

Kenowa Hills Public Schools

Chain of Command

Process by which to Communicate Concerns with School Personnel

1. ON MATTERS INVOLVING INSTRUCTION/CURRICULUM
 - a. Classroom Teacher
 - b. Principal
 - c. Assistant Superintendent, Dr. Mike Burde, mburde@khps.org, 616-784-2511
 - d. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
 - e. Board of Education, boe@khps.org
2. ON MATTERS INVOLVING SPECIAL EDUCATION
 - a. Special Education Teacher
 - b. Principal
 - c. Director of Special Education, Dan Brant, dbrant@khps.org, 616-647-0910
 - d. Assistant Superintendent, Dr. Mike Burde, dburde@khps.org, 616-784-2511
 - e. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
 - f. Board of Education, boe@khps.org
3. ON MATTERS INVOLVING ATHLETICS
 - a. Coach
 - b. Athletic Director, High School –Charlie O’Dell, codell@khps.org, 616-784-2115
Middle School – Eric Haik, ehaik@khps.org, 616-785-3225
 - c. Principal, High School–Brett Zuver, bzuver@khps.org, 616-784-2400
 - d. Middle School –Abby Wiseman, awiseman@khps.org, 616-785-3225
 - e. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
 - f. Board of Education, boe@khps.org
4. ON MATTERS INVOLVING STUDENT DISCIPLINE
 - a. Classroom Teacher
 - b. Assistant Principal
 - c. Principal
 - d. Assistant Superintendent, Dr. Mike Burde, dburde@khps.org, 616-784-2511
 - e. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
 - f. Board of Education, boe@khps.org

5. ON MATTERS INVOLVING FACILITIES/GROUNDS/BUILDINGS

- a. Building Principal
- b. Director of Operations, Sam Wiltheiss, swiltheiss@khps.org, 616-784-2511
- c. Director of Finance, John Gilchrist, jgilchrist@khps.org, 616-785-2511
- d. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
- e. Board of Education, boe@Khps.org

6. ON MATTERS INVOLVING TRANSPORTATION

- a. Bus Driver
- b. Transportation Supervisor, Julie Chlebek, jchlebek@durhamschoolservices.com, 616-453-4757
- c. Director of Finance, John Gilchrist, jgilchrist@khps.org, 616-785-2511
- d. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
- e. Board of Education, boe@khps.org

7. ON MATTERS INVOLVING FOOD SERVICE

- a. Building Principal
- b. Food Service Director, Peg Panici, ppanici@khps.org, 616-784-0175
- c. Director of Finance, John Gilchrist, jgilchrist@khps.org, 616-785-2511
- d. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
- e. Board of Education, boe@khps.org

8. ON MATTERS INVOLVING PERSONNEL COMPLAINTS*

- a. Support Staff
 - i. Immediate Supervisor of Employee (typically the Building Principal)
 - ii. Director of Finance, John Gilchrist, jgilchrist@khps.org, 616-785-2511
 - iii. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
 - iv. Board of Education, boe@khps.org
- b. Teaching Staff
 - i. Building Principal
 - ii. Assistant Superintendent, Dr. Mike Burde, mburde@khps.org, 616-784-2511
 - iii. Superintendent, Gerald Hopkins, ghopkins@khps.org, 616-784-2511
 - iv. Board of Education, boe@khps.org

**Complaints regarding administrative staff should be reported to appropriate level ii staff above. Please note that the Director of Finance oversees support staff (including Building & Grounds, Food Service and Transportation), and the Superintendent oversees teaching and administrative staff.*