



Who's Who in Human Resources

Name / Position	Responsibilities	Phone
Human Resources General Information	<ul style="list-style-type: none"> ● Positions Available ● Address & Name Changes ● Personnel Files ● Application Process ● Employee ID Badges ● Retirements / Resignations ● General HR Questions 	952-848-4980
Sonya Sailer <i>Director of Human Resources</i>	<ul style="list-style-type: none"> ● Labor Relations / Master Agreements ● Interpretation of HR Policies ● Conflict Mediation ● Human Rights Officer ● Title IX Coordinator ● Discrimination / Harassment 	952-848-4911
Camille Sherman <i>Assistant Director of Human Resources</i>	<ul style="list-style-type: none"> ● 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 <i>Benefits Coordinator</i>	<ul style="list-style-type: none"> ● Medical, Dental, Life & Flex Enrollment ● Worker's Compensation ● OSHA Logs ● Retiree and COBRA Benefit Continuation ● Medical Leaves of Absence 	952-848-4905
Manpreet Kaur <i>HR Specialist</i> <i>MSEA, CST,</i> <i>Non-Affiliated</i>	<ul style="list-style-type: none"> ● 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 <i>HR Specialist</i> <i>Teachers, SAC, EAC</i>	<ul style="list-style-type: none"> ● 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 <i>HR Specialist</i> <i>HSA,</i> <i>Custodians, EPASS</i>	<ul style="list-style-type: none"> ● Staffing Processing ● New Hire Orientations, Paperwork, & Background Checks ● Job Postings ● Provide Badge Security ● Sick Leave Pools ● Jury Duty 	952-848-4006
Brittany Montgomery <i>HR Specialist</i> <i>Community Education,</i> <i>Coaches,</i> <i>Transportation</i>	<ul style="list-style-type: none"> ● 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