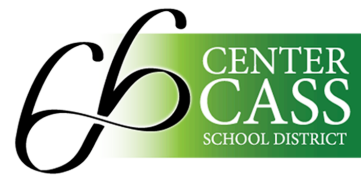


**Tom Tiede, Director of Transportation/Buildings &
Grounds**

Center Cass School District 66
699 Plainfield Road
Downers Grove, IL 60516



Memo

To: Dr. Wise, Superintendent
From: Tom Tiede
Date: 12/6/24
Re: New Custodian

I recommend the Board of Education approve the hiring of Francisca Beltran as a new substitute custodian. Francisca will aid the department filling in during employee vacations or illnesses in the afternoon/evenings as her schedule allows when needed. Francisca comes to us with previous custodial experience and will be a much appreciated asset to join our team. Francisca has completed all of the necessary requirements and paperwork to begin employment with District #66.

Thank you,

Tom Tiede