



**To:** Dr. Charles Johns  
Board of Education  
**From:** Brad Swanson  
**Date:** October 21, 2019  
**Re:** Certified Staff FTE Adjustments

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

<b>Name</b>	<b>Dept / Building</b>	<b>FTE</b>	<b>Position</b>
Suzanne Webb	Science / GBS	from 1.0 to 1.1 FTE	0.1 Guided Studies