



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
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 Fax: 614-365-5652

micjones@columbus.k12.oh.us

John Dean
 Director
 Employee Relations (E/R)
 Phone: 365-5636
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jdean@columbus.k12.oh.us

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 Director
 Employment & Staffing (E & S)
 Phone: 614-365-8159
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mdefabbo@columbus.k12.oh.us

Terri Trigg
 Director
 HR Administration & Benefits (HRA)
 Phone: 614-365-5003
 Fax: 614-365-5652

ttrigg@columbus.k12.oh.us

Rhonda Rice
 Director
 Organizational Learning
 Phone: 614-365-5039
 Fax: 614-365-6439

rrice2924@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	380-997-3145	614-365-8332	slewis@columbus.k12.oh.us
Date of Birth Change	Shawntel Lewis-Smith	380-997-3145	614-365-8332	slewis@columbus.k12.oh.us
Deceased Employee Notification	Shawntel Lewis-Smith	380-997-3145	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	380-997-3145	614-365-8332	slewis@columbus.k12.oh.us
MUNIS HR SME	Shawntel Lewis-Smith	380-997-3145	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	380-997-3145	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	380-997-3145	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	380-997-3145	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) – Mike DeFabbo, Director

LaMeika Robinson, Manager (Certificated)	Vacant, Manger (Classified)
Rosa Cornelius, Human Resources Assistant II	Amanda Hill, Human Resources Representative
Anthony Crawford, Human Resources Assistant II	Rita Fisher, Human Resources Assistant II
Leslie Butler, Human Resources Assistant I	Nick Steyer, Human Resources Assistant II
Maribel Richardson, Human Resources Assistant I	Traci Cox, Human Resources Assistant I
Juwana Steele, Human Resources Assistant I	Natasha Hardin, Human Resources Assistant I
Cheryl Creamer, Human Resources Assistant I (substitute)	Alexandre Meldaus-Crockett, Human Resources Assistant I
Vacant, Human Resources Assistant I	Jean Slaughter, Human Resources Assistant I
	Vacant, 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
		614-365-5609	614-365-8332	
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		614-365-5859	614-365-8332	
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		614-365-7580	614-365-8332	
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	Traci Cox	614-365-7580	614-365-8332	tcx1@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, Director

Wendy Jones, Teacher on Special Assignment	Sara Lowery, Human Resources Assistant II
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		614-365-5039	614-365-6439	
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	Sarah Lowery	614-365-5039	614-365-6439	slowery@columbus.k12.oh.us
	Rhonda Rice	614-365-5039	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		614-365-5039	614-365-6439	
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	Penny Roth, Workmen’s Compensation Coordinator
Mesha Bostic, Benefits Analyst	Vacant, Human Resources Representative
Vacant, Benefits Analyst	Janet McCoy, Human Resources Assistant II
	Christina Ayers, Human Resources Assistant I
	Vacant, 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	Penny Roth	614-365-6448	614-365-4044	workplaceinjuries@columbus.k12.oh.us