

AGENDA
Vista Unified School District
Personnel Commission Meeting

Tuesday, December 10, 2019

PLACE: Vista Unified School District, Board Room, 1234 Arcadia Avenue, Vista, CA 92084

TIME: 3:30 p.m.

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| 1. | Call to Order/Pledge of Allegiance | ACTION |
| 2. | Oath of Office for Luisa Stafford, Joint Personnel Commissioner | ACTION |
| 3. | Organizational Election of Commission Officers for 2020 | ACTION |
| 4. | Proposed Meeting Dates for 2020 | ACTION |
| 5. | Approval of the Unadopted Minutes of the Regular Meeting on November 12, 2019 | ACTION |
| 6. | Advanced Step Placements | ACTION |
| 7. | Eligibility Lists | ACTION |
| 8. | Classification Study: Second Reading/Approval of Classification Descriptions | ACTION |
| | <u>Secretarial Job Family</u>
School (Administrative) Secretary-Secondary
School Support Secretary I | |
| 9. | Reclassification Recommendation – Ma Teresa Diaz | ACTION |
| 10. | Recruitment Report | INFORMATION |
| 11. | Board Register | INFORMATION |
| 12. | CSEA Report | INFORMATION |
| 13. | District Report | INFORMATION |
| 14. | Director’s Report | INFORMATION |
| 15. | Items from the Floor | INFORMATION |
| 16. | Items from the Commission | INFORMATION |
| 17. | Next Regular Meeting – Tuesday, February 4, 2020 (tentative) at 3:30 pm at the District Office Board Room | INFORMATION |

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact Classified Human Resources at (760) 726-2170 ext. 92213. Notification 72 hours prior to the meeting will enable the Personnel Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Personnel Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Personnel Commission in advance of their meetings may be viewed at the Personnel Commission Office located at 1234 Arcadia Avenue, Vista, California 92084. In addition, if you would like a copy of any record related to an item on the agenda, please contact Alaina Reede, Director, Classified Human Resources, at 760-726-2170, ext. 92213 or e-mail: alainareede@vistausd.org