



RECOMMENDATION FOR NEW EMPLOYEE

Date: April 21, 2025	Recommended by: David Wilkinson
Primary position to be filled: Accounts Payable/Payroll Assistant	
Secondary position to be filled:	
Please indicate if this is a grant position (if so, indicate grant): N/A	
Replacing: Jen McCormick	New position:
Name of recommended individual: Sheri O'Connor-Young	
College or University and Major/Minor field of study: N/A	
Please list all relevant prior experience: Lisle Elementary School (2019-2023) - Paraprofessional Lisle Elementary School (2023-Present) - Secretary	
Start date: June 2, 2025 (or as soon as Lisle Elementary Secretary position is filled)	Board approval date: April 28, 2025
Recommended salary schedule placement: \$25.50 per hour (\$53,040 annually)	
Full-time equivalency (FTE): 1.0	Contracted days: 260
<p>Background information:</p> <p>Sheri has served as the Lisle Elementary School Secretary for the past two school years. She has been an integral part of the LES front office, where she has demonstrated strong organizational skills, a commitment to improving processes, and a willingness to take on new challenges. She has worked closely with the business office in her current role and is familiar with Skyward, which will support a smooth transition into her new position. The business office team is excited to have her join their department and believes she will be a great addition. Dr. Schreiber has been extremely pleased with Sheri's performance, noting that she will be outstanding in this new role, though she will be greatly missed at LES.</p>	