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**NOVATO UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

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Date: June 14, 2016  
To: Board of Trustees  
From: Kris Cosca, Assistant Superintendent-HR  
Re: Personnel Actions Agenda

**I) CERTIFICATED MANAGEMENT PERSONNEL**

**A) Change of Contract**

Truitt, Megan	Assistant Principal, San Jose MS, .8 FTE Returning to 1.0 FTE Effective July 1, 2016
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**B) Resignation**

Pettis, Megan	Administrative Coordinator, Secondary Curriculum & Instruction, 1.0 FTE Hire date July 1, 2006 Effective June 30, 2016
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**II) CERTIFICATED PERSONNEL**

**A) Change of Contract**

Hoppe, Donna	Speech Therapist, San Ramon, .8 FTE Reduction to .4 FTE Effective for the 2016-2017 School Year
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Im-Wang, Sunny	Psychologist, Special Education, .4 FTE Increase to 1.0 FTE Effective August 8, 2016
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**B) Request for Leave**

Kislingbury, Linda	Teacher, San Marin HS, .8 FTE Requesting .6 FTE Leave of Absence Effective August 15, 2016
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**C) Resignation**

Aronoff, Rebecca	Teacher, San Jose MS, 1.0 FTE Hire date August 19, 2013 Effective June 10, 2016
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Beggs, Brian	Teacher, Hamilton/San Jose MS, 1.0 FTE Hire date August 18, 2010 Effective June 10, 2016
Brodhun, Lynzie	Teacher, San Jose MS, 1.0 FTE Hire date September 7, 2010 Effective June 10, 2016
Bushway, Jenna	Teacher, Hamilton, 1.0 FTE Hire date September 1, 2010 Effective June 10, 2016
Carlson, Karen	Teacher, Novato HS, 1.0 FTE Hire date August 17, 2015 Effective June 10, 2016
Greene, Alwyn	Teacher, San Marin HS, 1.2 FTE Hire date August 20, 2012 Effective June 10, 2016
Medeiros, Maya	Speech Pathologist, Special Education, 1.0 FTE Hire date August 11, 2014 Effective June 17, 2016
O'Brien, Kim	Teacher, Pleasant Valley, .4 FTE Hire date August 17, 2015 Effective June 10, 2016
O'Dea, Kelsey	Teacher, San Jose MS, 1.0 FTE Hire date August 18, 2014 Effective June 10, 2016
St. John, Mary	Teacher, Novato HS, 1.0 FTE Hire date August 17, 2015 Effective June 10, 2016
Wronski, David	Teacher, San Marin HS, 1.2 FTE Hire date August 13, 2013 Effective June 10, 2016

### **III) CLASSIFIED MANAGEMENT PERSONNEL**

#### **A) Retirement**

Maloney, Karen	Assistant Superintendent, Business, Operations, 1.0 FTE Hire date July 1, 2011 Effective September 16, 2016
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#### IV) CLASSIFIED PERSONNEL

##### A) Contract Change

Briggs, Erik	Technology Support Tech II, San Jose MS From 6.4 hours to 8 hours, 5 days per week Effective July 1, 2016
Cook, Theresa	Technology Support Tech II, IT Increasing to 20 hours per week Effective July 18, 2016
Dickes, Linda	Instructional Assistant, Loma Verde Reducing from 2 hours per week to 1 hour per week Effective April 25, 2016
Ferber, John	Technology Support Tech II, IT Increase to 8 hours, 5 days, 11 months Effective July 18, 2016
Greving, Leslie	Playground Supervisor, Rancho Reduction of .75 hours, 1 day per week Effective April 27, 2016
Kancharla, Prasanna	Playground Supervisor, Rancho Additional .75 hours, 1 day per week Effective May 18, 2016
Luis, Dana	Technology Support Tech II, IT Increase to 4 hours, 5 days, 11 months Effective July 18, 2016
Miri, Mojdeh (Laila)	Library Media Specialist, Sinaloa MS From Office Tech, Loma Verde 6.5 hours, 5 days per week, 10 months Effective August 17, 2016
Powelson, Roger	Technology Support Tech II, IT Increase to 8 hours, 5 days, 12 months Effective July 1, 2016
Simon, Stella	Technology Support Tech II, IT Reduction to 4 hours, 5 days, 11 months Effective July 18, 2016
Vance, Teresa	Technology Support Tech II, IT Increase to 8 hours, 5 days, 11 months
VanDalen, Lynette	Administrative Assistant II, MOT From Central Kitchen Purchaser 8 hours, 5 days per week, 12 months Effective July 1, 2016

