

**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						
Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<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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					(From)	(To)
<u>LIMIT TERM/PROVISIONAL</u>						
Alexander, Lonnetta	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
<u>REVISION</u>		<u>PRIOR REPORT INFORMATION</u>			<u>BOARD REPORT</u>	
Fagan, William, 1.0, Maintenance Technician, Separation, 10/28/2015		Retirement, 10/28/2015			11/18/15	

\*Upon completion of six work months

\*\* Upon completion of twelve work months