



**Human Resources Office**

*Brad Swanson, Assistant Superintendent for Human Resources*

*Alice Rastroles, Director of Human Resources*

*Debbie Timpe, Human Resources Specialist; Certified*

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

*Alice Kus, Human Resources Assistant*

**To:** Board of Education  
**From:** Brad Swanson  
**Date:** June 13, 2016  
**Re:** 2016-17 Leave of Absence Request

Please accept an additional Leave of Absence Request from Karen Goering (Spanish teacher at GBS) for the 2016-17 school year.

Even though the request deadline is February 1, please know that the building administration and I are in support of this unique request at this late date.

Karen's request is based on recently being accepted into the World Language in Education Ph.D. programs at both the University of Georgia and the University of Wisconsin-Madison. She has yet to decide which program to attend.

The building administration has an effective plan to fill the FTE opening.

I recommend that the request of a 1.0 FTE Leave of Absence for Karen Goering be approved.