

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Delia Ruiz, Assistant Superintendent, Human Resources  
**DATE:** January 27, 2016  
**SUBJECT:** APPROVAL OF HUMAN RESOURCES REPORT  
 FOR CLASSIFIED EMPLOYEES  
 The following is submitted for approval.

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Limited Term, Provisional, 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>						
Cooper, Wilma	Permanent	Senior Records Clerk	1.00	Adult School	01/11/16	
Woll, Erica	Permanent	Instructional Specialist, Garden	0.34	Oxford	01/15/16	
<b><u>RETIREMENTS</u></b>						
Huynh, Nhung	Permanent	Food Service Assistant	1.00	Longfellow	03/02/16	Hire Date: 08/22/01
<b><u>LEAVES</u></b>						
Anthenien, Marcia	Permanent	Instructional Assistant, ECE	0.80	BEARS at Franklin	02/01/16	03/18/16
Carraway, Michael	Permanent	Custodian I & II	1.00	Administration	12/23/15	01/18/16
Coleman, Lolita	Permanent	Administrative Assistant	1.00	Risk Management	01/04/16	01/15/16
Cummings, Robin	Permanent	School Safety Officer	1.00	Berkeley High	01/04/16	02/29/16
Ferguson, Marie	Permanent	School Secretary I	1.00	LeConte	01/04/16	01/31/16
Hamilton, Hermena	Permanent	Food Service Assistant	0.87	King Middle	01/13/16	02/16/16
Mellion, Barbara	Permanent	Registrar	1.00	Berkeley High	01/13/16	03/12/16
Miller, Sherita	Permanent	Secretary	1.00	Pre School Program	03/23/16	07/11/16
Niehus, Carol	Permanent	School Secretary I	1.00	John Muir	12/05/15	02/17/16
Robinson, Clinton	Permanent	Custodian II	1.00	Berkeley High	12/22/15	01/02/16
Young, Carlton	Permanent	Delivery Driver	1.00	Purchasing	01/11/16	02/02/16
<b><u>NEW HIRES OR RE-HIRES</u></b>						
Guillen, Saidy	Probationary	Instructional Technician, EDP, Bilingual Required	0.37	LEARNS at Longfellow	01/04/16	*
Hernandez-Zalvadar, Graciela	Probationary	Instructional Technician, EDP, Bilingual Required	0.50	LEARNS at Thousand Oaks	12/17/16	*
Winer, Sarah	Probationary	Instructional Specialist, Garden	0.35	Thousand Oaks	01/04/16	*
<b><u>NEW ASSIGNMENTS</u></b>						
Carraway, Michael	Permanent	From: Custodian II To: Custodian I	1.00	From: Administration To: Jefferson	01/06/16	
Kumar, Albert	Permanent	From: Custodian I To: Custodian II	1.00	Washington	01/06/16	
Thomas, Marcellus	Permanent	From: Custodian I To: Custodian II	1.00	LeConte	01/06/16	

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**LIMIT TERM/PROVISIONAL**

Alexander, Lonneta	Provisional	Instructional Assistant, Special Ed. Attendant	0.80	Longfellow	01/07/16	TBD
Johnson, Shamika	Provisional	Instructional Assistant	0.80	John Muir	01/11/16	TBD

**REVISION**

Fagan, William, 1.0, Maintenance Technician,  
Separation, 10/28/2015

**PRIOR REPORT INFORMATION**

Retirement, 10/28/2015

**BOARD REPORT**

11/18/15

\*Upon completion of six work months

\*\* Upon completion of twelve work months