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To: Michael Kapolka, Superintendent

From: Marcus Kaemming, Assistant Superintendent

Subject: Recommendation to hire Theresa Donajkowski as a Special Education teacher at South Meadows Elementary

Date: June 8, 2026

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This position became available due to the retirement of Judy Hermosillo.

Nineteen applicants applied for the position. Seventeen candidates were selected for a screening interview with Katie Spisich and Lisa Nickel. Nine candidates were brought forward for a panel interview with Katie Spisich, Lisa Nickel, Stephanie Busch, Diana Salazar, Andrea Bavineau, Jaimie Jackson, and Nicole Bareis. Two candidates presented teaching samples to Katie Spisich, Lisa Nickel, Stephanie Busch, Diana Salazar, Casey Wescott, Michelle Hilla, Ally Leverett, Michelle Schertzing, and Sarah Radomski. The final round interview was with you, me, and Lisa Nickel.

We are pleased to be able to recommend Teri for the position. Teri has her Post Baccalaureate Certificate through the Paraprofessional to Teacher Certification Program at Eastern Michigan University. Teri previously worked as a paraprofessional for Chelsea School District and we are excited to welcome her back.

Multiple references for Teri spoke very positively about her. Her references said she is great at relationship building, communication, IEP writing, and organization.

I recommend that Teri Donajkowski be placed on Step 3 of the BA pay scale.

Thank you for your consideration of this request.