

Guide to Addressing Employee Concerns for Parents, Community Members, & Co-Workers

Start Here

Coach

Sponsor

Teacher

Support Staff
(Paras, Nurse,
Secretaries)

Bus Drivers

Custodians

Food Service
Personnel

Accounts
Payable

Payroll and
Benefits

Technology
Support

Activities Directors
Gerry Miller (High School)
Allen Marnin (Middle School)

Building Principal
Gerry Miller (MS/HS)
James Larson (Elementary)

Director of Transportation
Derrick Shaull
(District Shared Position)

Director of Maintenance
Nick Thompson
(District Shared Position)

Director of Food Services
Janell Stender

School Business Official
Amanda Summers
(District Shared Position)

Directors of Technology
Joel Klobnak
(District Shared Position)

The Nodaway Valley Community School District acknowledges that situations may arise where *parents, community members, or co-workers* have concerns about district employees that need to be addressed. As a district we strongly believe that all concerns are best dealt with using *open communication* and should be discussed by having an **initial conversation with the involved employee**. This guide outlines the proper chain of communication for addressing employee concerns.

If after having a conversation with the involved employee the issue has not been resolved the individual may bring the concern to the attention of the employee's immediate supervisor. Depending on the severity of the situation, the chain of communication may continue *from immediate supervisor to the superintendent, and finally to the board of education.*

It should be noted that if the concern involves the *ethical behavior* of the employee or if *the safety of an individual is compromised* then the concern can be initially directed to the employee's immediate supervisor.

Superintendent of Schools
Paul Croghan
(District Shared Position)

Board of Education