



OFFICE OF HUMAN RESOURCES

270 East State Street, Columbus, OH 43215
Business Hours: 8:00 a.m. – 5:00 pm

Mira Wright
Chief Human Resources Officer

Michelle Jones, Executive Secretary II
Phone: 614-365-5715
Fax: 614-365-5652

micjones@columbus.k12.oh.us

John Dean
Director
Employee Relations (E/R)
Phone: 365-5636
Fax: 614-365-5741

jdean@columbus.k12.oh.us

Rhonda Rice
Interim Director
Employment & Staffing (E & S)
Supervisor
Professional Learning & Licensure
Phone: 614-365-8159
Fax: 614-365-8332

rrice2924@columbus.k12.oh.us

Terri Trigg
Director
HR Administration & Benefits (HRA)
Phone: 614-365-8307
Fax: 614-365-5652

ttrigg@columbus.k12.oh.us

GENERAL EMAILS FOR QUICK REFERENCE

OFFICE	CATEGORY	EMAIL
E & S	Article 211	Article211@columbus.k12.oh.us
HRA	Benefits	Benefitquestions@columbus.k12.oh.us
PL&L	Certificated Evaluations	ileadadmin@columbus.k12.oh.us
E & S	Contracts -Teachers/Administrators	contractquestions@columbus.k12.oh.us
E/R	Employee Relations	employeerelations@columbus.k12.oh.us
HRA	Leaves of Absence	leavesofabsence@columbus.k12.oh.us
PL&L	LPDC	lpdc@columbus.k12.oh.us
E & S	Retention Points	retentionpoints@columbus.k12.oh.us
E & S	Substitute Employees	sems@columbus.k12.oh.us
E & S	Verification Requests	verifications@columbus.k12.oh.us
HRA	Work Place Injuries	workplaceinjuries@columbus.k12.oh.us

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) – Mira Wright, Chief Human Resources Officer

Shawntel Lewis-Smith, Manager	Anita Ward, Coordinator	Ashley Lynch, Human Resources Assistant I
-------------------------------	-------------------------	---

CATEGORY	STAFF	PHONE	FAX	EMAIL
Access to MUNIS	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
Date of Birth Change	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
Deceased Employee Notification	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
Employee Eligibility Verification (Form I-9)	Ashley Lynch	614-365-5828	614-365-8332	alynch@columbus.k12.oh.us
HRIS Audits	Ashley Lynch	614-365-5828	614-365-8332	alynch@columbus.k12.oh.us
MUNIS HR Data Issues	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
MUNIS HR SME	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
	Anita Ward	614-365-8421	614-365-8332	award@columbus.k12.oh.us
MUNIS Reporting Request	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
	Anita Ward	614-365-8421	614-365-8332	award@columbus.k12.oh.us
Social Security Number Change	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us
Step Increases (Classified)	Anita Ward	614-365-8421	614-365-8332	award@columbus.k12.oh.us
	Ashley Lynch	614-365-5828	614-365-8332	alynch@columbus.k12.oh.us
TALX Administrator	Shawntel Lewis-Smith	614-365-	614-365-8332	slewis@columbus.k12.oh.us

EMPLOYEE RELATIONS (ER) – John Dean, Director

Mary Anne Baum, Business Partner	William Alverson, Investigator	Terri Ellis, Human Resources Assistant II
Dianne McLinn, Hearing Officer	Andrea Barrett, Investigator	Charlie Ellis, Human Resources Assistant I
David Taylor, Hearing Officer	Phyllis Barrett Williams, Investigator	
	Maxine Eggleston, Investigator	

CATEGORY	STAFF	PHONE	FAX	EMAIL
Administrative Offices Closed	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Allegations of Abuse	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
CEA Contract Concerns	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Disciplinary Files	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Drug and Alcohol Concerns	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Drug Testing Program	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Employee Discipline	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Employee Misconduct	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Fitness For Duty	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Grievances	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Investigations of Misconduct	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
OAPSE Contract Concerns	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us
Performance Based Incentives	ER	614-365-5636	614-365-5741	employeerelations@columbus.k12.oh.us

EMPLOYMENT & STAFFING (E&S) – Rhonda Rice, Interim Director

LaMeika Robinson, Manager (Certificated)	Vacant, Manger (Classified)
Rosa Cornelius, Human Resources Assistant II	Rita Fisher, Human Resources Assistant II
Leslie Butler, Human Resources Assistant I	Leslie Butler, Human Resources Assistant I
Shervina Burrows, Human Resources Assistant I	Natasha Hardin, Human Resources Assistant I
Anthony Crawford, Human Resources Assistant I	Amanda Hill, Human Resources Assistant I
Jenna Mastracci, Human Resources Assistant I	Sara Lowery, Human Resources Assistant I
Maribel Richardson, Human Resources Assistant I	Alexandre Meldaus-Crockett, Human Resources Assistant I
Cheryl Creamer, Human Resources Assistant I (substitute)	Jean Slaughter, Human Resources Assistant I
	Nick Steyer, Human Resources Assistant I

