



San Lorenzo Unified School District

PERSONNEL COMMISSION

Isabel Polvorosa, **Chairperson**
Marvin Kingdon, **Vice-Chairperson**
Diana Souza, **Commissioner**
Randy Perez, **Secretary to the Commission**

Agenda Item Request Form

You may fax this form to (510) 317-7965 attention to Randy Perez, hand deliver it to 15510 Usher Street in San Lorenzo or scan and email to rperez@slzsd.org The Human Resources Department is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

The deadline for submitting a request for an item to be considered at a Personnel Commission meeting is 4:30 p.m. 14 calendar days prior to the next regular Personnel Commission meeting. Persons requesting an agenda item will be notified by the Director of Classified Personnel at least 72 hours prior to the Personnel Commission meeting, whether their request will be granted and whether the item will be placed on the agenda for discussion only or for discussion and action. This form can be obtained by downloading the form from the San Lorenzo Unified School District website under the Personnel Commission or by visiting the Human Resources Department.

Name of Person Requesting Item for Agenda: _____

Telephone Number: _____ Email Address: _____

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

11-04-16rp