

CARLSBAD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

February 28, 2024

CALL TO ORDER

Commissioner Rene called the meeting to order at 4:35 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
Jennifer Fornal, Commissioner

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Commissioner Fornal motioned to approve the agenda; Commissioner O'Connell seconded the motion. The motion passed 3-0.

CONSENT AGENDA

Commissioner Fornal motioned to approve item 6A, Approval of Meeting Minutes for January 24, 2024; Commissioner Rene seconded the motion. Commissioner O'Connell abstained due to non-attendance. The motion passed 2-0. Commissioner O'Connell motioned to approve item 6B, Approval of Monthly Budget Summary; Commissioner Fornal seconded the motion. The motion passed 3-0. Commissioner O'Connell motioned to approve item 6C, Verification of Upcoming Meeting Dates; Commissioner Fornal seconded the motion with discussion and an adjustment to the March meeting. The motion passed 3-0.

APPROVAL/RATIFICATION OF ELIGIBILITY LISTS

- Custodian
- Elementary Campus Monitor
- Guidance Technician II
- Instructional Assistant/Special Education
- Instructional Assistant/Special Education - Behavioral Intervention
- Nutrition Services Assistant
- School Administrative Assistant - Secondary
- Skilled Maintenance Worker - HVAC
- Web and Media Developer

Commissioner Fornal motioned to approve and ratify the eligibility lists; Commissioner O'Connell seconded the motion. The motion passed 3-0.

ACTION ITEMS

There were no items for action.

ITEMS FOR INFORMATION/DISCUSSION

A. Standing Reports

i. Personnel Action Report

Director Austin discussed the February Personnel Action Report which included, one promotion, 13 new hires, and 13 resignations.

ii. Recruitment Status Report

Director Austin reviewed the current recruitments that were being conducted.

COMMUNICATIONS

A. Commissioners

The commissioners thanked Director Austin and the Personnel Commission staff for all that they do.

B. District

No comments from District.

C. LIUNA

No Comments from LIUNA.

D. Director

Director Austin discussed that the Personnel Commission staff was working on the classified employee of the year for school sites and the District Office, as well as the begin and end dates for the upcoming 2024-2025 school year. Classified staff evaluation site lists for administrators should be completed and sent out at the end of the week. The March Personnel Commission meeting will be the first reading of the Personnel Commission budget and the second reading will be at the April Personnel Commission meeting. Working with District Administrators, new job descriptions will be developed and brought forward for approval for the 2024-2025 school year. Director Austin, Assistant Superintendent Arias, the Director of Information Technology, Robert Allen along with the team from Instructional Services participated in the presentation at Mira Costa College via zoom to speak to the opportunities for Instructional Assistants at Carlsbad Unified School District. This partnership should help the District attract more candidates for these opportunities. Director Austin stated that neighboring school districts are expecting layoffs, while Carlsbad Unified School District is not. The hope is to capture their layoffs and have postings up in May, as we will be staffing for the next school year. Commissioner O'Connell mentioned that layoffs are due to the ending of Covid monies and budget shortfalls. Director Austin will be attending the CASBO conference in April and presenting the interview process. There are currently 45 vacancies and several open positions are due to promotions.

OTHER BUSINESS**A. Public Comments Regarding Non-Agenda Items**

No Comments from the Audience.

MEETING ADJOURNMENT

The Personnel Commission Meeting adjourned at 4:52 p.m. with a motion from Commissioner Fornal and a second from Commissioner O'Connell; the motion passed 3-0.