

Who's Who in Human Resources

Name / Position / Employee Groups	Responsibilities	Telephone
HR General Information	<ul style="list-style-type: none"> ● Available Positions ● Name and Address Changes ● Personnel Files ● Application Process ● Employee ID Badges ● Retirements / Resignations ● General HR Questions 	952-848-4980
Sonya Sailer <i>Executive Director of Human Resources</i>	<ul style="list-style-type: none"> ● Equal Employment / Non-Discrimination / Human Rights ● Interpretation of Human Resource Policies ● Labor Relations / Master Agreements ● Title IX Coordinator ● Job Descriptions / Comp Worth / Pay Equity ● Salary Placements, Licensed Staff 	952-848-4911
Chris Steffen <i>Director of Human Resources</i>	<ul style="list-style-type: none"> ● District-wide Staffing Processes ● Approval of Advanced Education Courses ● Salary Placement, Non-Licensed Staff ● ADA Accommodations ● Educator Licensing / Special Permissions ● Selection, Interviewing and Hiring Practices ● Supervision of HR Specialists 	952-848-4002
Kelly Kalash <i>Benefits Coordinator</i>	<ul style="list-style-type: none"> ● Medical, Dental, Life, and Long-term Disability Insurance, and Flexible Spending Account Enrollment and Inquiries ● Retiree and COBRA Benefit Continuation ● ACA Reporting and Forms ● Benefit Verifications ● OSHA Logs 	952-848-4905
Dave Hicks <i>HR Specialist</i> <i>(Teachers, SAC, EAC)</i>	<ul style="list-style-type: none"> ● Educator Lane Changes ● Unemployment Insurance ● STAR Reporting ● Job Postings ● New Hire Onboarding and Background Checks ● Staff Processing ● Seniority Lists 	952-848-4880
Manpreet Kaur <i>HR Specialist</i> <i>(Paraprofessionals, CST, Non-Affiliated)</i>	<ul style="list-style-type: none"> ● Teachers on Call Daily and Building Substitutes ● Paraprofessional Substitutes ● Job Postings ● New Hire Onboarding and Background Checks ● Staff Processing ● Seniority Lists 	952-848-4912
Brittany Montgomery <i>HR Specialist</i> <i>(Transportation, Coaches, Comm Educ.)</i>	<ul style="list-style-type: none"> ● Vector/SafeSchools Training ● Volunteer Background Checks ● Job Postings ● New Hire Onboarding and Background Checks ● Staff Processing ● Seniority Lists 	952-848-4948
Lee Thompson <i>HR Specialist</i> <i>(HSAs, Custodial/ Grounds, EPASS)</i>	<ul style="list-style-type: none"> ● Medical Leaves of Absence ● First Reports of Injury / Workers' Compensation ● Job Postings ● New Hire Onboarding and Background Checks ● Staff Processing ● Seniority Lists 	952-848-4006