<table>
<thead>
<tr>
<th>Name / Position</th>
<th>Responsibilities</th>
<th>Phone</th>
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</thead>
</table>
| **Human Resources General Information** | • Positions Available  
• Address & Name Changes  
• Personnel Files  
• Application Process  
• Employee ID Badges  
• Retirements / Resignations  
• General HR Questions | 952-848-4980 |
| **Sonya Sailer**  
**Director of Human Resources** | • Labor Relations / Master Agreements  
• Interpretation of HR Policies  
• Conflict Mediation  
• Human Rights Officer  
• Title IX Coordinator  
• Discrimination / Harassment | 952-848-4911 |
| **Camille Sherman**  
**Assistant Director of Human Resources** | • Staffing  
• Prior request for course approval  
• Salary Placement, Non-Faculty  
• Interview Standards & Hiring  
• Teacher Licensing / Special Permissions  
• Supervise HR Staffing Specialists | 952-848-4002 |
| **Kelly Kalash**  
**Benefits Coordinator** | • Medical, Dental, Life & Flex Enrollment  
• Worker’s Compensation  
• OSHA Logs  
• Retiree and COBRA Benefit Continuation  
• Medical Leaves of Absence | 952-848-4905 |
| **Manpreet Kaur**  
**HR Specialist**  
**MSEA, CST, Non-Affiliated** | • Staffing Processing  
• New Hire Orientations, Paperwork, & Background Checks  
• Teachers on Call Daily Substitutes & Building Substitutes  
• Job Postings  
• Provide Badge Security  
• Sick Leave Pools  
• Jury Duty  
• Paraprofessional Substitutes | 952-848-4912 |
| **Dave Hicks**  
**HR Specialist**  
**Teachers, SAC, EAC** | • Staffing Processing  
• New Hire Orientations, Paperwork, & Background Checks  
• Salary Adjustments for Increased Training (Lane Changes)  
• Job Postings  
• Provide Badge Security  
• Premier Substitutes  
• Unemployment  
• Sick Leave Pools  
• Jury Duty | 952-848-4880 |
| **Lee Thompson**  
**HR Specialist**  
**HSA, Custodians, EPASS** | • Staffing Processing  
• New Hire Orientations, Paperwork, & Background Checks  
• Job Postings  
• Provide Badge Security  
• Sick Leave Pools  
• Jury Duty | 952-848-4006 |
| **Brittany Montgomery**  
**HR Specialist**  
**Community Education, Coaches, Transportation** | • Staffing Processing  
• New Hire Orientations, Paperwork, & Background Checks  
• Vector Training  
• Job Postings  
• Provide Badge Security  
• Sick Leave Pools  
• Jury Duty  
• Volunteer Background Checks | 952-848-4948 |