

# 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, [Bill Dinkelmann](#), 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, [Bill Dinkelmann](#), 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 - [Kim Moffett](#), 616-784-2115  
Middle School - [Eric Haik](#), 616-785-3225
  - c. Principal, High School - [Nate Robrahn](#), 616-784-2400  
Middle School - [James Smith](#), 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, [Bill Dinkelmann](#), 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, [Bill Dinkelman](#), 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.*