomes. Time will be devoted to working through effective routines and procedures to maximize your instructional time with students. Teachers will leave the workshop with a classroom management plan ready for the first day of school. This training will be held at Park Middle School (855 S 8th Street).

Time Slots
Both of the half-day workshops listed above are offered at all 4 times listed below for maximum flexibility. Take them back-to-back for a full day of learning, or break it up into two different days. There is an hour between the morning and afternoon to provide time for lunch on your own and travel, as they are at separate locations. See locations above.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Session I</td>
<td>July 26th</td>
<td>8:00 - 11:30</td>
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<tr>
<td>Session II</td>
<td>July 26th</td>
<td>12:30 - 4:00</td>
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<tr>
<td>Session III</td>
<td>July 27th</td>
<td>8:00 - 11:30</td>
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<tr>
<td>Session IV</td>
<td>July 27th</td>
<td>12:30 - 4:00</td>
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To Register
To sign up for these sessions, you will need to register on the LPS Professional Learning system called Performance Matters. To do this, you will go to https://home.lps.org/prolearn/ or click on the Staff tab from the LPS homepage and click on Professional Learning. If you have never registered for a session in LPS prior to this, and you do not have your LPS credentials, you will need to click “Login for Guest and New Hires” to create a unique username of 10 or more characters, and a password of your choice. Your guest account and the LPS account assigned to you will be merged upon request in the fall.
We are looking forward to seeing you at the LPS Welcome Breakfast on Monday, July 30\(^{th}\) at the Pinnacle Bank Arena. This breakfast is for any new teacher or certificated staff.

Breakfast will begin promptly at 7:30 am and will include presentations from our Superintendent, Dr. Steve Joel, LPS board members and other district and city leaders. We will share the mission and vision of Lincoln Public Schools, as well as provide time for table conversations with your principal and other new staff members.

The Lincoln Education Association will close out the morning with information about the benefits of becoming an LEA member. From approximately 12-1, you will have an hour on your own for lunch. Get to know other new staff members over a bite to eat, as there are many great options around the arena.

You will then return to the arena for the remainder of your day, where the focus is “safety first” and will cover child abuse reporting, school safety procedures, and more. You can plan to be done by 4:00 that afternoon.

**Parking information**

Spots are available in the attached VIP Parking garage at no charge to the first 200 cars. Additional free parking is available in the Festival Parking (yellow), however you will need to walk over the Pedestrian Bridge to the South Lobby if you choose to park in Festival Parking.

The Red, Green and Blue garages, as well as any other public parking garage, are all available for the normal city parking fee. Please make sure you are seated by 7:30 am, as breakfast will be served promptly to maximize our time together.

If you have any questions about the LPS Welcome Breakfast please contact Heather Abernethy at 402-436-1851.
On July 31st and August 1st, all new teachers will be engaged in professional learning sessions that center around your specific teaching assignment.

While most elementary sessions are at Kooser, and most secondary sessions are at Schoo, there are a few sessions that will meet at other schools in the district based on space and the needs of your area. Please pay close attention to the location listed for your specific area in the “Curriculum Connections” document provided with this mailing. You may also access the Curriculum Connections information by going to LPS.org, clicking on the Staff tab, Professional Learning, New Teachers tab.

If you have any questions about what sessions you should attend, please contact your curriculum specialist or department contact. If you teach multiple subject areas please send an email to both contacts to help us come up with a suitable plan. We look forward to learning with you!

CTE (7-12) - Cindy Baum (cbaum2@lps.org; 402-436-1819)
Computer Science - Kent Steen (ksteen@lps.org; 402-458-3129)
Early Childhood - Cara Lucas-Richt (clucas2@lps.org; 402-436-1481)
ELA (K-6) - Lisa Oltman (loltman@lps.org; 402-436-1804)
ELA (Secondary) - Malinda Murphy (mmurphy2@lps.org; 402-436-1803)
ELL - Kate Damgaard (kdamgaard@lps.org; 402-436-1488)
Library/Media - Chris Haeffner (chaeffne@lps.org; 402-436-1627)
Math - Josh Males (jmales@lps.org; 402-436-1801)
Music - Lance Nielsen (lnielse2@lps.org; 402-436-1631)
Nurses - Wendy Rau (wrau@lps.org; 402-436-1655)
Social Studies - Jaci Kellison (jkellis@lps.org; 402-436-1805)
Special Education - Carrie Foster (cfoster@lps.org; 402-436-1915)
Visual Art - Lorinda Rice (lrice@lps.org; 402-436-1813)
World Language - Kate Damgaard (kdamgaard@lps.org; 402-436-1488)

