



## Human Resource Department SCHOOL DISTRICTS 318, 319, and 6070

601 SW 7th St | Grand Rapids, Minnesota 55744

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Carrie Riley | HR Administrative Assistant | [criley@isd318.org](mailto:criley@isd318.org) | 218-327-5727

Holly Christenson | HR Coordinator | [hchristenson@isd318.org](mailto:hchristenson@isd318.org) | 218-327-5722

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Kasie VanQuekelberg | HR Director | [kvanquekelberg@isd318.org](mailto:kvanquekelberg@isd318.org) | 218-327-5708

### Staff Point of Contact

<p><b>Isaac Olson - Payroll</b></p> <ul style="list-style-type: none"> <li>• Paycheck questions and logins</li> <li>• Processed payroll questions (additional time paid, deductions, etc.)</li> <li>• Leave accrual inquires (sick, personal, vacation, ESST)</li> <li>• W-2s</li> </ul>	<p><b>Rachell Dethloff - Benefits</b></p> <ul style="list-style-type: none"> <li>• ACA 1095 Forms</li> <li>• Health Insurance Verifications</li> <li>• Benefit Enrollment</li> <li>• Insurance Changes</li> <li>• Medicare Questions</li> <li>• PERA / TRA separation forms</li> <li>• Retirement benefit questions</li> <li>• COBRA</li> <li>• Unemployment</li> <li>• Life, LTD, Dental, Medical, Matching (403b/457), HCSP, HSA, Veba, Flex</li> </ul>
<p><b>Holly Christenson - Coordinator</b></p> <ul style="list-style-type: none"> <li>• Employment Postings</li> <li>• Workers Compensation</li> <li>• Staff Emails and Groups</li> <li>• Leave of Absence – Initial approval and eligibility</li> <li>• Loan Forgiveness</li> <li>• Public Data Requests</li> </ul>	<p><b>Carrie Riley - Assistant</b></p> <ul style="list-style-type: none"> <li>• Current and prospective substitute questions</li> <li>• Login Support (Paycheck / Smart eR / ESS, Skyward, Frontline)</li> <li>• Employment Verifications</li> <li>• Corrections Needed (timesheet or absences, punches, schedules, absences, assigning subs, etc.)</li> </ul>
<p><b>Kasie VanQuekelberg – Director</b></p> <ul style="list-style-type: none"> <li>• Activity certifications</li> <li>• Certifications (Rate of pay, longevity, steps, lanes)</li> <li>• Contract Questions</li> <li>• Employee Evaluations</li> <li>• Lane Changes</li> <li>• Realignment</li> <li>• Retirement / Resignations</li> <li>• Seniority</li> <li>• Teacher Licensure</li> <li>• Layoffs / ULAs / non-renewals</li> <li>• Leave of Absence – Pay and Benefit implications</li> </ul>	