

A Staff Guide To Effective Communication

What To Do If You Have a Concern

Define Concern

- ✓ What is your concern?
- ✓ Where did you get your information?
- ✓ Is the information accurate?
- ✓ Is this concern covered in any employee contract or Board policy?

STEP 1: Contact your supervisor. We believe most employee's concerns are best resolved by contacting his or her direct supervisor. However, in those instances where an employee does not feel their concerns have been addressed by their direct supervisor the District has established the following procedures:

STEP 2: Contact the appropriate departmental administrator:

CURRICULUM & INSTRUCTION

Contact if concerns are related to classroom instruction, report cards, special education, district curriculum, technology, athletics, school age care, pre-school or after school enrichments.

- Executive Director of Elementary Education
- Executive Director of Secondary Education
- Director of Assessment, Grants & Compliance
- Director of Educational Technology and Information Services
- Executive Director of Special Education

BUSINESS / OPERATIONS

Contact if concerns are associated with operations, finance, food service, human resources, student enrollment and transportation.

- Chief Human Resource Officer
- Director of Facility Operations

- Director of Budget & Finance

If Unresolved

STEP 3: Contact the appropriate Assistant Superintendent.

- Assistant Superintendent of Instruction
- Assistant Superintendent of Business Affairs

If Unresolved

STEP 4: Contact the Superintendent

If Unresolved

STEP 5: Contact the Board of Education



Notice of Nondiscrimination

Rochester Community Schools does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCRA), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et.Seq.) and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board is responsible. Rochester Community Schools has designated the following individuals as Compliance Coordinators: Title IX, Title II and Section 504 – Students: Assistant Superintendent for Instruction, 501 W. University, Rochester, MI 48307 (248)726-3106; Equal Employment Opportunity/Section 504 for non-students: Chief Human Resource Officer 501 W. University, Rochester, MI 48307 (248)726-3110.

Directory

Central Administration

Superintendent's Office

Robert Shaner
248-726-3100

Assistant Superintendent of Instruction

Debi Fragomeni
248-726-3106

Assistant Superintendent of Business Affairs

Dan Romzek
248-726-3108

Chief Human Resource Officer

Beth Davis
248-726-3110

Executive Director of Elementary Education

Michael Behrmann
248-726-3130

Executive Director of Secondary Education

Carrie Lawler
248-726-3131

Executive Director of Special Education

Anne Evans
248-726-3060

Director of Assessment, Grants & Compliance

Irene Larson
248-726-3155

Director of Facility Operations

John Stoner
248-726-4611

Director of Educational Technology and Information Services

Jeff Mozdzierz
248-726-3030

Director of Budget & Finance

Lori Hartnell
248-726-3153

Director of Community Relations & RCS Foundation

Debbi Hartman
248-726-3127

Board of Education

RCS-
BoardofEducation@rochester.k12.mi.us
Individual Board Member telephone numbers are listed on the Board of Education website at
www.rochester.k12.mi.us