



HUMAN RESOURCES

Executive Director of Human Resources & Labor Relations



Tracy Bowe

- Annual Staffing
- Labor Relations
- Collective Bargaining
- Licensed Staff Performance Management
- Data Practices Officer
- Title IX Officer
- Human Rights Officer
- Subpoenas and Court Orders

Supervisor of Human Resources

Shane Keating

- Non-Licensed Performance Management
- 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
- Sub Teachers/TOC



Recruitment & Retention Coordinator



Robin Robotcek

- Orientation & Onboarding
- Pre-employment CBC/Physicals
- Recruiting/Retention Support
- Immersion Visa Files
- Term NPAs
- Exit Interviews

Recruitment & Retention Coordinator



Sandra Hackenmueller

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

Supervisor of Human Resources

Ashley Woods

- Skyward/HRIS Management (Process Design/Improvement)
- 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)



Human Resources Specialist



Diane Thole

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

Human Resources Specialist



Taunya Ring

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

Benefits Coordinator



Michelle Neu

- 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 and Claims Support
- ADA Accommodations Administration
- COBRA Support

Executive Assistant



Lisa Lechner

- Executive Support
- Labor Relations Support & Collective Bargaining Agreements
- Administrative Seniority Lists
- Requests to Review Files
- HR Budget Management
- HR Project Management
- AESOP
- License Renewal Support