**B) Contract Change – Ewing Study**  
**Effective July 1, 2016**

Employee	Current Title	New Title	Current Range/step	New range/step
Bacich, Janice	HR Coordinator	HR Specialist		
Baker, Pamela	Office Mgr	School Office Mgr	32/14	34/4 + 7.5% longevity
Barnes, Jacqueline	Campus Supervisor		15/25	19/3 + 17.5 longevity
Bartnicki, Cari	Instructional Assistant General Classroom	Instructional Assistant		
Baum, Terrie	Counseling Tech		24/2	27/1
Benson, Catherine	Office Manager	School Office Mgr	32/16	34/4 + 10% longevity
Bethel, Monique	Campus Supervisor		15/8	19/3 + 2.5% longevity
Blair, Janice	Registrar		24/11	27/4 + 5% longevity
Boeck, Susanna	Instructional Assistant General Classroom	Instructional Assistant		
Bracken, Renee	Accounting Tech I	Accounting Tech II	28/24	31/4 + 15% longevity
Breedlove-Frary, Adrienne	Instructional Assistant General Classroom	Instructional Assistant		
Briggs, Erik	Tech Support Tech II		34/4	36/3
Briggs, Joanne	Student System Tech	Financial System Specialist	37/20	42/3 + 12.5% longevity
Brouillette, Carla	Office Manager	School Office Mgr	32/12	34/4 + 5% longevity
Cagan, Eric	Instructional Assistant General Classroom	Instructional Assistant		
Carbonaro, Sally	Administrative Secretary	Administrative Assistant II	32/9	35/4 + 2.5% longevity
Chew, Elaine	Campus Supervisor		15/15	19/3 + 7.5% longevity
Christensen-Denton, Ellen	HR Coordinator	HR Specialist		
Coll, Nicole	Campus Supervisor		15/7	19/3 + 2.5% longevity
Cook, Theresa	Tech Support Tech I	Tech Support Tech II	25/5	36/1
Coyle, Nani	Office Tech	School Office Tech	20/8	24/3 + 2.5% longevity
Cubley-DeBruin, Sierra	Instructional Assistant General Classroom	Instructional Assistant		
Curtice, Cynthia	Office Manager	School Office Mgr	32/18	34/4 + 10% longevity
David, Jacqueline	Campus Supervisor		15/16	19/3 + 10% longevity
David, Jnanna	Tech Support Tech II	Tech Support Tech III	36/2	39/1
Davie-Camaquin, Don	Tech Support Tech III		38/3	39/3
Demartini, Marla	Counseling Tech		24/2	27/1
Diaz, Cassandra	Tech Support Tech II		34/1	36/1
Donnelly, Suzette	Payroll Tech II	Payroll Tech		
Dugdale, Karen	Office Tech	School Office Tech	20/11	24/3 + 5% longevity
Eliot, Kristin	Instructional Assistant General Classroom	Instructional Assistant		
Eyler, James	Craftsworker	Craftsworker II	36/21	41/3 + 12.5% longevity
Eyler, Veronica	Office Tech	School Office Tech	20/10	24/3 + 5% longevity
Fathi, Hassan	Tech Support Tech II		34/5	36/4
Ferber, John	Tech Support Tech I	Tech Support Tech II	25/19	36/1 + 12.5% longevity
Ferrigno, Lisa	School Account Clerk	ASB Accounting Tech	24/5	26/4

