



**BOARD OF EDUCATION
STAFFING RECOMMENDATIONS**

Administrator Making Recommendation: Eric Skanson

Department: Operations **Date:** 02/10/25

Name of Candidate Recommended: Kate Hill

x **Resume Included** ☐ *Social Media Screen*

x **References Checked** ☐ **Valid/Appropriate Licensure**

Position

- a. Position being filled: Employee Services Coordinator
- b. How did the vacancy occur? ☐ New Position ☐ Retirement. ☐ **Resignation**
- c. Who is being replaced? Judy Theisen
- d. Has the position or vacancy been changed or modified? ☐ x Yes ☐ **No** How? x

Salary

Experience: Previous Role mirrored requirements within a school system

Education: BS + MA

Proposed Salary: \$73,000 plus 3% End of Year Performance Bonus (\$76,090)
OR

Proposed Hourly:

Extent of Employment (FTE): 1.0
OR

Number of Hours per Week: FTE

Source of Funding:

General Fund: x **Special Education:** ☐ Other: ☐ (Identify)

Selection Process

Interview Team: Nathan Schwieters, Angie Lichy, Erin Tronbak, Chris Lichy, Tanner Bechtold
Number of candidates interviewed 1 out of 1 applications

- a. Internal
- b. **External**

Key issue(s) or qualities for decision: Experience with systems, HR, payroll, and vendors.