FOR ACTION

Lisle Community Unit School District No. 202
Board of Education Meeting
October 26, 2026

SUBJECT: Approval of the District Services Specialist

RECOMMENDATION: The administration recommends the approval of Ms. Sheri Young as the District Services Specialist of Lisle CUSD 202, effective December 1, 2026, for a prorated base salary of $65,000.

BACKGROUND: This position is a redesign of the District Administrative Assistant/Board Recording Secretary position currently held by Marilyn Buchholz, who is retiring in December 2026. The redesigned position retains the Board recording secretary, school lunch program, student fee, and facility duties, and adds student registration records review and backup District Registrar responsibilities. No additional staff is proposed, and the salary is in line with the current position, with the additional duties added.

Ms. Young brings extensive district experience, beginning in multiple roles at Lisle Elementary School, most recently as the Principal's secretary, and serving as Accounts Payable in the Business Office since 2025. She has worked across buildings and departments and knows the District's systems, families, and staff. The administration is pleased that Ms. Young will bring those strengths and that district-wide perspective to this position.

FINANCIAL IMPACT: The annual base salary will be $65,000, prorated from the December 2026 start date for the remainder of the 2026-27 and the 2027-28 school year.

RECOMMENDED MOTION: The Board of Education approves Ms. Sheri Young as the District Services Specialist of Lisle CUSD 202 beginning January 1, 2027.