

HUMAN RESOURCES WHO TO CONTACT



Dr. Lachelle Sigg, Deputy Superintendent of Administration and Leadership

Jill Wilcox, Human Resources Executive Assistant – 913-780-8282

ELEMENTARY CERTIFIED HUMAN RESOURCES

Dr. Cathy Donovan, Director – 913-780-8044

Certified EC-5th Grade Staffing, all Early Childhood Centers

Recruitment and Hiring Specialist	Jennifer Bodenmiller	780-7046
On-Boarding	Jennifer Bodenmiller	780-7046
All Transfers and Voluntary Resignations	Jennifer Bodenmiller	780-7046
Family Medical Leave	Jennifer Wetterstrom	780-8244
Leaves – Bereavement/Grandparent/Military/Personal	Amber Landis/Shelly Baldwin	780-8137/780-8268
ADA Plans	Dr. Cathy Donovan	780-8044
Employee Concerns/Evaluations/Performance	Dr. Cathy Donovan	780-8044

Board Approved Certified Leave of Absence Requests	Jenny Koonce	780-8040
--	--------------	----------

SECONDARY CERTIFIED HUMAN RESOURCES

Justin Howe, Director – 913-780-8139

Certified 6th-Post High Staffing, PLC, CLC, OATC, Mill Creek Campus, West Dennis Campus

Recruitment and Hiring Specialist	Hayden Cain	780-8091
On-Boarding	Hayden Cain	780-8091
All Transfers and Voluntary Resignations	Hayden Cain	780-8091
Family Medical Leave	Amber Landis	780-8137
Leaves – Bereavement/Grandparent/Military/Personal	Amber Landis/Shelly Baldwin	780-8137/780-8268
ADA Plans	Justin Howe	780-8139
Employee Concerns/Evaluations/Performance	Justin Howe	780-8139
Extra-Curricular and Temporary Positions	Jennifer Wetterstrom	780-8244

Board Approved Certified Leave of Absence Requests	Jenny Koonce	780-8040
--	--------------	----------

CLASSIFIED HUMAN RESOURCES

Michele Morse, Director – 913-780-8090

Aides, Clerical, Custodial, Food Services, Operations Service Center, Paras, Secretarial, Technology

Aides/Clerical/Food Service/Secretarial/Technology

Recruitment and Hiring Specialist	Lori Gillenwater	780-8086
On-Boarding	Elsa Aguilar Rubalcava/Chris Nigh	780-8088/780-8019
All Transfers and Voluntary Resignations	Lori Gillenwater	780-8086

Custodial/Operations Service Center/Paras

Recruitment and Hiring Specialist	Amy Hunt	780-7949
On-Boarding	Elsa Aguilar Rubalcava/Chris Nigh	780-8088/780-8019
All Transfers and Voluntary Resignations	Amy Hunt	780-7949

Family Medical Leave	Amber Landis/Jennifer Wetterstrom	780-8137/780-8244
Leaves – Bereavement/Grandparent/Military/Personal	Amber Landis/Jennifer Wetterstrom	780-8137/780-8244
ADA Plans	Michele Morse	780-8090
Classified Concerns/Evaluations/Performance	Michele Morse	780-8090

HUMAN RESOURCES WHO TO CONTACT



Dr. Lachelle Sigg, Deputy Superintendent of Administration and Leadership

Jill Wilcox, Human Resources Executive Assistant – 913-780-8282

SUBSTITUTE STAFFING

Shelly Baldwin, Manager – 913-780-8268

Substitutes	Shelly Baldwin/Matthew Correll/Sharon Whitener	780-8268/780-8089/780-8038
Long Term Substitutes	Matthew Correll	780-8089

STUDENT TEACHERS/PRACTICUMS/OBSERVATIONS

Placement Onboarding and Support	Dr. Ann Addison	780-8163
----------------------------------	-----------------	----------

BENEFITS AND HR OPERATIONS

Eric Hansen, Director – 913-780-8096

COMPENSATION and EMPLOYEE SUPPORT

Job Descriptions	Josephine Eastwood/Eric Hansen	780-8097/780-8096
Market Analysis and Compensation Structure	Josephine Eastwood/Eric Hansen	780-8097/780-8096
Pay Practices	Eric Hansen/Josephine Eastwood	780-8096/780-8097
Worker's Compensation	Merle Hastert/Rebecca Bergsma	780-8035/780-7016
Questions Regarding Frontline Professional Growth	Dr. Cathy Donovan/ Justin Howe	780-8097

BENEFITS

Health Insurance and Voluntary Benefits	Geri Birks	780-8024
General Benefit Questions	Benefits Line/Geri Birks	780-8024
KPERS	Nancy Jirik/Eric Hansen	780-8117/780-8041
Retirement/403b/457b	Nancy Jirik/Eric Hansen	780-8041/780-8096
Unemployment	Michele Morse	780-8019/780-8090

EMPLOYMENT PROCESSES

Column Movement and Licensure	Jenny Koonce	780-8040
-------------------------------	--------------	----------

GENERAL HUMAN RESOURCE PROCESSES

Calendars	Eric Hansen/Josephine Eastwood	780-8096/780-8097
-----------	--------------------------------	-------------------

VERIFICATION

Employment Verification	Payroll Department	Email: voe@olatheschools.org
Verification of Teaching Experience	Jill Wilcox	Email: jmwilcox@olatheschools.org
Public Service Loan Forgiveness Application (PSLF) and Teacher Loan Forgiveness Application (TLF) Employer Verification	Jill Wilcox	Email: jmwilcox@olatheschools.org