



HUMAN RESOURCES

Executive Director of Human Resources & General Counsel



Tracy Bowe

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

Director of Human Resources



Shane Keating

Non-Licensed Performance Management	Religious Accommodations
Teacher License/Certification Support for New Licenses & Out-of-field Permissions	Job Postings/Recruiting Oversight
Non-Licensed Wage Approval	Sub Teachers/TOC
Assistant Title IX Officer	Exempt Salary Approvals
Visa/H1-B Management	Unpaid Time Off Final Approval
	Extracurricular Stipends

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

Recruitment Specialist



Penelope Augustine

Paraeducator Interviews & Hiring
Paraeducator Postings
Job Fair Support
Orientation & Onboarding Support

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



Francine Ausley

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

Human Resources Coordinator



Megan Ostermann

Skyward/HRIS Management (Process Design/Improvement)
Scheduled Workdays Calendars
Longevity Pay & Certification Pay
Wellness, Separation & Severance Pay
Seniority Lists (Non-Administrative)

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