

TO: Brent Stephens, Ed.D., Superintendent
FROM: Samantha Tobias-Espinosa, Assistant Superintendent, Human Resources
DATE: February 3, 2021
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT
 FOR CLASSIFIED EMPLOYEES
 The following is submitted for approval.

CLASSIFIED EMPLOYEES

| Name | Classification (Temporary, Probationary or Permanent) | Position | FTE | Location | Date (From) | Date (To) |
|-------------------------|--|---|------|---------------|----------------|--------------|
| <u>NEW HIRES</u> | | | | | | |
| Houweidi, Najat | Probationary | Instructional Assistant II - Special Education | 0.80 | Berkeley High | 2/1/2021 | * |
| Nakamoto, Kyoko | Probationary | Instructional Assistant II - Special Education | 0.80 | Willard | 1/18/2021 | * |
| <u>LEAVES</u> | | | | | | |
| Doo, Shelly | Permanent | Instructional Assistant II - Special Education | 0.80 | Berkeley High | 12/28/2020 | 1/25/2021 |
| Jupiter, Merle | Permanent | Instructional Assistant II - Special Education | 0.80 | Berkeley High | 1/4/2021 | 2/28/2021 |
| Lawson, Janice | Permanent | Nutrition Services Assistant | 0.67 | Berkeley High | 1/6/2021 | 2/15/2021 |
| Toofan, Foorozan | Permanent | Buyer | 1.00 | Purchasing | 1/1/2021 | 3/19/2021 |

L = Leave

E = Extra Support

V = Vacancy

*Upon completion of six work months

** Upon completion of twelve work months