

**TO:** Brent Stephens, Ed.D., Superintendent  
**FROM:** Samantha Tobias-Espinosa, Assistant Superintendent, Human Resources  
**DATE:** November 17, 2021  
**SUBJECT:** APPROVAL OF HUMAN RESOURCES REPORT  
 FOR CLASSIFIED EMPLOYEES  
 The following is submitted for approval.

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Temporary, Probationary or Permanent)</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>
<b><u>SEPARATIONS</u></b>						
Jones, Kelsey	Permanent	School Bus Driver	0.93	Transportation	10/31/2021	Hire Date: 8/26/1998
Leja, Irene	Permanent	Instructional Technician - Before and Afterschool Program	0.53	Sylvia Mendez	10/13/2021	Hire Date: 12/2/2019
Leja, Irene	Permanent	School Campus Aide	0.23	Sylvia Mendez	10/13/2021	Hire Date: 1/1/2019
Moreno, Maria	Permanent	Instructional Technician - Before and Afterschool Program	0.53	Sylvia Mendez	10/31/2021	Hire Date: 2/27/2018
Saepharn, Mike	Probationary	Instructional Specialist	0.20	Oxford	10/27/2021	Hire Date: 8/23/2021
Stake, Michelle	Permanent	Nutrition Services Assistant	0.77	Cragmont	10/24/2021	Hire Date: 2/10/2021
<b><u>NEW HIRES</u></b>						
Allen, Benjamin Hamish	Probationary	Instructional Technician - Before and Afterschool Program	0.40	Cragmont	10/14/2021	*
Butler, Kaila	Probationary	School Campus Aide	0.20	Oxford	10/26/2021	*
Garcia, Gabriel	Probationary	Instructional Technician - Before and Afterschool Program	0.53	Oxford	10/27/2021	*
Garcia, Juana	Probationary	Instructional Assistant - ECE	0.80	Franklin CDC	10/12/2021	*
Laird, Michael	Probationary	Administrative Assistant II	1.00	Curriculum & Instruction	10/11/2021	*
McCrary, Jasmine	Probationary	Afterschool Program Specialist	1.00	Cragmont	10/25/2021	*
Tang, Michelle	Probationary	School Administrative Assistant II	1.00	John Muir	10/25/2021	*
Williams, Caila	Probationary	Instructional Technician - Before and Afterschool Program	0.40	Berkeley Arts Magnet	10/11/2021	*
<b><u>NEW ASSIGNMENTS</u></b>						
Custer, Larona	Permanent	District Services Assistant	From: 0.80 FTE To: 1.00 FTE	District Offices	10/7/2021	
Jones, Kelsey	Permanent-Probationary	Transportation Dispatcher	1.00	Transportation	11/1/2021	*
Leja, Irene	Permanent-Probationary	Instructional Assistant II - Special Education	0.80	Sylvia Mendez	10/7/2021	*
Moreno, Maria	Permanent-Probationary	Instructional Assistant II - Special Education	0.80	Thousand Oaks	11/1/2021	*
Stake, Michelle	Permanent-Probationary	Nutrition Services - Satellite Operator	0.73	Ruth Acty	10/25/2021	*
Stepney, Ashley	Permanent	School Administrative Assistant - ECE	From: 0.60 FTE To: 1.00 FTE	Hopkins CDC	10/7/2021	
<b><u>LEAVES</u></b>						
Helton, Janet	Permanent	Custodian II	1.00	District	11/1/2021	11/15/2021
Khan, Shahnaz	Permanent	School Campus Aide	0.20	Malcolm X	11/1/2021	12/3/2021
McRoy, Darlene	Permanent	Custodian I	1.00	Berkeley High	10/25/2021	1/4/2022
Saucedo, Daniel	Permanent	School Campus Aide	0.20	Malcolm X	11/15/2021	3/23/2022
Shenson - Steadman, Leah	Permanent	Instructional Assistant II - Special	0.80	Berkeley High	10/13/2021	10/29/2021
Talps, Lori	Permanent	District Services Assistant	1.00	District	10/18/2021	12/18/2021
Tinajero DeRodriguez, Rosalina	Permanent	Instructional Assistant I - Special Education	0.80	Longfellow	12/1/2021	1/22/2022

**LIMITED TERM/PROVISIONAL/TEMPORARY**

Barrios, Rosalina	Limited Term - L	Executive Assistant - Board (Confidential)	1.00	Superintendent's Office	10/6/2021	2/28/2022
Cross, Samuel	Limited Term - V	School Campus Aide	0.47	Emerson	8/16/2021	12/30/2021
Cullen, Lisa	Limited Term - V	School Administrative Assistant II	1.00	Malcolm X	9/15/2021	10/25/2021
Fuentes-Reyna, Lupe	Limited Term - V	School Administrative Assistant II	1.00	Malcolm X	8/16/2021	9/16/2021
Gluszek, Ilene	Limited Term - L	Instructional Assistant	0.70	Rosa Parks	9/16/2021	10/31/2021
Ma, Mei	Limited Term - V	Nutrition Services - Satellite Operator I	1.00	Nutrition Services	8/1/2021	12/31/2021
Merino-Mackthorn, Ludwing	Limited Term - L	Delivery Driver	1.00	Nutrition Services	9/1/2021	12/31/2021
Radman, Noor	Limited Term - V	Instructional Assistant II - Special Education	0.80	Sylvia Mendez	8/16/2021	11/16/2021
Salmond, Kenya	Limited Term - E	Afterschool Program Specialist	1.00	Berkeley Arts Magnet	9/10/2021	10/31/2021
Sheikh, Nazmoon	Limited Term - V	Nutrition Services - Satellite Operator I	1.00	Nutrition Services	10/11/2021	12/30/2021

L = Leave

E = Extra Support

V = Vacancy

\*Upon completion of six work months

\*\* Upon completion of twelve work months