



RECOMMENDATION FOR NEW EMPLOYEE

Date: May 19, 2025	Recommended by: Dr. Jill Schreiber
Primary position to be filled: Principal Secretary at Lisle Elementary School	
Secondary position to be filled: n/a	
Please indicate if this is a grant position (if so, indicate grant):	
Replacing: Sheri Young	New position: n/a
Name of recommended individual: Carrie Lewis	
College or University and Major/Minor field of study: Glenbard West High School - High School Diploma	
Please list all relevant prior experience: Lake Park High School - West Campus - Assistant to the Principal - 08/2023 to present Glenbard West HS (Librarian Assistant/Assistant to Instructional Tech/Creator Space) from 8/23-7/24 Wheaton North HS (Main Office/Building Sub Coordinator/Dean's Assistant) from 8/22-8/23	
Start date: June 2025	Board approval date: Tuesday, May 20, 2025
Recommended salary schedule placement: Step 3 (\$21.47/hr)	
Full-time equivalency (FTE): 1.0	Contracted days:
Background information: Ms. Lewis comes with significant experience as a Principal Secretary. Ms. Lewis is a reliable hard worker, conscientious, and creative. Ms. Lewis cares about the community she serves, whether it is as a Volunteer Firefighter or a Principal Secretary. Ms. Lewis creates relationships and collaborates with her colleagues.	