

## LICENSED AND ENDORSED PROFESSIONAL STAFF COMMUNICATION PROTOCOL

I HAVE A QUESTION/CONCERN ABOUT ...	I SHOULD FIRST CONSULT ...	WHO MAY THEN CONSULT WITH ...
Professional Development (e.g. full or half-day In-Services, Learning Team)	Teaching and Learning Team member	Teaching and Learning Team, Building Leadership Team, Building Principal
A Building-specific Issue (e.g. student assembly, building faculty issue, impacts only one school)	Building Leadership Team member	Building Principal
A District-wide Issue (e.g. School Calendar, Tax Levy, Board Policy, etc.)	Building Leadership Team member	Superintendent abrumbaugh@geneseoschools.org
The curriculum for my grade level or subject area (Grades PK-12)	Building Principal	
Whether I am able to order some supplies, textbooks, or other instructional materials, including technology supplies.	Building Principal	Chief School Business Official tgronski@geneseoschools.org
The Professional Agreement	GEA Building Rep	GEA Co-Presidents mhenderson@geneseoschools.org jversluis@geneseoschools.org
Whether or not I can attend a workshop or conference	Building Principal	Supt. Secretary, Jill Hamer jhamer@geneseoschools.org
My paycheck	Payroll Coordinator, Aly Kinney, akinney@geneseoschools.org	Superintendent abrumbaugh@geneseoschools.org
An invoice or order that was shipped incorrectly	Accounts Payable, Terri Vandernick, tvandernick@geneseoschools.org	Chief School Business Official tgronski@geneseoschools.org
Health Insurance	Claim inquiries: BCBS 800-458-6024 or <a href="https://www.bcbsil.com/">https://www.bcbsil.com/</a>	Human Resources at District Office tcolter@geneseoschools.org
Something in need of repair in my room	Building Principal or Head Custodian	Chief School Business Official tgronski@geneseoschools.org
Special Education Services or Title I Services	Building Principal	Henry/Stark Coordinator or Superintendent chanson@geneseoschools.org
Teacher Licensure Questions	Regional Office of Education (309)-936-7890	Building Principal
Skyward, other software, printer issues, etc.	Email Tech Support at: <a href="mailto:techsupport@geneseoschools.org">techsupport@geneseoschools.org</a>	Building Principal
Writing a grant to PTA or other agency or Foundation	Building Principal	Superintendent abrumbaugh@geneseoschools.org
A College Supervisor contacts you regarding a student teacher or intern placement	Building Principal	Superintendent abrumbaugh@geneseoschools.org
A non-academic concern for a student (e.g. social issues, hygiene, bullying, bus riding)	Building Principal	Nurse, Social Worker, Counselor, School Psychologist, Case Manager, or other person deemed appropriate by Building Principal
Entering requests for Sick or Personal Leave into ERMA	See ERMA Chart <a href="https://geneseoschools.org/wp-content/uploads/2020/05/2020-2023-GEA-Board-Professional-Agreement.pdf">https://geneseoschools.org/wp-content/uploads/2020/05/2020-2023-GEA-Board-Professional-Agreement.pdf</a> (Articles 7.1 and 7.3)	tcolter@geneseoschools.org
Paternity Leave	Professional Agreement 2020-2023, Staff Portal Forms	Superintendent abrumbaugh@geneseoschools.org
Retirement	Teachers' Retirement System of Illinois phone: 800-877-7896, e-mail <a href="mailto:members@trs.illinois.gov">members@trs.illinois.gov</a>	Superintendent abrumbaugh@geneseoschools.org
Report Cards (How to complete or concerns about the format)	Building Leadership Team	Building Principal

New teachers are encouraged to ask questions of their colleagues. Be sure to consult the **Staff Portal** when searching for documents or forms. <http://www.geneseoschools.org/staff/>. Whenever in doubt, start with your building principal, secretary or a Building Leadership Team member.

Staff members who work in multiple buildings should consult either Building Principal who will then communicate with each other where necessary to provide accurate and consistent feedback.

Reviewed/Updated 8-11-20