



*Celebrating 150 years of education – A rich past, a bright future*

March 21, 2014

Kari Tenley  
Wisconsin Department of Public Instruction  
Division for Libraries & Technology  
Data Warehouse & Decision Support  
125 S. Webster St.  
Madison, WI 53707

Dear Ms. Tenley,

Please be advised of an error that was found in how the FTE for support staff had been calculated in past school years. FTE had been calculated based on total school year hours worked, the correct way is based on 2080 annual hours. The calculation has been corrected this year. However when comparing previous years to the 2013-2014 school year, it will look as though we have a much smaller support staff when in fact we are only down a few hours of support staff time for the 2013-2014 school year.

If there are any questions, I can be reached at (608) 742-4867, ext. 4125

Sincerely,

A handwritten signature in black ink that reads "Lisa Mildenerger". The signature is written in a cursive style with a large initial 'L' and 'M'.

Lisa Mildenerger  
Human Resources & Payroll