

November 16, 2021

Board of Trustees Penn-Harris-Madison School Corporation
Superintendent Dr. Jerry Thacker
55900 Bittersweet Rd
Mishawaka, IN 46545

Dear P-H-M Board of School Trustees and Superintendent Dr. Jerry Thacker:

As communicated in the school board meeting on November 8th, it is my understanding that you will be looking to fill the two positions vacated by Mr. Jamie Woods and Mrs. Jaye Galloway here in the coming days. Please accept this document as my letter of interest to be appointed to serve on the Penn-Harris-Madison School Corporation School Board.

I believe that there is no individual more aligned fundamentally with the school corporation and the community as a whole to serve our youth and future generation.

It is well documented of my family's ties throughout the past several decades to Penn. Between my two parents, Brenda and Doug Chaffee, they have given 54+ years of service to the school corporation in a variety of roles. My two older step-brothers as well as my older brother all attended and graduated from Penn. Most recently, I graduated from Penn in 2014. Every single one of us were involved in a variety of extra-curricular activities; mainly athletics, but also included other volunteer oriented organizations such as Kingsmen Tutor.

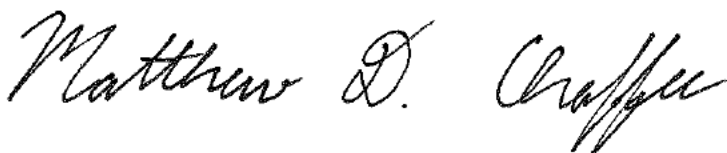
Over my 26 years of life, I have made it my utmost priority to positively impact those around me. Whether it being in a position of leadership or not, I believe that if you stick to the phrase "do the right thing", you will be able to help drive forward a society that will be positioned for success for future generations.

I have been blessed with many incredible opportunities throughout my life, but there is always one common theme – across education, athletics, and the business world – the aspect of "team". We are only as strong as our weakest link and in order to be positioned for success, everyone has to be working in unison. As is always iterated, the "Triangle of Success" has three components: students, teachers, and parents. In order for us to have a strong school corporation, these three components have to be working hand-in-hand. How do you do that? With strong leadership. Leadership that stands for doing what is right in each and every circumstance with the best interests of the students, teachers, and parents at heart.

This community has been my home ever since I was a little kid. I looked forward to one day donning the Black & Gold. I was able to live out that dream and it is my hope that one day my kids will do the same with the same pride that I once had as a "Future Kingsmen".

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Matthew D. Chaffee". The signature is written in a cursive, flowing style.

Matthew D. Chaffee

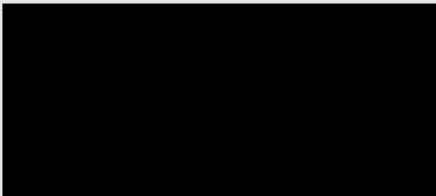




MATTHEW CHAFFEE

BUSINESS PROFESSIONAL

CONTACT



EDUCATION

Bachelor of Science in Business

**Majors: Finance, Real Estate,
Business Analytics**

AUG 2014 – MAY 2019

*Indiana University - Kelley School of
Business*

High School Diploma

AUG 2010 – MAY 2014

Penn High School

REFERENCES

**AVAILABLE UPON REQUEST/SEE
PACKET FOR REFERENCE LETTERS**

ABOUT ME

My life has afforded me opportunities to embrace challenge and hard work and to reap the success from those efforts. I have been fortunate to have been exposed to several varying experiences that have helped shape and craft me into the person that I am today. Throughout my professional career, I look forward to continuing to have the opportunity to positively impact those around me.

WORK EXPERIENCE

Sales Trainee/Coordinator

Jayco; Middlebury, IN

MAY 2021 – PRESENT

- Partner with our regional sales managers to help build customer relations as well as collaborate to strengthen relations both internally as well as externally to help grow the business top line
- Assist the management team in properly planning and allocating Jayco product to our customer base that spans all across North America

Department Manager

Patrick Industries; Elkhart, IN

SEP 2020 – APR 2021

- Oversaw on a weekly basis, approximately \$1 million dollars' worth of sales, the logistics of finishing hardwood products to best serve our customer base while meeting business unit KPI metrics
- Responsible for leading 75 team members and aligning them best for future success in their professional careers

Impact Leadership Development Program

Patrick Industries; Elkhart, IN

JUNE 2019 – SEP 2020

- Managed and executed a \$12 mil/year business consolidation into two \$45 mil/year businesses while effectively ensuring that the business was meeting the needs of our external customers as well as appeasing those of our internal customers: our team members
- Developed and implemented an electronic platform for pre-operational forklift checks company-wide that has been vital in improving team member safety and performance

Head Men's Basketball Manager

Indiana University; Bloomington, IN

AUG 2014 – MAY 2019

- Lead 17 fellow student managers to ensure the team was well positioned for success
- Collaborated with the coaching staff to ensure all basketball operations ran effectively and efficiently; such as: team travel, day-to-day operations, and statistics

SKILLS

Microsoft Office

Attention to Detail

Customer Focus

Verbal Communication

Business Management

Time Management

Collaboration

Public Speaking

Strategic Planning

Project Management