



## Department of Human Resources Contact List

<b>Administrative Staff</b>	Amanda C. Weidner, Ed.D., Director of Human Resources (540) 382-5100 Ext. 1067 aweidner@mcps.org		
	Thomas M. Brewster, Ed.D., Asst. Director of Human Resources (540) 382-5100, ext. 1065 thomasbrewster@mcps.org		
	Dawn LaPuasa, Supervisor of Personnel (540) 382-5100 Ext. 1068 dlapuasa@mcps.org		
<b>Support Staff</b>	Lori Walls, HR Specialist (Front Desk)	Ext. 1000	lwalls@mcps.org
	Susan Compton, Admin Asst. to the Director of Human Resources	Ext. 1067	susancompton@mcps.org
	Diane Huff, HR Specialist	Ext. 1069	dianehuff@mcps.org
	Melodie Cox, HR Specialist	Ext. 1070	melodiecox@mcps.org
	Keli Haynes, HR Specialist	Ext. 1071	kelihaynes@mcps.org

Human Resources Function	Contact Person	Human Resources Function	Contact Person
Applying for a Support Staff Position	Keli Haynes Diane Huff	Personnel Files/Records	All HR Specialists
Applying for a Coaching Position	Diane Huff	Plan of Assistance	Amanda Weidner
Applying for a Teaching Position	Dawn LaPuasa	Recertification/Teacher Licensure	Dawn LaPuasa
Applying for an Administration Position	Dawn LaPuasa	Recruitment of Teachers	Amanda Weidner
Background Checks (Child Protective Services and Fingerprinting)	All HR Specialists	Reduction in Force	Amanda Weidner
Civil Rights Issues	Amanda Weidner Thomas Brewster	Salary Determination: Administrator	Amanda Weidner
Compliance Issues	Amanda Weidner	Salary Determination: Support Staff	Thoms Brewster
Contracts	Dawn LaPuasa	Salary Determination: Certified Staff	Amanda Weidner
EAP (Employee Assistance Program)	Amanda Weidner	Supplemental Contracts - Academic/Athletics	Diane Huff
Employee Discipline	Amanda Weidner Thomas Brewster	Substitute Information (Applications, Orientation, Frontline)	Melodie Cox
FMLA (Family and Medical Leave Act)	Susan Compton	Substitute Frontline Direct Phone Number	1-800-942-3767
Grievances	Amanda Weidner Thomas Brewster	Subpoenas Related to Employment Records	Amanda Weidner
Intent to Return Process	Dawn LaPuasa	Summer Academy	Melodie Cox
Harassment/Civil Rights	Amanda Weidner Thomas Brewster	TalentEd (Recruit & Hire, Perform)	Susan Compton
Job Descriptions	Susan Compton	Third Party Complaints	Amanda Weidner
Job Postings	Susan Compton Diane Huff	Title IX Issues Related to Employees	Amanda Weidner Thomas Brewster
Legal Issues Related to Employment	Amanda Weidner	Unemployment	Amanda Weidner Thomas Brewster
Performance Plan of Improvement	Amanda Weidner	Vacancies: Administration and Teachers	Dawn LaPuasa
Personnel Report (Board Report)	Dawn LaPuasa	Vacancies: Support Staff	Diane Huff Keli Haynes
<b>Employee Leave</b>			
Leave of Absence/Unpaid Leave	Amanda Weidner		
Family/Medical/Sick Leave	Susan Compton		