Filipelli, Janet	Accounting Tech II	Accounting Tech III	31/11	34/4 + 5% longevity
Finkle, Jonathan	Tech Support Tech III	Network Analyst	39/5	41/4
Garcia, Dianne	Instructional Assistant General Classroom	Instructional Assistant		
Garza-Cavazos, Alejandra	Instructional Assistant General Classroom	Instructional Assistant		
Ghiorzi, Robert	Accounting Tech I	Accounting Tech II	28/5	31/4
Giusti, Lara	Campus Supervisor		15/7	19/3 + 2.5% longevity
Gogas, Nellie	Payroll Tech II	Payroll Technician		
Goodrich, Yvonne	Office Tech	School Office Tech	20/4	24/2
Goodwin, David	Craftswoker	Craftswoker II	36/25	41/3 + 17.5% longevity
Guin, Michelle	Instructional Assistant General Classroom	Instructional Assistant		
Hammett, Cindy	Campus Supervisor		15/10	19/3 + 5% longevity
Hearrell, Glen	Craftswoker	Craftswoker II	36/16	41/3 + 10% longevity
Hill, Thomas	Craftswoker	Craftswoker II	36/25	41/3 + 17.5% longevity
Hudson, Emily	Administrative Secretary	Administrative Assistant II	32/5	35/4
Johnsen, Gerald	Craftswoker	Craftswoker II	36/25	41/3 + 17.5% longevity
Jones, Kristine	Instructional Assistant General Classroom	Instructional Assistant		
Kreling, Tracy	Student Records Tech Counseling Tech Library Media Clerk	Attendance Tech  Library Media Spec.	26/9 26/4 26/4	No salary change 27/3 + 2.5% longevity No salary change
Louie, Alberta	Instructional Assistant General Classroom	Instructional Assistant		
Lubey, Craig	Student System Tech	Student Data Systems Specialist	41/17	42/17
Luis, Dana	Tech Support Tech I	Tech Support Tech II	25/7	36/1 + 2.5%
Malnar, Shawn	Mechanic	School Bus Mechanic	38/12	41/4 + 5% longevity
McCoy, Gayle	School Account Clerk	ASB Accounting Tech	24/25	26/4 + 17.5% longevity
Mencarelli, Carole	Office Mgr	School Office Mgr	32/13	34/4 + 7.5% longevity
Nicodemus, Don	Tech Support Tech III	Systems Analyst	39/5	41/4
O'Keeffe, Mary	Office Mgr	School Office Mgr	32/16	34/4 + 10% longevity
Olsen, Stacey	Campus Supervisor		15/10	19/3 + 5% longevity
Olson, Keith	Craftswoker	Craftswoker II	36/25	41/3 + 17.5% longevity
Pace, Catherine	Office Tech	School Office Tech	20/3	24/1
Petracopoulos, Thelma	Campus Supervisor		15/25	19/3 + 17.5% longevity
Pickard, Tracy	Office Mgr	School Office Mgr	32/4	34/3 + 7.5% longevity
Pingatore, Patricia	Counseling Tech		24/15	27/4 + 7.5% longevity
Powelson, Roger	Tech Support Tech I	Tech Support Tech II	25/10	36/1 + 5% longevity
Ramadan, Laura	Counseling Tech		24/11	27/4 + 5% longevity
Ravetti, Patty	Office Mgr	School Office Mgr	32/14	34/4 + 7.5% longevity
Rincon, David	Campus Supervisor		15/10	19/3 + 5% longevity
Rincon, Lillian	Administrative Secretary	Executive Assistant I	32/25	36/3 + 17.5% longevity
Rinkor, Laura	Instructional Assistant General Classroom	Instructional Assistant		
Rodrigues, Dennis	Craftswoker	Craftswoker II	36/25	41/3 + 17.5% longevity

Rodriguez, Shirley	Office Mgr	School Office Mgr	32/25	34/4 + 17.5% longevity
Ruiz, Ginette	Office Tech	School Office Tech	20/5	24/3
Salanga, Adrian	Mechanic	School Bus Mechanic	38/2	41/1
Shiroma, Elaine	Instructional Assistant General Classroom	Instructional Assistant		
Simon, Stella	Tech Support Tech I	Tech Support Tech II	25/8	36/1 + 2.5% longevity
Simonetti, Mario	Craftsworker	Craftsworker II	36/9	41/3 + 2.5% longevity
Smith, Rahima	Campus Supervisor		15/6	19/3
Spaan, Julie	Office Mgr	School Office Mgr	32/11	34/4 + 5% longevity
Swanson, Laura	Accounting Tech II	Accounting Tech III	31/4	34/3 + 2.5% longevity
Telles, Cynthia	Office Tech	School Office Tech	20/11	24/3 + 5% longevity
Tessin, Margrette	Office Mgr	School Office Mgr	32/17	34/4 + 10% longevity
Testa, Cynthia	Office Mgr	School Office Mgr	32/12	34/4 + 5% longevity
Thompson, Kelly	Instructional Assistant General Classroom	Instructional Assistant		
Torres-Zavala, Ma	Instructional Assistant General Classroom	Instructional Assistant		
Ussery, Elizabeth	Tech Support Tech III	Systems Analyst	39/15	41/4 + 7.5% longevity
Vance, Teresa	Tech Support Tech I	Tech Support Tech II	25/16	36/1 + 10% longevity
Vasquez, Yesenia	Duplicating/Mailroom Tech	Printshop/Mailroom Tech	26/10	28/4 + 5% longevity
Walera, Lisa	Office Mgr	School Office Mgr	32/4	34/3 + 2.5% longevity
Welks, Donna	Instructional Assistant General Classroom	Instructional Assistant		
Wooster, Claudia	Campus Supervisor		15/25	19/3 + 17.5% longevity

### C) Employment

Caro, Dámaris

Community Liaison, Hamilton  
7.5 hours, 4 days, 10 months  
Effective August 18, 2016

Robinson, Rhian

Office Manager, Novato HS  
8 hours, 5 days per week, 12 months  
Effective August 17, 2016

### D) Retirement

DeLong, MuMu

Office Manager, Loma Verde  
Hire date May 18, 2002  
Effective June 22, 2016