

**New Professionals Academy #1**  
**High Plains Educational Cooperative Central Office**  
**621 E. Oklahoma**  
**Ulysses, KS**  
**August 3rd**  
**Time: 9:00 a.m.-3:30 p.m.**

9:00-9:15 Welcome and Overview of the Day-Mike Lewis

9:15-9:30 Team Builder/Introductions

9:30-10:15 Philosophy and Practices of HPEC

10:15-10:30 Break

10:30-10:45 Introduce office staff

10:45-12:00 Employment Issues- Chrissie  
New hire payroll paperwork (Bring a copy of two ID's)  
Benefits,  
Requisitions  
Mileage

**12:00-12:45 Lunch provided by HPEC**

12:45-1:45 Everything you need to know about Paraeducators--Gail

1:45-2:00 Questions and Answers

**2:00-2:10 Break**

2:10-3:30 Waivered Teacher checklist and Licensure

**Thank You for Coming!!! See you tomorrow!!!**

Next Academy:  
Academy # 2  
August 4th  
HPEC C.O.  
9-3:30