

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