

# Human Resources & Financial Supports



Do you have a question about your employment status in the Caesar Rodney School District? Do you need answers about your advanced degree, benefits, EPER contract, or tuition reimbursement? **We're here to help!**

Administration		
<p><b>Dr. Sherry Kijowski - Assistant Superintendent</b>                      (302) 698-4800, x151;  <a href="mailto:sherry.kijowski@cr.k12.de.us">sherry.kijowski@cr.k12.de.us</a></p> <ul style="list-style-type: none"> <li>• Job Postings</li> <li>• Job Applicant Screenings</li> <li>• Marketing &amp; Social Media</li> <li>• Policies and Procedures</li> <li>• Collective Bargaining &amp; Strategic Planning</li> <li>• Staff Background Checks</li> <li>• Disciplinary Issues &amp; Procedures</li> <li>• Substitute &amp; Volunteer Management Services</li> </ul>	<p><b>Kristin Brown-Massey - Supervisor of Human Resources</b>                      (302) 698-4800, x108;  <a href="mailto:kristin.brown-massey@cr.k12.de.us">kristin.brown-massey@cr.k12.de.us</a></p> <ul style="list-style-type: none"> <li>• Job Postings</li> <li>• Job Applicant Screenings</li> <li>• Marketing &amp; Social Media</li> <li>• Recruitment and Retention</li> <li>• "Grow Your Own" Teacher Initiative</li> <li>• Student Teaching &amp; College Field Experience Placements</li> <li>• Annual Staff Recognition (TOY, ESPOY, BHPOY)</li> </ul>	<p><b>Cherise Franklin - Administrative Assistant</b>                      (302) 698-4800, x 146  <a href="mailto:cherise.franklin@cr.k12.de.us">cherise.franklin@cr.k12.de.us</a></p> <ul style="list-style-type: none"> <li>• PHRST</li> <li>• Child Protective Registry</li> <li>• EPERs</li> <li>• Tuition Reimbursement (teachers and paras)</li> <li>• Seniority rosters (all employee groups)</li> <li>• Monthly board agendas</li> </ul>

Human Resource Coordinators	
<p><b>Jennifer Rios (302) 698-4809; x109; <a href="mailto:jennifer.rios@cr.k12.de.us">jennifer.rios@cr.k12.de.us</a></b></p> <ul style="list-style-type: none"> <li>• Licensure &amp; Certification (including Alternative Routes to Teacher Certification)</li> <li>• Graduate Salary Increments Applications (GSI)</li> <li>• Frontline / Applitrack Maintenance</li> <li>• Initial Job Postings &amp; Employment Offers:                             <ul style="list-style-type: none"> <li>○ District Office</li> <li>○ Charlton / County-wide Programs</li> <li>○ Allen Frear Elementary School</li> <li>○ George S. Welch Elementary School</li> <li>○ Magnolia Middle School</li> <li>○ Fred Fifer Middle School</li> <li>○ Dover Air Base Middle School</li> <li>○ Star Hill Elementary School</li> </ul> </li> </ul>	<p><b>Chenee Brooks (302) 698-4856; x156; <a href="mailto:chenee.brooks@cr.k12.de.us">chenee.brooks@cr.k12.de.us</a></b></p> <ul style="list-style-type: none"> <li>• Data &amp; Special Projects</li> <li>• Recruiting Events &amp; Marketing</li> <li>• Recognition Events (TOY, ESPOY, BHPOY)</li> <li>• Initial Job Postings &amp; Employment Offers:                             <ul style="list-style-type: none"> <li>○ McIlvaine Early Childhood Center</li> <li>○ Caesar Rodney High School</li> <li>○ Nellie Stokes Elementary School</li> <li>○ W.B. Simpson Elementary School</li> <li>○ David Robinson Elementary</li> <li>○ Neil Postlethwait Middle School</li> <li>○ W. Reily Brown Elementary School</li> </ul> </li> </ul>

**New Hires & On-Boarding Support**  
 All New Employee Onboarding  
 Pay Changes (verification of experience from other districts / states; earned extra degrees)  
 Seniority Reports (Teachers, Paraprofessionals, Secretaries, & Custodians)

<p><b>All Employees Last Names A-L</b>                      Charity Rene – (302) 698-4853; x153; <a href="mailto:charity.rene@cr.k12.de.us">charity.rene@cr.k12.de.us</a></p>	<p><b>All Employees Last Names M-Z</b>                      Allison Sharp – (302) 698-4819; x119; <a href="mailto:allison.sharp@cr.k12.de.us">allison.sharp@cr.k12.de.us</a></p>
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**Payroll Support For All Employee Groups**  
 Lag Pay, Direct Deposit, Payroll Forms, Timesheets, & Pay Changes (once received from HR)

**All Employees – Please Reach Out to Christine Talley, Supervisor of Payroll**  
 Christine Talley – (302) 698-4800, x118 ([christine.talley@cr.k12.de.us](mailto:christine.talley@cr.k12.de.us))

**Benefits, Leave, & Retirement Support**  
 Employee Leave (FMLA, Disability, Paid Parental Leave, & Worker's Compensation)  
 Benefit Changes (add or remove dependents / spouses)  
 State & Local Benefits (Health, Dental, & Vision)  
 New employee benefits onboarding & support  
 Federal Loan Forgiveness Forms  
 Verification of Experience Forms  
 Creditable Service Schedules  
 Pension & Retirements  
 Donated Leave

<p><b>All Employees, Last Names A-L</b>                      Ashley Frey – (302) 698- 4806; x106  <a href="mailto:ashley.frey@cr.k12.de.us">ashley.frey@cr.k12.de.us</a></p>	<p><b>All Employees. Last Names M-Z</b>                      Bronta Nichols – (302) 698-4839; x139  <a href="mailto:bronta.nichols@cr.k12.de.us">bronta.nichols@cr.k12.de.us</a></p>
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