

CARLSBAD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

April 26, 2023

CALL TO ORDER

Commissioner Rene called the meeting to order at 4:30 p.m. in Conference room A at the District Office. It was noted that the following were present:

Commissioners Present: Carmen Rene, Chairperson
Suzanne O'Connell, Vice-Chairperson

Staff Present: Rachel Austin, Director, Classified Personnel
Karen Knapp, HR Analyst, Classified Personnel

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Commissioner Rene motioned to remove item 5, Swearing in of Jennifer Fornal as Joint appointee to the Commission, and recommended approval of the agenda. Commissioner O'Connell motioned to approve removing item 5 and approval of the agenda; Commissioner Rene seconded the motion. The motion passed 2-0.

CONSENT AGENDA

Commissioner O'Connell motioned to approve the consent agenda; Commissioner Rene seconded the motion. The motion passed 2-0.

APPROVAL/RATIFICATION OF ELIGIBILITY LISTS

- Administrative Assistant - Bilingual
- Custodian
- Elementary Campus Monitor
- Guidance Technician I
- Instructional Assistant/Special Education-Special Education
- Lead Custodian I
- Lead Grounds Maintenance Worker
- Nutrition Services Assistant
- School Administrative Assistant – Secondary - Bilingual

Commissioner O'Connell motioned to approve and ratify the eligibility lists; Commissioner Rene seconded the motion. The motion passed 2-0.

ACTION ITEMS

Director Austin discussed the second reading of the 2023/2024 Personnel Commission Budget. The second reading contains the same information included in the first reading presented in March, no changes were made. Director Austin recommends the discretionary budget increase due an increase in salary, labor related costs, and rising costs of professional memberships. Commissioner O’Connell motioned to approve the 2023/2024 Personnel Commission Budget; Commissioner Rene seconded the motion. The motion passed 2-0.

ITEMS FOR INFORMATION/DISCUSSION

A. Standing Reports

i. Recruitment Status Report

Director Austin reviewed the current recruitments that were being conducted.

B. Classified Employee of the year

Director Austin reported that Robin Pinner a School Administrative Assistant at Aviara Oaks Elementary was named 2023 Classified Employee of the Year.

COMMUNICATIONS

A. Commissioners

Commissioner O’Connell is looking forward to wrapping up the current school year and excited for the start of the 2023/2024 school year. She is amazed at all the vacancies and hopes the job market returns back to normal for the upcoming school year. Commissioner Rene echoes Commissioner O’Connell’s sentiments, and is grateful to the Personnel Commission team for all of their efforts. Commissioner Rene would like to congratulate Robin Pinner, Classified employee of the year.

B. District

No Comments from the District.

C. LIUNA

No Comments from LIUNA.

D. Director

Director Austin reported in the month of April there were 14 resignations/retirements, and anticipate additional movement as the school year is coming to a close. The recruitments for the current school year have been closed and will reopen postings for the 2023/2024 school year on June 1, 2023. During the month of May, final interviews have been scheduled for open positions that we have eligibility lists. With the staff shortages in Nutrition Services, Director Austin, Analyst Knapp and Technician Padilla have been serving students lunch at various school sites to support the students and the nutrition staff. Summer school staffing placement will begin in May, as summer school begins in June. Notifications to staff with expiring certifications are being sent and processed. Union negotiations for both classified and certificated are continuing. Advertising banners for school sites and magnets for the CUSD Maintenance & Operations trucks, will advertise “We are Hiring!” with our CUSD logo and QR code.

E. Audience

No Comments from the Audience.

MEETING ADJOURNMENT

The Personnel Commission Meeting adjourned at 4:41 p.m. with a motion from Commissioner O'Connell and a second from Commissioner Rene; the motion passed 2-0.