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To: Michael Kapolka, Superintendent

From: Marcus Kaemming, Assistant Superintendent

Subject: Recommendation to hire Jordan Raft as a Business Teacher at Chelsea High School

Date: June 8, 2026

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This position became available due to the retirement of Mark Scheese.

Three applicants applied for the position. The candidates were screened in a phone interview with Greg Stephens, Karen Kurcz, Amanda Clor, and Sam McKee. Two candidates were brought forward for teaching samples with Art Finger, Greg Stephens, Amanda Clor and Samantha McKee. One candidate was selected for the final round with you, me, and Amanda Clor.

We are pleased to be able to recommend Jordan for the position. Jordan has her Bachelor of Arts in Marketing from Michigan State University and expected to receive her Career and Technical Education Certification from Eastern Michigan University in May 2026.

Multiple references for Elise spoke very positively about her. Her references stated that Jordan has a natural ability to connect, is approachable, friendly and cares about meaningful relationships. They said she seeks out opportunities to learn and brings real world experiences. They also said Jordan brings a blend of knowledge, interpersonal skills, and dedication to education.

I recommend that Jordan Raft be placed on Step 2 of the BA pay scale.

Thank you for your consideration of this request.