

HUMAN RESOURCES DEPARTMENT SERVICES

Ext.

1207	Brenda Sellers, Associate Superintendent for Human Resources & Support Services	bsellers@fortsmithschools.org
1298	Mary Carter , Human Resources Office Manager	mcarter@fortsmithschools.org
1283	Elaine Paulette , Human Resources Secretary III	epaulett@fortsmithschools.org
1208	Kendy Brown , Human Resources Secretary II	kbrown1@fortsmithschools.org
1398	Angela Johnson , Human Resources Secretary I	ajohnson@fortsmithschools.org
1295	Shari Breuer , Substitute System Clerk	sbreuer@fortsmithschools.org
1200	Megan Carty , Receptionist	mcarty1@fortsmithschools.org

Please call on us whenever we may be of assistance. To guide you, initial contact persons for specific Human Resources Department functions are shown below. Written correspondence should be addressed to Brenda Sellers.

	<u>Contact</u>
Annual School Personnel Report – Certified	Brenda Sellers
Annual School Personnel Report – Classified	Mary Carter
Applicants	Kendy Brown
Appointment Scheduling	Kendy Brown
Bus Supervision Duty (Early Morning and Late Afternoon)	Mary Carter
Catastrophic Illness Leave	Angela Johnson
Compliments and Complaints about:	
Information Services	Brenda Sellers
Professional Development	Brenda Sellers
Student Services	Brenda Sellers
Substitutes	Brenda Sellers
Technology	Brenda Sellers
Transportation	Brenda Sellers via Randy Bridges
Contracts	Mary Carter
Contract Copies	Angela Johnson
Equity Issues	Brenda Sellers
Evaluation Questions	Brenda Sellers
Family and Medical Leave	Angela Johnson
Harassment in Any Form	Brenda Sellers
Maternity Leave	Angela Johnson
Military Leave	Angela Johnson
Leaves of Absence	Brenda Sellers
New Certified Staff Orientation	Elaine Paulette
New Teacher Induction	Brenda Sellers
Open Positions	Kendy Brown
Pay Increase Requests Due to Additional College Hours	Mary Carter
Personnel Directory	Angela Johnson/Elaine Paulette
Personnel Recommendations	Brenda Sellers
Recruitment	Kendy Brown
Resignations	Brenda Sellers
Retirees	Brenda Sellers
Social Security Numbers for New/Transfer Employees	Elaine Paulette
Staff Problems	Brenda Sellers
Staffing Requests	Brenda Sellers
Substitute Requests	Shari Breuer/Megan Carty
Surveys and Reports	Mary Carter
Teaching Licensure	Elaine Paulette/Brenda Sellers
Teaching License Copies	Angela Johnson/Kendy Brown
Telephone Numbers Not Listed in Personnel Directory	Angela Johnson/Kendy Brown
Transcript Copies	Angela Johnson/Kendy Brown
Transfer Requests	Kendy Brown
Twenty-year Service Award	Elaine Paulette

Need forms? *A number of forms may be printed out from the FSPS website (click on Human Resources):*
Application • Evaluation • Address Change • Pay Increase Request Due to Additional College Hours
Personnel Policies and Salary Schedules are also posted at the site.
