Communicating With School Leaders

As situations arise when students and parents may have questions or concerns with the educational process, it is important that open communication exists. Many questions can be easily answered by the educator directly involved in the class or program before it becomes necessary to move on to the next level. One of the easiest ways to communicate is via email, or a phone call. As a way to help parents effectively ask questions or communicate a concern, a “chain of command” process has been developed. Holly Area Schools leadership will follow the communication process below, and asks families to use this process as a reference when beginning their communications. You may also print a copy of this process and the contact information from our webpage Chain of Command.

For a complete staff directory, visit https://www.hask12.org/district/staff-directory/. We look forward to continuing to develop positive partnerships with all Holly Area Schools parents.

<table>
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<tr>
<th>Instruction and Curriculum</th>
<th>Food and Nutrition Services</th>
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<tbody>
<tr>
<td><strong>STEP 1:</strong> Classroom Teacher</td>
<td><strong>STEP 1:</strong> School Main Office</td>
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<tr>
<td><strong>STEP 2:</strong> Counselor</td>
<td><strong>STEP 2:</strong> Building Principal (see next page)</td>
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</tbody>
</table>
| **STEP 3:** Building Principal (see next page) | **STEP 3:** Food Service Director  
Joanne Schebil  
joanne.schebil@hask12.org  
248-328-3033 |
| **STEP 4:** Assistant Superintendent of Curriculum and Instruction  
Jennifer Herbstreit  
jennifer.herbstreit@hask12.org  
248-328-3147 | **STEP 4:** Assistant Superintendent of Administrative Services  
Steve Lenar  
steven.lenar@hask12.org  
248-328-3147 |

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<th>Special Education</th>
<th>Athletic Questions or Concerns</th>
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<tr>
<td><strong>STEP 1:</strong> Classroom Teacher/Sp. Ed. Teacher</td>
<td><strong>STEP 1:</strong> Coach</td>
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</table>
| **STEP 2:** Building Principal (see next page) | **STEP 2:** Athletic Director  
Casey Lombard  
casey.lombard@hask12.org  
248-328-3243 |
| **STEP 3:** Director of Student Services  
Michelle Flessa  
michelle.flessa@hask12.org  
248-328-3170 | **STEP 3:** Building Principal (see next page) |
Building and Grounds

STEP 1: School Office

STEP 2: Building Principal (see below)

STEP 3: Assistant Superintendent of Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Transportation

STEP 1: Transportation Assistant Supervisor
Jaime Klein
jaime.klein@hask12.org
248-328-3093

STEP 2: Transportation Supervisor
Frank Richmond
frank.richmond@hask12.org
248-328-3095

STEP 3: Assistant Superintendent of Administrative Services
Steve Lenar
steven.lenar@hask12.org
248-328-3147

Early Childhood

STEP 1: Classroom Teacher

STEP 2: Program Coordinator
GSRP/Head Start
Stephaine Thompson
stephanie.thompson@hask12.org
248.328.3027

Preschool/KIDS Program (Latch Key)
Carla Rigsby
cara.rigsby@hask12.org
248-328-3615

Discipline

STEP 1: Classroom Teacher

STEP 2: Building Principal (see below)

STEP 3: Assistant Superintendent of Curriculum and Instruction
Jennifer Herbstreit
jennifer.herbstreit@hask12.org
248-328-3147

Building Principals

Davisburg Elementary
Denise Kott
denise.kott@hask12.org
248-328-3501

Holly Elementary
Monica Turner
monica.turner@hask12.org
248-328-3601

Holly Middle School
Eric Curl
eric.curl@hask12.org
248-328-3401

Haley Street, Assistant Principal
haley.street@hask12.org
248-328-3401
Unresolved Questions or Concerns

If questions or concerns have not been resolved after discussing them with teachers, principals or other school leaders, you may contact the superintendent. For high-level concerns, issues may be advanced to the Board of Education after they have advanced through each level of the chain of command.

Superintendent
Scott Roper, 248-328-3147 scott.roper@hask12.org

Board of Education