Buchanan Community Schools

Chain of Command

www.buchananschools.com | 401 W. Chicago St. Buchanan, MI 49107 | 269-695-8400

Please use the contact information and Chain of Command structure as listed below for addressing any issues within the district.

Stacey Denison	Ottawa Elementary Principal	269-695-8409	sdenison@buchananschools.com
Michael Babcock	Moccasin Elementary Principal	269-695-8408	mbabcock@buchananschools.com
Shelby Beasley	Middle School Principal	269-695-8406	sbeasley@buchananschools.com
Dawn Huff	Assistant High School Principal & CTE Director	269-695-8403	dawn.huff@buchananschools.com
Brian Pruett	High School Principal	269-695-8403	bpruett@buchananschools.com
Reid McBeth	Athletic & BVA Coordinator	269-695-8403	rmcbeth@buchananschools.com
Jennifer Templeton	Transportation Supervisor	269-695-8402	jtempleton@buchananschools.com
Rebecca Kaltenbach	Food Service Supervisor	269-695-8415	rkaltenbach@buchananschools.com
David Short	Operations & Custodial Supervisor	269-695-8400	dshort@buchananschools.com
Phillip Place	Director of Technology	269-695-8452	psplace@buchananschools.com
Callie Campbell	Director of Special Education	269-695-8442	callie.campbell@buchananschools.com
Lacy Payne	Director of Educational Services	269-695-8400	lacy.payne@buchananschools.com
Brooke Essig	Director of Business Services	269-695-8400	brooke.essig@buchananschools.com
Patricia Robinson	Superintendent	269-695-8401	probinson@buchananschools.com

***Board of Education**—Please contact Superintendent Robinson for placement on the board meeting agenda.*

Classroom, Grading or Curriculum Concern → **Teacher** → **Principal** → **Director of Educational Services** → **Superintendent** → **Board of Education**

Student Disciplinary Concern → **Teacher** (if consequence was assigned by teacher) → **Principal** → **Superintendent** → **Board of Education**

Athletic Concern → **Coach** → **Athletic Coordinator** → **School Principal** → **Superintendent** → **Board of Education**

Transportation Concern → **Bus Driver / Van Driver** → **Transportation Supervisor** → **Superintendent** → **Board of Education**

Food Service Concern → **Food Service Supervisor** → **Superintendent** → **Board of Education**

Facility Usage/Custodial or Maintenance Concern → **Operations & Custodial Supervisor** → **Superintendent** → **Board of Education**

Employment / Hiring Concern → **Department Supervisor** → **Superintendent** → **Board of Education**

Business & Finance Concern → **Director of Business Services** → **Superintendent** → **Board of Education**

Technology Concern → **Director of Technology** → **Superintendent** → **Board of Education**

District Policy Concern → **Superintendent** → **Board of Education**

Have a Question or Concern About Our District?

We pledge our best efforts to making Buchanan Community Schools a premier school district, and we strive to create safe, welcoming, engaging, and innovative schools that develop all students' academic, athletic, artistic, and social growth. We take pride in our community and we appreciate the support of our stakeholders! Thank you!

But we do realize that sometimes something might not go right, or you have a question about what we do or how we do it. We welcome that communication, and we will work to solve your issue for you as efficiently as we can.

In order to do that, we ask that you follow our Chain of Command process shown in the diagram here. On the left side of the process chart, you will see the common areas of district programming, and then following to the right would be the next step(s) in the Chain of Command for that district program area. Please start by contacting the staff member listed in the second box of each program area. The contact information for our leadership staff members with responsibility for addressing concerns is listed at the top of the diagram. Other contact information for building staff is available on our web site in the "Staff Directory" section of each building's web page. It is expected that most issues should be able to be resolved at these initials steps in the Chain of Command.

In the event that the resolution is not satisfactory to you, you can then proceed to the next level in the Chain of Command to further address your issue. At the end of each process step is the Board of Education. The Board is available to any district stakeholder as the final step to have an issue resolved. In order to address the Board in this final step, you should contact the Superintendent's office to be placed on the agenda at the next available Board meeting. This is different than simply addressing the Board in the "Community Dialogue/Citizens' Concerns" portion of the meeting agenda. After completing all steps in the Chain of Command, you would have an opportunity to dialogue with the Board, who will be informed of your issue and all previous steps taken, along with any relevant Board policy or background information that will lead to a final resolution of the matter.

We believe that when you take your question or concern to the district staff member most closely responsible for the matter, you will receive a timely, appropriate response to resolve your issue. Those staff members who are directly involved in that program area may have direct information or involvement with the situation that you are addressing, so they can best respond and resolve issues that any district stakeholder could have. We appreciate your cooperation in following the Chain of Command, and for assisting us in finding a quick resolution to your concerns.

Thank you for your support of our district!

Patricia Robinson
Superintendent