



Nickie Smith

nsmith@cpsk12.org

Extension 26479

Chief Human Resources Officer

Calendar Contact: Valen Kastens (Extension 26479)

- Superintendent's Cabinet Liaison/Member
- Employee Relations*
- Collective Bargaining Point of Contact (Parent Educators and Teachers)
- Investigations/Grievances - Salaried Personnel
- Administrative Lead - NEE (Network for Educator Effectiveness)

HR Assistants Reporting to Chief HRO

Email	Job Duties
Akrivo (Voula) Kardakos	Receptionist
Valen Kastens	Chief HRO Calendar/FMLA/ Leaves/Nutrition Services

Michelle Holz

mholz@cpsk12.org

Extension 26470

Director of Certified/Salaried Personnel

- Certificated Salaried Employee Relations*
- Hiring Decisions for Certified and Salaried Employees
- Leaves - Certified and Salaried Personnel
- Investigations/Grievances - Certificated Personnel
- Administrative Lead - Stipends
- HR Information Systems
- HR Summer School

HR Assistants Reporting to Director

Email	Job Duties
Sabre Pinkett	Salaried Personnel
Pat Wehmeyer	Salaried Personnel Lead

Joey Schenz

jschenz@cpsk12.org

Extension 26471

Manager of Non-Certified Personnel

- Hourly Employee Relations*
- Hiring Decisions for Hourly Employees
- Collective Bargaining Point of Contact (Custodians)
- Leaves - Hourly Personnel
- Investigations/Grievances - Hourly Personnel
- Administrative Lead - EDUstaff services
- HR Information Systems - Operations

HR Assistants Reporting to Manager

Email	Job Duties
Crystal Allen-Kemp	Operations Assistant
Jessica Berchman	Talent Acquisition
Joann Coughlin	Hourly Personnel

***Employee Relations**

General management and planning of activities related to developing, maintaining, and improving employee relationships by communicating with employees, processing grievances/disputes, etc.

Human Resources
HR Assistant Areas of Responsibility

573-214-3422

Crystal Allen-Kemp **Operations Assistant**

ckemp@cpsk12.org

Extension 26473

Special Projects
Research/Compensation
Clerical Support - NEE (Network for Educator Effectiveness)
EDUstaff Data Entry
Retirement Reception
Evaluations - Hourly
Records Retention
Verification of Employment
Exit Interviews

573-214-3473

Jessica Berchman **Recruiter**

jberchman@cpsk12.org

Extension 26476

Application Management/Talent Acquisition
Online Job Postings
Job Fairs
Unemployment Claims Processing

573-214-3421

Joann Coughlin **Hourly Personnel**

jocoughlin@cpsk12.org

Extension 26472

Hourly Personnel (except Nutrition Services) - Onboarding through Separation**
(i.e., secretaries, clerks, aides, maintenance, custodian, LPNs, paraprofessionals, etc.)
Certification for Hourly Support Staff
Adventure Club
Department Lead - MACHS2 (Missouri Automated Criminal History System)

573-214-3470

Valen Kastens **FMLA/Leaves/Nutrition Services**

vkastens@cpsk12.org

Extension 26476

Assistant to the Chief HR Officer
Clerical Support - Collective Bargaining
Nutrition Services Hourly Personnel - Onboarding through Separation**
AVID Tutors
FMLA (Family Medical Leave Act)
ADA (Americans With Disabilities Act)
Calendar - Chief Human Resources Officer

****Onboarding through Separation**

Includes all actions necessary upon submittal of recommendation to hire until employee separates from CPS (i.e., new employee orientation, background checks, e-verify, changes in assignment, continuation into next school year, tenure, certification/license verification, separation, etc.)

573-214-3423

Akrivo (Voula) Kardakos Receptionist

akardakos@cpsk12.org

Extension 24675

Department Receptionist
Background Checks for Non-Employees (i.e., vendors, student teachers, etc.)
District Identification (ID) Badges
Department Kronos Timekeeper
Department Special Payroll Processor
HR Section of Board of Education Report
Department Deposits, Purchase Orders, Purchase Requests, etc.
Department Supplies, Materials, and Equipment Needs

573-214-3495

Sabre Pinkett

Salaried Personnel

spinkett@cpsk12.org

Extension 26419

Onboarding through Separation**
(i.e., administrators, teachers, media specialists, guidance counselors, SpEd staff, etc.)
Early Resignation/Retirement Incentive Program/Stipend
Supplemental Pay
National Certificate Stipends - Category IV

573-214-3420

Pat Wehmeyer

Salaried Personnel (Lead)

pwehmeyer@cpsk12.org

Extension 26474

Salaried Personnel (Lead) - Prepare Recommendations to Hire for Offers**
(i.e., administrators, teachers, media specialists, guidance counselors, SpEd staff, etc.)
Salary Classification Changes - Salaried Personnel
E-Contracts for Salaried Personnel
Stipends/Extra Duty Pay for Staff/Coaches (i.e., Category I, II, III, and V Stipends; Doctoral; Extra Days)
Internal Reports
HR Systems/Processes Generalist

****Onboarding through Separation**

Includes all actions necessary upon submittal of recommendation to hire until employee separates from CPS (i.e., new employee orientation, background checks, e-verify, changes in assignment, continuation into next school year, tenure, certification/license verification, separation, etc.)