



Memorandum

To: Michael Kapolka, Superintendent
From: Michelle Hilla, Director of Curriculum and Instruction
Subject: Recommendation for Young 5s Renovation Furniture Purchase
Date: April 29, 2026

Dear Mr. Kapolka,

I am recommending the purchase of new furniture for the Young 5s renovation project as part of our continued commitment to creating innovative, developmentally appropriate learning environments for our youngest learners. This purchase will support the transition into the newly redesigned space and ensure the environment aligns with the instructional vision for our Young 5s program.

Over the course of several meetings, we engaged in a thoughtful design process that included Young 5s teaching staff, review of prior purchasing experiences, and current pedagogical best practices for early childhood learning environments. The goal of this process was to identify furnishings that best match the age and developmental needs of students while supporting the types of learning experiences we want to provide, including collaboration, play-based exploration, literacy development, creativity, and flexible small-group instruction.

To support this purchase, I recommend moving forward with the attached furniture package. A breakdown of the purchase by vendor is attached and totals **\$116,600.82**. The selected items prioritize durability, safety, flexibility, storage, and child-centered design. Furniture selections also complement the layout of the renovated space, helping create purposeful zones for reading, STEM exploration, dramatic play, art, whole-group instruction, and quiet learning opportunities. Funding for this project will be supported through the 2019 bond.

In addition, we are recommending that 6% of the total furniture allocation remain uncommitted as a contingency. This will allow us to respond to any final needs that emerge once staff and students begin using the space. Holding this reserve provides flexibility to make adjustments based on real-world use, ensuring the environment fully supports both learners and staff.

This investment will help create a welcoming, engaging, and highly functional learning environment that reflects our district's commitment to early childhood excellence and innovative instructional design.

Thank you for your consideration,
Michelle Hilla