

TO: Donald Evans, Ed.D., Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: January 13, 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)
SEPARATIONS						
Alves, Victor	Permanent	Delivery Driver	0.50	Nutrition Services	12/18/15	
Bakare, Marchtenda	Permanent	Instructional Assistant, Special Ed. Attendant	0.80	Arts Magnet	12/18/15	
Brandt, Gayle	Permanent	Administrative Coordinator	1.00	Maintenance	11/19/15	
Foreman, Joyce	Permanent	Food Service Assistant	0.40	Oxford	11/30/15	
Grigsby, John T.	Permanent	Instructional Assistant, Special Ed. Attendant	0.80	Berkeley High	01/16/16	
Washington, Alison	Probationary	Instructional Technician, EDP	0.43	LEARNS at King	12/18/15	
RETIREMENTS						
Hwang, Soon	Permanent	Budget Analyst II, Confidential	1.00	Business Services	3/14/2016 Hire Date:	08/28/2006
LEAVES						
Carraway, Michael	Permanent	Custodian II	1.00	Administration Building	12/07/15	12/23/15
Coleman, Lolita	Permanent	Administrative Assistant	1.00	Risk Management	12/01/15	12/30/15
Ferguson, Marie	Permanent	School Secretary I	1.00	LeConte	12/01/15	12/30/15
Jackson, Aaron	Permanent	Food Service Assistant	1.00	Nutrition Services	01/04/16	02/16/16
Robinson, Clinton	Permanent	Custodian II	1.00	Berkeley High	11/17/15	12/21/15
Robinson, Glenn	Permanent	Custodian I	1.00	King Middle	12/04/15	12/30/15
Staples, Jonathan	Permanent	Maintenance Supervisor	1.00	Maintenance	12/21/15	01/15/16
Xie, Yu Yan	Permanent	Custodian I	1.00	Berkeley High	12/04/15	12/30/15
Young Sr, Carlton	Permanent	Delivery Driver	1.00	Purchasing Department	11/30/15	01/10/16
NEW HIRES OR RE-HIRES						
Grethen, Donna	Probationary	Instructional Assistant, Special Ed. Attendant	0.60	Hopkins CDC	12/17/15	*
Klinefelter, Sarah	Probationary	Instructional Assistant, Special Ed. Attendant	0.80	Oxford	12/07/15	*
Raybon, LaShawn	Probationary	Administrative Secretary without Shorthand	1.00	Education Services	12/28/15	*
Reed, David	Permanent	Library Media Technician - Middle	0.80	Central Library	01/04/16	
Tong, Paul	Probationary	Instructional Technician, EDP	0.43	LEARNS at LeConte	12/17/15	*

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<u>NEW ASSIGNMENTS</u>						
Adorador, Evan	Probationary	EDP Coordinator	1.00	Emerson	12/01/15	*
Akil, Marco	Probationary	Instructional Assistant, Special Ed. Attendant	0.40	Arts Magnet	12/01/15	*
Alves, Victor	Permanent	Storekeeper	From: 0.50 To: 1.00	Purchasing Department	01/04/16	
Caldwell, Arhonda	Permanent	Clerical Specialist	1.00	Transportation	01/04/16	
Chan, Daniel	Probationary	Instructional Assistant, Special Ed. Attendant	0.40	Longfellow	12/14/15	*
Hill Jr., Edward	Probationary	EDP Coordinator	1.00	Arts Magnet	12/01/15	*
<u>LIMITED TERM/PROVISIONAL</u>						
Falasco, Nicholas	Provisional	Instructional Assistant, Special Ed. Attendant	0.80	Arts Magnet	01/04/16	TBD
King, Courtney	Provisional	Instructional Assistant, Special Ed. Attendant	0.80	King Middle	12/14/15	TBD
Webb, Antuan	Provisional	Instructional Assistant, Special Ed. Attendant	0.80	Berkeley High	11/23/15	TBD
<u>REVISION OF LEAVE</u>		<u>PRIOR REPORT INFORMATION</u>			<u>BOARD REPORT</u>	
Yoc-Cojon, Marcos, 1.0 Leave from 09/08/15 - 11/12/15		Leave from 09/08/15 - 12/30/15			09/30/15	
*Upon completion of six work months						
** Upon completion of twelve work months						
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