



RECOMMENDATION FOR NEW EMPLOYEE

Date: December 19, 2025	Recommended by: Dr. Jill Schreiber
Primary position to be filled: Full-Time Evening Custodian	
Secondary position to be filled: N/A	
Please indicate if this is a grant position (if so, indicate grant): N/A	
Replacing: Frank Horvath	New position: N/A
Name of recommended individual: Jessica Tapia	
College or University and Major/Minor field of study: Farragut Career Academy - GED	
Please list all relevant prior experience: LA Fitness - Customer Service - Front Desk - May 2025 through present College of DuPage Custodial Operations - 04/ 2014 through 03/2015	
Start date: as soon as possible	Board approval date: Monday, January 26, 2026
Recommended salary schedule placement: Step 1 (\$22.28/hr.)	
Full-time equivalency (FTE): 1.0	Contracted days: 261
Background information: Ms. Tapia consistently provides thorough and detailed cleaning. She readily accepts tasks from her superiors and completes her work effectively and with efficiency. Ms. Tapia is enthusiastic and eager to work. Ms. Tapia has been a part-time custodian who has been an asset to our Lisle Elementary School.	