

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](#), 616-784-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
2. ON MATTERS INVOLVING SPECIAL EDUCATION
 - a. Special Education Teacher
 - b. Principal
 - c. Director of Special Education, [Luke Scholten](#), 616-640-7817
 - d. Assistant Superintendent, [Dr. Mike Burde](#), 616-784-2511
 - e. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - f. [Board of Education](#)
3. ON MATTERS INVOLVING ATHLETICS
 - a. Coach
 - b. Athletic Director, High School - [Charlie O'Dell](#), 616-784-2115
Middle School - [Eric Haik](#), 616-785-3225
 - c. Principal, High School - [Nate Robrahn](#), 616-784-2400
Middle School - [Abby Wiseman](#), 616-785-3225
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
4. ON MATTERS INVOLVING STUDENT DISCIPLINE
 - a. Classroom Teacher
 - b. Assistant Principal
 - c. Principal
 - d. Assistant Superintendent, [Dr. Mike Burde](#), 616-784-2511
 - e. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - f. [Board of Education](#)

5. ON MATTERS INVOLVING FACILITIES/GROUNDS/BUILDINGS
 - a. Building Principal
 - b. Director of Operations, [Sam Wiltheiss](#), 616-784-2511
 - c. Director of Finance, [John Gilchrist](#), 616-785-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
6. ON MATTERS INVOLVING TRANSPORTATION
 - a. Bus Driver
 - b. Transportation Supervisor, [Diane Schwaiger](#), 616-453-4757
 - c. Director of Finance, [John Gilchrist](#), 616-785-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
7. ON MATTERS INVOLVING FOOD SERVICE
 - a. Building Principal
 - b. Food Service Director, [Shanna Williams](#), 616-784-0175
 - c. Director of Finance, [John Gilchrist](#), 616-785-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
8. ON MATTERS INVOLVING PERSONNEL COMPLAINTS*
 - a. Support Staff
 - i. Immediate Supervisor of Employee (typically the Building Principal)
 - ii. Director of Finance, [John Gilchrist](#), 616-785-2511
 - iii. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - iv. [Board of Education](#)
 - b. Teaching Staff
 - i. Building Principal
 - ii. Assistant Superintendent, [Dr. Mike Burde](#), 616-784-2511
 - iii. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - iv. [Board of Education](#)

**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.*