



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

January 11, 2016

To: Dr. Michael Riggle
From: Brad Swanson
Subject: FTE Adjustments for the Second Semester of the 2015-16 School Year

This memo serves to request approval from the Board of Education for the following FTE adjustments. All individual FTE increases are within the current staffing allocation for GBS.

Glenbrook South High School:

Alex McKenzie, English Teacher, to increase from 0.4 FTE to 0.5 FTE.

This increase will allow GBS to offer one additional Sophomore English studies section.

Michelle Steinberg, Math Teacher, to increase from 0.2 FTE to 0.3 FTE.

This increase will allow GBS to offer one additional Geometry studies section.