

Human Resources



Tracy Bowe
Executive Director
Human Resources
& Labor Relations



Shane Keating
Supervisor
Human Resources

Non-Licensed Staff
Job Postings/Recruiting
Teacher License/Certification Support for New Licenses & Out-of-field Permissions
Non-Licensed Wage Approval
Visa/H1-B Management
Religious Accommodations
Job Postings/Recruiting Oversight



Ashley Woods
Supervisor
Human Resources

Skyward/HRIS Management (Process Design/Improvement)
Annual Staffing
Exempt Salary Approvals (first level)
Scheduled Workdays Calendars
Longevity Pay & Certification Pay
Wellness, Separation & Severance Pay
Unpaid Time-Off Final Approvals/Review
Extra-curricular Stipend Approvals & Agreements
Seniority Lists (Non-Administrative)



Sandra Hackenmueller
Coordinator
Recruitment & Retention

Recruitment and Hiring Processes
AppliTrack and Posting Management
Job Fairs
Orientation and Onboarding Support



Robin Robotcek
Coordinator
Office & Operations

Executive Support
Labor Relations Support & Collective Bargaining Agreements
Administrative Seniority Lists
Requests to Review Files
HR Budget Management
Completion of Term NPAs & Exit Interviews
HR Project Management



Brittany Hanson
Coordinator
Benefits

Lead Benefit Coordination
Leave of Absence Administration (FMLA, LOA, Work Comp)
Time-Off Entries for Employees on LOA
Leave Reporting for TRA/PERA
Workers Comp
ADA Accommodations Administration
COBRA Support



Lisa Lechner
Specialist
Human Resources

Orientation & Onboarding
Pre-employment CBC/Physicals
Recruiting/Retention Support
Substitute Teachers/ TOC/Aesop
AppliTrack User Maintenance
License Renewal Support/CEU Contact



Diane Thole
Specialist
Human Resources

Health, Dental, Flex, LTD & Life Insurance Administration
403b Administration
Administrator Professional Memberships
Open Enrollment for Benefit Plans
Flu Shots
LMC Support
COBRA



Marquella Rooks
Specialist
Human Resources

True Time/Time-Off Setup
Unemployment
Immersion/Visa Files & Support
Union Dues
TRA/PERA (Payroll) Setup/Adjustments
Employment Verifications
Time-off Changes After Approval
Name & Address Changes
Teacher Contracts/TDIS