



**Human Resources Office**

*Brad Swanson, Assistant Superintendent for Human Resources*  
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*Debbie Timpe, Human Resources Specialist; Certified*  
*Jeanne Davito, Human Resources Specialist; Non-certified*  
*Alice Kus, Human Resources Assistant*

February 8, 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 North High School:**

Matthew Fastert, Physical Education Teacher, to increase from 0.6 FTE to 0.7 FTE.  
This increase will allow GBN to offer one additional TLS PE section.