

Glenbrook High Schools  
District 225  
Office of Human Resources

To: Dr. Mike Riggle  
Fr: Steve Caliendo  
Re: FTE Increase  
Date: December 7, 2010

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I have received a memo from Mr. Wegley indicating that his office along with the Math Department at GBS has created an added section of Algebra that begins on December 6, 2010 for the remainder of the 2010-11 school year.

As Mr. Wegley has explained, this increase in FTE for Liz Christiansen is in addition to her current .2 certified contract. This increase in FTE brings her to a .3 certified contractual employee status.

In addition to explaining the need for this increase in FTE at this time, Mr. Wegley has indicated that an additional section of Advanced Algebra will be needed at the start of the spring semester (January 2011).

At the January 10, 2011 Board of Education meeting I will recommend that Ms Christiansen's FTE be increased to the .4 FTE level recommended by Mr. Wegley to include the new section of Advanced Algebra she will teach in January along with the two sections of Algebra she has now been assigned. With this increase in FTE Mr. Wegley remains within the FTE allotment for GBS for the 2010-11 school year.

At this time, I recommend that the Board of Education approve the increase in FTE for Liz Christiansen to teach an added section of Algebra for the remainder of the current school year.

**GLENBROOK  
SOUTH  
HIGH SCHOOL**

*Northfield Township High School District 225*

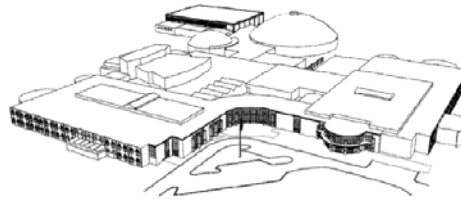
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*Office of the Principal*

**To:** Dr. Steven Caliendo

**From:** Brian Wegley

**Re:** FTE Adjustment

**Date:** December 6, 2010

As we have discussed, there is the need to add a section of Algebra now along with a section of Advanced Algebra at the semester. This is due to the fact that the number of ELL students in the Algebra section has exceeded our prediction and the non-ELL students are not being served in a way that is meeting our expectations. In addition, enrollment in Advanced Algebra has exceeded our prediction and we will add one additional section at the semester. These two additions will increase Liz Christiansen's FTE from 0.2 FTE to 0.4 FTE. Her non-certified FTE will decrease accordingly. With this change, we remain within our certified FTE allotment for the year.

Please let me know if you need any additional information.