General questions about the Curriculum Connections days should be directed to Amy Windle (402-436-1810; awindle@lps.org) or Heather Abernethy (402-436-1851; haberne@lps.org).
LPS New Hire Checklist

Human Resources

- Attend new hire meeting:
  - Elementary Staff - Dr. Kay Byers until June 29 (Vicki Schulenberg, beginning July 1)
  - Secondary Staff - Dr. Nikki Regan until June 29 (Dr. Vann Price, beginning July 1)
- Complete/pass Praxis II (version approved by Nebraska Department of Education)
- Complete/pass Post-offer physical - Special Education Teachers, ECSE Teachers and Nurses
- Complete on-boarding process at LPSDO:
  - I - 9
  - W - 4
  - Direct Deposit
  - 6 digit Employee ID
  - ID Badge
  - Email & Password
- Request university to submit official transcripts to: humanres@lps.org
- Register teaching certificate or nurses special certificates with Grady Blase gblase@lps.org
- Final student teaching evaluation or appraisals
- Sign handbook
- Attend a mandatory Benefits Orientation session. Go to Performance Matters to sign up.
- Enroll/Decline insurance(s) on the online enrollment system -dates TBA in fall
- Sign up for Salary Advance prior to July 15th deadline

Computing Services

- Review personal social media given new audience of parents & students. (Privacy settings, etc.)
- Talk to school secretary: Request access to school and/or district Zimbra calendars as appropriate
- Attend Laptop Distribution Session (above) to receive your laptop and configure LPS Systems
- Set up LPS Profile on the web
- Create Synergy LMS Page following building and/or curriculum area guidelines
- Set up printers when at school
- Review web page at LPS.ORG keyword: survive

Curriculum

- Attend New Teacher Curriculum Connection Days
- Connect with your Curriculum Specialist/Teacher Leader
- Determine your plan to complete tenure courses before December of 3rd probationary year
- Create a plan to complete the 7 hours of required district professional learning
  - Check the Professional Learning Guide provided with your New Teacher mailing

Special Education

- If you are a resource teacher, ask your coordinator what your assignments will be so you can attend the right sessions at the Curriculum Connections days
- Ask your building coordinator to explain the professional development requirements for the year.
- Your building special educator coordinator will provide additional training in Synergy.
Who should I contact if I have questions about____?

**Human Resources (onboarding, job assignments, college transcripts, certification)**

**Elementary:**
Dr. Kay Byers - kbyers@lps.org; 402-436-1577 (until June 29)
Vicki Schulenberg - vschule@lps.org; 402-436-1577 (beginning July 1)

**Secondary:**
Dr. Nikki Regan - nregan@lps.org; 402-436-1576 (until June 29)
Dr. Vann Price - vprice@lps.org; 402-436-1576 (beginning July 1)

**Benefits (benefits, retirement, Family & Medical Leave Act, maternity, disability, etc)**
Lori Oxley - loxley@lps.org; 402-436-1593
Julie McAndrew - jmcandre@lps.org; 402-436-1595

**Technology Orientation Session & Laptop Distribution (July 26 & July 27)**
Kristi Peters - kristi@lps.org; 402-458-3139

**Classroom Management Session (July 26 & July 27)**
Scott Eckman - seckman1@lps.org; 402-436-1918

**Welcome Breakfast (July 30)**
Heather Abernethy - haberne@lps.org; 402-436-1851
Amy Windle - awindle@lps.org; 402-436-1810
Jess Vraspir - jvraspir@lps.org; 402-436-1629

**Curriculum Connections and/or Tenure Courses (July 31 & Aug. 1)**
Amy Windle - awindle@lps.org; 402-436-1810
Heather Abernethy - haberne@lps.org; 402-436-1851

**Performance Matters (account setup, course transcripts, register for sessions)**
Heather Abernethy - haberne@lps.org, 402-436-1851

**Tenure Courses (registration, process, questions)**
Amy Windle - awindle@lps.org; 402-436-1810

**Questions about the week before school begins (Aug. 6-10)**
Contact your school principal or department supervisor.

When in doubt, call the LPS district office @ 402-436-1000. Tell Jean or Mike at the front desk that you are a new hire and they can always get you connected to the right person!