

TO: Donald Evans, Ed.D., Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: February 10, 2016
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT
 FOR CLASSIFIED EMPLOYEES
 The following is submitted for approval.

CLASSIFIED EMPLOYEES

Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>SEPARATIONS</u>						
Holland, Erin	Probationary	School Secretary I	1.00	Malcolm X	01/22/16	
<u>LEAVES</u>						
Carraway, Michael	Permanent	Custodian I	1.00	Jefferson	01/19/16	02/01/16
Coleman, Lolita	Permanent	Administrative Assistant	1.00	Risk Management	01/19/16	01/31/16
Moore, Joyce	Permanent	I. S. Garden	0.57	Longfellow	01/04/16	02/04/16
Sims, Fred	Permanent	I. S. PE	1.00	King Middle	01/25/16	04/26/16
Staples, Jonathan	Permanent	Maintenance Supervisor	0.75	Maintenance	01/19/16	02/19/16
Young, Carlton	Permanent	Delivery Driver	1.00	Purchasing	02/03/16	04/02/16
<u>NEW HIRES OR RE-HIRES</u>						
Lee, Renee	Probationary	Instructional Assistant, ECE	0.40	BEARS at Hopkins	01/20/16	*
Morris, Devyn	Probationary	Senior Personnel Assistant	1.00	Human Resources	01/25/16	*
<u>NEW ASSIGNMENTS</u>						
Aguilar, Armando	Permanent	School Bus Driver	From: 0.90 To: 0.93	Transportation	01/01/16	
Hawley, Seena	Permanent	School Bus Driver	From: 0.87 To: 0.90	Transportation	01/01/16	
<u>LIMIT TERM/PROVISIONAL</u>						
Ahmed, Nabat	Provisional	Instructional Assistant, Special Ed. Attendant	0.60	BEARS at Hopkins	01/19/16	TBD
James, Elizabeth	Limited Term	Specialist, Data Integrity	1.00	Technology	02/01/16	TBD
Roquemore, Lashonda	Provisional	Instructional Specialist, P. E.	0.60	King Middle	01/25/16	TBD
*Upon completion of six work months ** Upon completion of twelve work months						