



**Human Resources Office**

*Brad Swanson, Assistant Superintendent for Human Resources*

*Debbie Timpe, Human Resources Specialist; Certified*

*Jeanne Davito, Human Resources Specialist; Non-certified*

*Alice Kus, Human Resources Assistant*

To: Dr. Michael Riggle

From: Brad Swanson

Date: April 13, 2015

RE: FTE Adjustment - Certified

Mike Macfadden has agreed to sub for one section of Christine Memler's teaching assignment. This will bring him from a part-time teacher to a full-time one. At this point in time, I recommend the FTE change as indicated:

Macfadden, Mike	Business, GBS	0.8 to 1.0	increase
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With this change, GBS remains within their allocated FTE.