



INDEPENDENT SCHOOL DISTRICT #318

Human Resource Department

820 NW 1st Ave | Grand Rapids, Minnesota 55744

Holly Christenson, Secretary | hchristenson@isd318.org | 218-327-5722

Kasie VanQuekelberg, Director | kvanquekelberg@isd318.org | 218-327-5708

Staff Point of Contact

<p>Kasie VanQuekelberg Human Resource Director 218-327-5708 or kvanquekelberg@isd318.org</p> <ul style="list-style-type: none"> • Activity certifications • Certifications (Rate of pay, longevity, steps, lanes) • Contract Questions • Employee Evaluations • Lane Changes • Layoffs / ULAs / Non-renewals • Leave of Absence – Initial approval and eligibility • Loan Forgiveness • Public Data Requests • Realignment • Retirement / Resignations • Seniority • Teacher Licensure <p>To schedule a meeting with Kasie please contact Holly Christenson, 327-5722 or use the online calendar scheduler:</p>	<p>Jenny Lund Payroll & Benefits Director 218-327-5806 or jlund@isd318.org</p> <ul style="list-style-type: none"> • ACA 1095 Forms • Health Insurance Verifications/Verification of Employment • Insurance Changes • Leave accrual inquires (sick, personal, vacation) • Leave of Absence – Pay and Benefit implications • Medicare Questions • PERA / TRA separation forms • Retirement benefit questions • Unemployment • W-2 • Workers Compensation
<p>Holly Christenson HR Secretary & IASC Sub System Administrator 218-327-5722 or hchristenson@isd318.org</p> <ul style="list-style-type: none"> • Current Substitute questions • Employment Verifications • Frontline (login assistance, corrections to timesheet or absences, punches, schedules, absences, assigning subs) • Postings (committees, changes needed) • Prospective Substitute inquiries • Staff Emails and Groups 	<p>Isaac Olson Payroll & Benefits Clerk 218-327-5790 or iolson@isd318.org</p> <ul style="list-style-type: none"> • Life, LTD, Dental, Medical, Matching (403b/457), HCSP • Paycheck / Smart eR / ESS login support • Processed payroll questions (additional time paid, deductions, etc.)