

Sean Rhoads, Director of Student Services

Center Cass School District 66

699 Plainfield Road

Downers Grove, IL 60516



Memo

To: Dr. Wise, Superintendent

From: Sean Rhoads, Director of Student Services

Date: August 29th, 2025

Re: Hiring of of the following:

- **Michelle Lugo - Before/After Child Care (BACC) Staff Member**

I am pleased to recommend **Michelle Lugo** for the BACC program at Prairieview Elementary School.

Michelle has experience in both classroom and home settings. She has volunteered in schools, assisting with activities and field trips, and has worked with various families as a caregiver in home environments.

Michelle comes to us with enthusiasm for working with children and a strong interest in education. She has obtained her Illinois Paraprofessional Educator License and I am confident she will serve our students in BACC with care, skill, and professionalism. Reference and background checks have been completed, and we are excited to welcome her as part of our team.