



Department of Human Resources Daily Operations Contact List

Administrative Staff	Danny Knott, Director of Human Resources (540) 382-5100 Ext. 1067 Dominick McKee, Asst. Director of Human Resources (540) 382-5100, ext. 1065 Dawn LaPuasa, Supervisor of Personnel (540) 382-5100 Ext. 1068
Support Staff	Susan Compton Ext. 1067 Diane Huff Ext. 1069 Melodie Cox Ext. 1070 Jo Ann McDaniel Ext. 1071

Human Resources Function	Contact Person
Aesop/Frontline Substitute System	Melodie Cox
Aesop/Frontline Direct Phone Number	1-800-942-3767
Applying for a Support Staff Position	Jo Ann McDaniel Diane Huff
Applying for a Coaching Position	Diane Huff
Applying for a Teaching Position	Dawn LaPuasa
Applying for an Administration Position	Dawn LaPuasa
Child Protective Services Background Checks	Diane Huff
Civil Rights Issues	Danny Knott
Coaching Job Postings	Jo Ann McDaniel Diane Huff
Compliance Issues	Danny Knott
Contracts	Dawn LaPuasa
Criminal History/Background Checks	Diane Huff
EAP (Employee Assistance Program)	Danny Knott
Employee Discipline	Danny Knott Dominick McKee
FMLA (Family and Medical Leave Act)	Susan Compton
Grievances	Danny Knott Dominick McKee
Intent to Return Process	Dawn LaPuasa
Harassment/Civil Rights	Danny Knott
Job Descriptions	Diane Huff
Job Postings	Jo Ann McDaniel
Leave of Absence	Susan Compton
Legal Issues Related to Employment	Danny Knott
Performance Plan of Improvement	Danny Knott

Employee Leave	
Leave of Absence	Susan Compton
Family/Medical Leave	Susan Compton
Unpaid Leave	Danny Knott

Human Resources Function	Contact Person
Personnel Report (Board Report)	Jo Ann McDaniel
Personnel Files/Records	All HR Staff
Plan of Assistance	Danny Knott
Recertification	Dawn LaPuasa
Recruitment of Teachers	Danny Knott
Reduction in Force	Danny Knott
Salary Determination: Administrator	Danny Knott
Salary Determination: Support Staff	Dominick McKee
Salary Determination: Certified Staff	Danny Knott
Salary Determination: Coach	Dominick McKee
Sick Leave	Susan Compton
Sick Leave Bank	Susan Compton
Supplemental Contracts - Academic/Athletic	Diane Huff
Substitute Applications	Melodie Cox
Substitute Orientation	Melodie Cox
Subpoenas Related to Employment Records	Danny Knott
Summer Academy	Diane Huff
TalentEd (Recruit & Hire, Perform)	Diane Huff
Third Party Complaints	Danny Knott
Title IX Issues Related to Employees	Danny Knott
Unemployment	Danny Knott
Vacancies: Administration	Dawn LaPuasa
Vacancies: Support Staff	Jo Ann McDaniel Diane Huff
Vacancies: Teachers	Dawn LaPuasa