

Glenbrook High Schools
Office of Human Resources
Memorandum

To: Dr. Mike Riggle

Fr: Steve Caliendo

Re: FTE Allotment Increase

Date: August 27, 2012

I have received a recommendation from Dr. Wegley and Mrs. Pearson for an increase in FTE for GBS.

Specifically the increase is .225 FTE for an additional section (1st Semester) of Keyboarding (.1 FTE). As well, an additional section of Horticulture (2nd Semester) will require an increase of .125 FTE.

Students in the Teaching Life Skills (TLS) program participate in a special elective class each semester taught by a general education teacher. Historically, the buildings have been allocated a 0.2 FTE for this section. The course offerings (which have included art, woods, small engines, horticulture, etc.) rotate each semester.

Need for increased FTE at GBS is requested due to the fact that TLS enrollment has increased substantially this school year.

This school year, there will be a total of 24 students in the TLS program at GBS. Given the number of students (and 1:1 aides and student equipment), the class size is beyond maximum capacity requiring the need to add these new sections.

This request reflects an increase in the total certified FTE allotment at GBS for the 2012-13 school year.

This memorandum is designed to seek Board approval so that the increase in FTE allotment may go forward, and vacancies may be posted.

I recommend the Board approve this FTE increase in order to move forward on the selection of staff to serve in these teaching roles.