



**Willow Grove Kindergarten and Early
Childhood Center**
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Buffalo Grove, Illinois 60089
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February 2007

To Whom It May Concern,

This letter is a recommendation for Ms. Merle Branner. She has been a long-term substitute in the Learning Center at Willow Grove Kindergarten and Early Childhood Center for the past two months.

Her responsibilities included running an efficient Learning Center, reading to young children, directing lessons for kindergarten and early childhood special education students, monitoring technology in the school building, and assisting staff with technology issues, to name a few. In this position it was necessary to collaborate with a variety of individuals and Merle has done an excellent job in this area. She worked with classroom teachers, special education teachers, and classroom assistants.

Merle has the natural ability to nurture young children. She is both encouraging and supportive. The students that were under her supervision not only enjoyed her but made gains both academically and socially. Merle was very thorough in her planning and she took the time to think through all of the details of any lesson that she taught. She constantly worked towards being sure that all of the students' needs were being met.

Merle has become a valued member of the Willow Grove staff. She is a team player and well respected by her peers. Those who work with Merle will find her to have high standards of integrity, honesty and professionalism. She will be successful in any venture that she undertakes.

I would highly recommend Merle in any job that she pursues.

Sincerely,

Barbara W. Cirigliano
Principal

BWC/sw

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