

Human Resources Office

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

To: Dr. Mike Riggle

From: Brad Swanson

Date: February 26, 2018

Re: Certified FTE Adjustment for the 2017-18 School Year

This memo serves to request approval from the Board of Education for the following FTE adjustment.

Nicholas Capalbo Special Education, GBN 6th Teaching Assignment 1.0 to 1.1