

Board of Education Information

To: Board of Education

From: Matt Rich

Date: August 27, 2026

Re: Approve Employment - Administrative Assistant Primary/Accounts Payable

Recommendation:

It is the recommendation of the Superintendent to approve the employment of Sandra Herrera as administrative assistant for Primary school and accounts payable at a salary of \$36,000 prorated for days worked for the 2026-27 school year.

Background Information:

Mrs. Herrera has spent the last 4 years as a preschool teacher for Primrose Preschool, a role she took on after having a child. Prior to this, Mrs. Herrera spent 11 years as a medical secretary for Northwest Oncology & Hematology and Lexington Health Care. She is familiar with the Winfield 34 community and brings a fluent bilingual Spanish background to our Primary office. We look forward to Sandra joining our school district.