CATEGORY	STAFF	PHONE	FAX	EMAIL
Address Change	Employee Self-Serve	N/A	N/A	https://columbus.munisselfservice.com/default.aspx
Allocations	Nick Steyer	614-365-5323	614-365-8332	nsteyer@columbus.k12.oh.us
Article 211 Process	LaMeika Robinson	614-365-8708	614-365-8332	lrobinson1@columbus.k12.oh.us
Board Personnel Legislation	Rita Fisher	614-365-5759	614-365-8332	rfisher902@columbus.k12.oh.us
CEC Front Desk Rep.	Jean Slaughter	614-365-5000	614-365-8332	jslaught@columbus.k12.oh.us
Certificated Processing	Anthony Crawford	614-365-5651	614-365-8332	acrawford@columbus.k12.oh.us
	Jenna Mastracci	614-365-5609	614-365-8332	jmastracci@columbus.k12.oh.us
Certificated – Job Share	E&S	614-365-5651	614-365-8332	Article211@columbus.k12.oh.us
Certificated-Voluntary Staff Reduction	E&S	614-365-5609	614-365-8332	Article211@columbus.k12.oh.us
Classified-Bus Drivers	Nick Steyer	614-365-5323	614-365-8332	nsteyer@columbus.k12.oh.us
Classified-Custodians	Rita Fisher	614-365-5759	614-365-8332	rfisher902@columbus.k12.oh.us
Classified-Food Service	Amanda Hill	614-365-5774	614-365-8332	ahill@columbus.k12.oh.us
Classified-Secretaries	Amanda Hill	614-365-5774	614-365-8332	ahill@columbus.k12.oh.us
Classified Civil Service (job postings, applications, review, testing, eligible lists, job audits)	E&S	614-365-5774	614-365-8332	
Continuing Contract Eligibility	Cheryl Creamer	614-365-5658	614-365-8332	ccreamers@columbus.k12.oh.us
Employment Verifications	E&S			verifications@columbus.k12.oh.us
Fingerprinting	E&S	614-365-5602	614-365-8332	N/A
ID Badges	E&S	614-365-5602	614-365-8332	N/A
Instructional Assistants	Shervina Burrows	614-365-5859	614-365-8332	sburrows@columbus.k12.oh.us
Job Descriptions	E&S	614-365-8159	614-365-8332	N/A
Licensure & Renewal	Cheryl Creamer	614-365-5658	614-365-8332	ccreamers@columbus.k12.oh.us
Loan Forgiveness	E & S	614-365-5000	614-365-8332	verifications@columbus.k12.oh.us
Name Change	E&S	614-365-5602	614-365-8332	N/A
Pupil Activity Permits	Sara Lowery	614-365-7580	614-365-8332	slowery@columbus.k12.oh.us
Retention Points	N/A	N/A	N/A	retentionpoints@columbus.k12.oh.us
Retirements & Resignations	Nick Steyer	614-365-5323	614-365-8332	nsteyer@columbus.k12.oh.us
Salary Increases – Certificated	Anthony Crawford	614-365-5651	614-365-8332	acrawford@columbus.k12.oh.us
Salary Quotes	E&S	614-365-5602	614-365-8332	N/A
SEMS	Roz Cornelius	614-365-5080	614-365-5885	sems@columbus.k12.oh.us
	Maribel Richardson	614-365-5080	614-365-5885	sems@columbus.k12.oh.us

Substitute Performance Report	SEMS	614-365-5080	614-365-5885	sems@columbus.k12.oh.us
Substitute Teacher Hiring	Roz Cornelius	614-365-5080	614-365-5885	sems@columbus.k12.oh.us
	Maribel Richardson	614-365-5080	614-365-5885	sems@columbus.k12.oh.us
Supplemental Contracts	Sara Lowery	614-365-7580	614-365-8332	slowery@columbus.k12.oh.us
Teacher Recruitment	LaMeika Robinson	614-365-8708	614-365-8332	lrobinson1@columbus.k12.oh.us
Telephone Number Change	Employee Self-Serve	N/A	N/A	https://columbus.munisselfservice.com/default.aspx

PROFESSIONAL LEARNING & LICENSURE– Rhonda Rice, Supervisor

Wendy Jones, Teacher on Special Assignment	Vacant, Human Resources Assistant I
Karmen McCaslin, Teacher on Special Assignment	Becky Davis, Human Resources Assistant I
Greg Mild, Teacher on Special Assignment	James Sangster, Human Resources Assistant I

