



**To:** Dr. Charles Johns  
Board of Education  
**From:** Brad Swanson  
**Date:** November 23, 2020  
**Re:** Certified Staff FTE Adjustments

This memo serves to request approval from the Board of Education for the following FTE adjustment. These positions are in support of COVID-19 related activities in the Student Services Department such as contact tracing. The assigned FTE amounts are within the Board of Education allocated amounts for the 2020-21 school year.

| <b>Name</b>      | <b>Dept / Building</b>    | <b>FTE</b>           | <b>Position</b>  |
|------------------|---------------------------|----------------------|--|
| Bucklin, Bridget | Special Education,<br>GBN | from 1.0 to 1.15 FTE | 0.15 Assistant to<br>the Assistant<br>Principal of Student<br>Services |
| Drone, Matthew   | Student Services,<br>GBS  | from 1.0 to 1.15 FTE | 0.15 Assistant to<br>the Assistant<br>Principal of Student<br>Services |
| Larsen, Kimberly | Special Education,<br>GBS | from 1.0 to 1.15 FTE | 0.15 Assistant to<br>the Assistant<br>Principal of Student<br>Services |