

# Glenbrook High Schools

## Human Resources

To: Dr. Michael Riggle

From: Steven A. Caliendo

Date: August 21, 2013

RE: FTE Adjustment

Amy Norwood has agreed to pick up the added section of Spanish at GBS this year. That will bring her contractual time from a 0.4 special leave to 0.2 special leave.

At this point in time, I recommend the FTE change as indicated:

Norwood, Amy	World Languages, GBS	0.6 to 0.8	increase
--------------	----------------------	------------	----------

With this change, GBS remains within their allocated FTE.