

Berkeley Unified School District
2020 Bonar Street, The Tech Lab, Room 126
Berkeley, CA 94702

Personnel Commission

Reynaldo Ortiz, Chairperson

Timothy Carter, Vice-Chairperson

Heidi Goldstein, Commissioner

Erin Arinez, Classified Personnel Supervisor

Special Meeting Agenda

October 20, 2016 – 9:30 a.m.

- 1. Call to Order** **Chairperson Ortiz**
- 2. Roll Call & Establishment of Quorum** **Erin Arinez**
- 3. Public Comment (15 minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.
- 4. Approval & Adoption of Agenda** **Chairperson Ortiz**
- 5. Closed Session Item (1 Matter): Government Code § 54954.5** **Chairperson Ortiz**
 - a. The Personnel Commission will discuss the appointment for the Interim Director of Classified Personnel.
- 6. Report from Closed Session** **Chairperson Ortiz**
- 6. Conference Item** **Chairperson Ortiz**
This item is presented for discussion and action and is carried over from a previous meeting.
 - a. Agenda Item Request: Lolita Coleman
- 8. Public Comment (15 minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.
- 9. Adjournment** **Chairperson Ortiz**

Personnel Commission of the Berkeley Unified School District



2134 Martin Luther King Jr. Way, Berkeley, California [94704-1180](tel:94704-1180)

Agenda Item Request Form

You may fax this form to [\(510\) 644-6151](tel:510-644-6151) attention to Randy Perez, hand deliver it to the address above or scan and email to randyperez@berkeley.net The Human Resources Department is open Monday through Friday from 8:00am to 4:30pm.

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 the Secretary to the Personnel Commission or by downloading the form from the Berkeley Unified School District website under the Personnel Commission.

Name of Person Requesting Item for Agenda: Lolita Diana Coleman

Telephone Number: (510) 919-1623 Email Address: lcoleman6753@sbcglobal.net

Description of Item:

- ① I would like to exercise my right to return to my position as Employee Benefits Specialist to support ^{my self}
- ② I would like my ADA accommodations implemented. I.e. 5 minute rest breaks for eyes, 2 computer screens with one being 24" air purifier, yellow keyboard pads/taps
- ③ I would like to be made whole ^{Ergonomic set up, head set, glare guard.} for my salary, health, dental, Life Insurance, reimbursement for my Cobra dental and Kaiser Silver plan & excessive
- ④ reimbursement for my ^{now} Kaiser Acupuncture fees.
- ⑤ TB results submitted to ^{hand Kelly and Carol Picheo on 3/18/16} ~~hand Kelly and Carol Picheo~~ ^{no response}

Background Information:

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

- ① I was never notified by Human Resources regarding any clerical jobs that have been available since my lay off on 3/9/16. I've held positions as an Administrative Assistant, Clerical Specialist
- ② Kaiser isn't able to complete my Interactive process. per Dr. Ana V. SukienNIK Takakoka.
- ③ I want to work with a supportive supervisor for my medical conditions and a highly structured environment with clear expectations and tasks done soon. Free of emotional distress.

Attachment A

Lolita Coleman 7/8/16
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