



Human Resources Office

Brad Swanson, Assistant Superintendent for Human Resources

Alice Raflones, Director of Human Resources

Debbie Timpe, Human Resources Specialist; Certified

Jeanne Davito, Human Resources Specialist; Non-certified

Alice Kus, Human Resources Assistant

Vicki Palmer, Benefits Assistant

To: Dr. Michael Riggle

From: Brad Swanson

Date: August 13, 2018

RE: Certified FTE Adjustments

This memo serves to request approval from the Board of Education for the following FTE adjustment.

Dane Travis	Science, GBN	1.0 FTE to 0.75 FTE
Joel Borowicz	Science, GBN	0.75 FTE to 1.0 FTE