CATEGORY	STAFF	PHONE	FAX	EMAIL
Certificated Evaluations (OTES/OPES/OSCES/LSP)	Wendy Jones	614-365-5039	614-365-6439	wjones8729@columbus.k12.oh.us
Fee Waivers	Leslie Butler	614-365-5039	614-365-6439	lbutler@columbus.k12.oh.us
ILEAD	Wendy Jones	614-365-5039	614-365-6439	wjones8729@columbus.k12.oh.us
Licensure Renewal (5Years)	Greg Mild	614-365-5039	614-365-6439	gmild@columbus.k12.oh.us
LPDC Requirements	Greg Mild	614-365-5039	614-365-6439	gmild@columbus.k12.oh.us
Master Teacher	Karmen McCaslin	614-365-5039	614-365-6439	kmccasli@columbus.k12.oh.us
National Board Certification	Karmen McCaslin	614-365-5039	614-365-6439	kmccasli@columbus.k12.oh.us
New Teacher/Employee Orientation	Karmen McCaslin	614-365-5039	614-365-6439	kmccasli@columbus.k12.oh.us
Outreach Courses (OSU and Ashland)	Karmen McCaslin	614-365-5039	614-365-6439	kmccali@columbus.k12.oh.us
PAR	Leslie Butler	614-365-5039	614-365-6439	lbutler@columbus.k12.oh.us
	Rhonda Rice	614-365-8159	614-365-6439	rrice2924@columbus.k12.oh.us
Professional Development System (PDS)	Greg Mild	614-365-5039	614-365-6439	gmild@columbus.k12.oh.us
Resident Educator Coordinator	Greg Mild	614-365-5039	614-365-6439	gmild@columbus.k12.oh.us
Resident Educator Program	Leslie Butler	614-365-5039	614-365-6439	lbutler@columbus.k12.oh.us
Student Learning Objectives/Assessment Leaders	Wendy Jones	614-365-5039	614-365-6439	wjones8729@columbus.k12.oh.us
Substitute Requests for PD	Becky Davis	614-365-5039	614-365-6439	bdavis1694@columbus.k12.oh.us
University Student Placements	Karmen McCaslin	614-365-5039	614-365-6439	kmccasli@columbus.k12.oh.us

HUMAN RESOURCES ADMINISTRATION (HRA) & BENEFITS – Terri Trigg, Director

Courtney Hale, Benefits Manager	Vacant, Workmen’s Compensation Coordinator
Mesha Bostic, Benefits Analyst	Vacant, Human Resources Representative
LuJuan Anderson, Benefits Analyst	Christina Ayers, Human Resources Assistant I
	Janet McCoy, Human Resources Assistant I
	Olivia Warzycha, Wellness Secretary

CATEGORY	STAFF	PHONE	FAX	EMAIL
Benefits Payroll Adjustment & Deductions	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Benefits Enrollment & Termination	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Catastrophic Leave/Donation-Certificated	Christina Ayers	614-365-5881	614-365-4044	leavesofabsence@columbus.k12.oh.us
Catastrophic Leave/Donation-Classified	Janet McCoy	614-365-8307	614-365-4044	Jmccoy4227@columbus.k12.oh.us
Child Support Enforcement Agency	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Claims Resolutions	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
COBRA/Benefits Continuation	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Contract Teacher/Administrators	N/A	N/A	N/A	ContractQuestions@columbus.k12.oh.us
Employee Assistance Program	Janet McCoy	614-365-8307	614-365-5652	Jmccoy4227@columbus.k12.oh.us
General Benefits Questions	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Jury Duty	Janet McCoy	614-365-8307	614-365-4044	Jmccoy4227@columbus.k12.oh.us
Leaves of Absence-(Medical)Certificat	Christina Ayers	614-365-5881	614-365-4044	leavesofabsence@columbus.k12.oh.us
Leaves of Absence (Medical)-Classified	Janet McCoy	614-365-5755	614-365-4044	jmccoy4227@columbus.k12.oh.us
Performance Evaluations for non-school based Administrators and Classified Employees	Janet McCoy	614-365-8307	614-365-5652	Jmccoy4227@columbus.k12.oh.us
Professional Leave Certificated & Administrators	Janet McCoy	614-365-8307	614-365-5652	Jmccoy4227@columbus.k12.oh.us
Public School Works (PSW)	HRA	614-365-8307	614-365-4044	
Religious Leave	Janet McCoy	614-365-8307	614-365-4044	Jmccoy4227@columbus.k12.oh.us
Short Term Disability	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Social Security Forms	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Tuition Reimbursement-Classified	Janet McCoy	614-365-8307	614-365-4044	Jmccoy4227@columbus.k12.oh.us
Unemployment	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Union Leaves	Janet McCoy	614-365-6791	614-365-4044	Jmccoy4227@columbus.k12.oh.us
Voluntary Benefits	Benefits	614-365-6475	614-365-4044	Benefitquestions@columbus.k12.oh.us
Wellness – Employee	Jacqueline Broderick-Patton	614-365-8995	614-365-6429	Jroderick-patton2086@columbus.k12.oh.us
Worker’s Compensation & Injury Reporting		614-365-6448	614-365-4044	workplaceinjuries@columbus.k12.oh.us