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.

### Instruction and Curriculum

<table>
<thead>
<tr>
<th>STEP 1: Classroom Teacher</th>
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<tbody>
<tr>
<td>STEP 2: Counselor</td>
</tr>
<tr>
<td>STEP 3: Building Principal (see next page)</td>
</tr>
<tr>
<td>STEP 4: Assistant Superintendent of Curriculum and Instruction Jennifer Herbstreit <a href="mailto:jennifer.herbstreit@hask12.org">jennifer.herbstreit@hask12.org</a> 248-328-3147</td>
</tr>
</tbody>
</table>

### Food and Nutrition Services

<table>
<thead>
<tr>
<th>STEP 1: School Main Office</th>
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<tbody>
<tr>
<td>STEP 2: Building Principal (see next page)</td>
</tr>
<tr>
<td>STEP 3: Food Service Director Joanne Schebil <a href="mailto:joanne.schebil@hask12.org">joanne.schebil@hask12.org</a> 248-328-3033</td>
</tr>
<tr>
<td>STEP 4: Assistant Superintendent of Administrative Services Steve Lenar <a href="mailto:steven.lenar@hask12.org">steven.lenar@hask12.org</a> 248-328-3147</td>
</tr>
</tbody>
</table>

### Special Education

<table>
<thead>
<tr>
<th>STEP 1: Classroom Teacher/Sp. Ed. Teacher</th>
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<tbody>
<tr>
<td>STEP 2: Building Principal (see next page)</td>
</tr>
<tr>
<td>STEP 3: Director of Student Services Michelle Flessa <a href="mailto:michelle.flessa@hask12.org">michelle.flessa@hask12.org</a> 248-328-3170</td>
</tr>
</tbody>
</table>

### Athletic Questions or Concerns

<table>
<thead>
<tr>
<th>STEP 1: Coach</th>
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</thead>
<tbody>
<tr>
<td>STEP 2: Athletic Director Casey Lombard <a href="mailto:casey.lombard@hask12.org">casey.lombard@hask12.org</a> 248-328-3243</td>
</tr>
<tr>
<td>STEP 3: Building Principal (see next page)</td>
</tr>
</tbody>
</table>
**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

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**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
carla.rigsby@hask12.org
248-328-3615

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**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

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**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

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**Building Principals**

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

**Holly Elementary**
Ryan DeSana
ryan.desana@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  https://www.hask12.org/district/board-of-education