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.