

Agenda Item Request Form

You may fax this form to (510) 644-6151 attention to Personnel Commission, hand deliver it to the address above or scan and email to sarahgoodwin@berkeley.net The Personnel Commission office is open Monday through Friday from 8:00am to 4:00pm.

The deadline for submitting a request for items to be included in a Personnel Commission Meeting is 4:00pm, 7 calendar days prior to the Personnel Commission Meeting you are considering. This form can be obtained from Personnel Commission staff or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item: _____ (Date) _____

Telephone Number: _____ Email Address: _____

Place on agenda as: ☐ Discussion Item *(This item is presented for discussion only and may be carried over from a prior meeting. No action will be taken on this item)*
☐ Conference Item *(This item is presented for discussion and action and may be carried over from a previous meeting)*

Description of Item:

Background Information:

(Please attach or include some background information to assist the Personnel Commission in determining appropriate action.)

For Personnel Commission Use Only:

Date of Chairperson Review: _____

Determination: ☐ Place on agenda for meeting of _____ Date of Personnel Commission Meeting _____
☐ Place on agenda as _____ Type of Item _____
☐ Do not place on agenda