



Memo

To: Center Cass District 66 Board of Education
From: Katie Matthews, 3rd Grade Interview Committee
Date: July 23, 2026
Re: Recommendation for Sequoia Marshall – 3rd Grade Teaching Position (Prairieview Elementary)

Action Requested

It is respectfully recommended that the Center Cass District 66 Board of Education approve the employment recommendation for Sequoia Marshall for the open 3rd Grade Teaching Position at Prairieview Elementary School for the upcoming 2026–2027 school year.

Candidate Overview & Education Background

Mrs. Sequoia Marshall is an accomplished elementary educator with seven years of experience teaching 3rd grade. Beyond her standard classroom teaching duties, Mrs. Marshall served as a grade level lead teacher and an active member of the school leadership team, taking on pivotal responsibilities in schoolwide decision-making, curriculum alignment, and staff professional development.

Mrs. Marshall brings a strong, academic foundation backed by highly qualified credentials:

- Master of Education (M.Ed.) in Curriculum and Instruction – Concordia University
- Bachelor of Science in Early Childhood Education (Type 04 Certificate: Birth – 3rd Grade) – Eastern Illinois University

Reference Checks and Administrative Feedback

Formal candidate reference checks were conducted on July 22, 2026, with Mrs. Marshall's direct administrative supervisors. References provided glowing recommendations, highlighting Mrs. Marshall's organizational skills, professionalism, and positive impact on school culture and student achievement.

Recommendation

Mrs. Marshall's proven instructional excellence, strong administrative endorsements, master's-level expertise, and commitment to student-centered learning make her an outstanding candidate for Prairieview Elementary.

We confidently recommend Sequoia Marshall for appointment as a 3rd Grade Teacher in Center Cass School District 66.