# Human Resources “Who to Call”

## HR Support Areas

**Front Desk Main Line**

**Chief Human Resources Officer**
5012 Dr. Bill Siebers  
5009 Mr. Tom Texeira  
5659 Ms. Keely Garren  
5006 Ms. Dorothy Barnhart

**Executive Admin Assistant, HR**
5008 Karen Caruso

**Benefits & Risk Management**

**Benefits and Risk Manager**
5006 Dorothy Barnhart  
Benefits, Pre-placement physical, Public School Works, Safety,  
Student travel

**Insurance Benefits Specialist**
5004 Tracy Dockter  
Address changes, Insurance

**Benefits and Leave Specialist**
5774 Robbi Stokovaz  
FMLA, Leaves of Absence, Sick Bank Leave

**Risk Management Specialist**
5003 Denise Absalom  
Accidents, Column Changes, Property Loss, Worker’s  
Compensation

## APT Support

**Chief Human Resources Officer**
5012 Bill Siebers  
Evaluations APT, FTE, Staffing, Hiring Process, Recruitment

## Benefits & Risk Management

**Benefits and Risk Manager**
5006 Dorothy Barnhart  
Benefits, Pre-placement physical, Public School Works, Safety,  
Student travel

**Insurance Benefits Specialist**
5004 Tracy Dockter  
Address changes, Insurance

**Benefits and Leave Specialist**
5774 Robbi Stokovaz  
FMLA, Leaves of Absence, Sick Bank Leave

**Risk Management Specialist**
5003 Denise Absalom  
Accidents, Column Changes, Property Loss, Worker’s  
Compensation

## Classified Support

**Director of Human Resources**
5009 Tom Texeira  
Classified Handbook, Classified support

**Classified Staff Specialist**
5773 April McFall  
Evaluations Classified, Classified Job Postings

## Licensed Support

**Chief Human Resources Officer**
5012 Bill Siebers  
Staffing, FTE, Recruitment,

**Licensed Staff Specialist**
5002 Dana Medich  
Licensed Job Postings, Licensure,

## Professional Development Support

**Director of PD**
5659 Keely Garren  
Educator Effectiveness, Professional Development, APT Induction

**Coordinator of PD**
7582 Kitty Lafond  
PD Tracking & Reporting, Ed Camp, Learning Pro, Licensed  
Induction

**PD TOSA**
5966 Jeannie Sponheim  
Licensed Induction, Learning Pro, Classified Staff PD

## Substitutes Support

**Director of Human Resources**
5009 Tom Texeira  
Oversees Sub Coordination, Sub Employee concerns

**Substitute Coordinator**
5005 Missy Foss  
Absence Management, Substitutes

## Technical Support

**HR Technician**
5771 Christie Alban  
Applications, Applitrack, Employee Online, Employee ID cards,  
Evaluations Licensed, Fingerprinting, RANDA

**HR Technician & Front Desk (AM)**
5001 Sandy Chaney  
Student Teacher Coordination, I-9

**Front Desk (PM)**
5001 Miriam Paz  
General District questions