

Glenbrook High Schools  
District 225  
Office of Human Resources  
Memorandum

To: Dr. Mike Riggle  
Fr: Steve Caliendo  
Re: FTE Adjustments  
Date: October 7, 2013

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Prior to the start of the 2013-14 school year, Christina Seaborg, social work at GBN, requested a .1 special leave for child care reasons. The Board approved the request. This put Ms. Seaborg at a .9 FTE contract. Since the school year has begun, Ms. Seaborg has solved the child care issues that precipitated her original request.

At this time Ms. Seaborg is requesting to return to a 1.0 FTE contractual schedule.

Cathy French, Instructional Supervisor; Eric Etherton, Assistant Principal for Student Services; Kris Frandson, Associate Principal for Instruction and Dr. Pryma all have recommended that Ms. Seaborg be restored to a 1.0 FTE schedule in the Student Services Department.

I am recommending that the Board of Education approve this request which is within the approved FTE for GBN acted on by the Board last spring. This action would restore Ms. Seaborg to a 1.0 FTE contract effective October 8, 2013.