



Memorandum

To: Michael Kapolka, Superintendent
From: Ross Potgiesser, Director of Operations
Subject: District Furniture Replacement
Date: May 13, 2026

Mr. Mike Kapolka,

I am writing to recommend a thoughtful and strategic investment in new furniture, fixtures, and equipment (FF&E) across Chelsea School District facilities. Much of the district's current furniture inventory is approaching 20 years of use and has become increasingly inconsistent in both finish and alignment with district standards.

This inconsistency is particularly evident in highly visible, high-use areas such as front offices and student-centered spaces. These environments serve as the first impression for families, visitors, and community members, and they play a critical role in shaping perceptions of the district. Updating and standardizing furniture in these areas would enhance the professional appearance of our facilities and better reflect the quality and pride associated with Chelsea Schools.

Priority locations for these updates include North Creek Reception, the South Meadows Literacy Classroom, Chelsea High School Administrative Offices, CHS Athletic Offices, and the CHS Commons—specifically high-top tables, seating, and waste receptacles. These areas experience significant daily use and visibility, making them strong candidates for initial investment.

Beyond aesthetics, modern furniture solutions offer improved functionality, durability, and flexibility. Updated furnishings designed for contemporary learning and administrative environments will better support staff efficiency, student engagement, and long-term maintenance goals. Additionally, standardizing finishes and styles across buildings will streamline future purchasing and replacement planning.

Thrun Law Firm, our district's legal counsel, has confirmed that this purchase is an allowable use of the 2019 bond funds, meeting all due diligence requirements. The project has been developed in collaboration with Chelsea School District administrators, and staff within these spaces, which helped facilitate a competitive bidding process with local FF&E vendors to meet our current needs. Two vendors submitted competitive bids; a third vendor elected not to participate, determining the project was not aligned with their business interests.

For these reasons, I recommend that the district proceed with a phased approach to furniture replacement, beginning with the high-priority areas identified above. This approach supports responsible financial planning while steadily improving the overall learning and working environment across the district.

I respectfully request approval to proceed with the purchase of furniture not included in Phases 1 or 2 of the 2019 bond, in the amount of **\$208,660.31**.

Thank you for your consideration of this recommendation and for your continued leadership in supporting high-quality learning environments for our students and staff.

GO BULLDOGS!!

My Best,
Ross Potgiesser
Director of Operations