

# **CARLSBAD UNIFIED SCHOOL DISTRICT**

## **PERSONNEL COMMISSION OFFICE**

**6225 EL CAMINO REAL**

**CARLSBAD, CA 92009**

### **MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING**

**January 26, 2023**

#### **CALL TO ORDER**

Commissioner Rene called the meeting to order at 4:40 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 O'Connell motioned to approve 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**

- Accounting Technician
- Buyer
- Campus Safety Assistant
- Custodian
- Elementary Campus Monitor
- Guidance Technician II
- Instructional Assistant/Special Education-Behavioral Intervention
- Instructional Assistant/Special Education-Moderate /Severe
- Instructional Assistant-Technology
- Nutrition Services Lead II
- Skilled Maintenance Worker-Plumbing

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

## **ACTION ITEMS**

There were no items for action.

## **ITEMS FOR INFORMATION/DISCUSSION**

### **A. Standing Reports**

#### **i. Personnel Action Report**

Director Austin discussed the December Personnel Action Report which included, one promotion, seven new hires and rehires, and eight resignations and retirements. The January Personnel Action Report included two promotions, six new hires and rehires, and eight resignations, retirements and terminations.

#### **ii. Recruitment Status Report**

Director Austin reviewed the current recruitments that were being conducted.

## **COMMUNICATIONS**

### **A. Commissioners**

Commissioner O'Connell inquired how the governor's budget cuts will affect staffing the upcoming school year. Director Austin explained that the district is evaluating positions as openings arise. There are no planned layoffs, but the district will need to begin absorbing positions that were added due to covid. In order to absorb some positions, recruitments are being run as promotional recruitments when appropriate.

### **B. District**

Board Member Elisa Williamson noted that she would be attending Personnel Commission meetings when possible, and was happy to attend the meeting.

### **C. LIUNA**

*No Comments from LIUNA.*

### **D. Director**

Director Austin reported that she and HR Analyst, Karen Knapp as well as HR Technician, Ami Padilla attended CSPCA conference January 22 – 24, 2023, and will discuss ideas and takeaways to implement. Semester break day was held on January 20, 2023. This was the first in person Semester Break Day since the district had shut down due to covid. It was a smaller group of staff in attendance, but everyone enjoyed themselves, and it was nice to have staff to get together. Bargaining begins on February 14 and Director Austin will work with Assistant Superintendent Grove, and Director Arias, gathering information and making minor updates. The recruitment for a Personnel Commissioner has been posted until January 31, 2023. Interviews for the Personnel Commissioner will begin at the next Personnel Commission meeting in March. In order to get back on track with staff performance evaluations, Principals will be receiving a report listing their staff and will need to update their staff evaluations so they are current for 2023. Excess vacations notifications have been sent to managers and staff. Director Austin noted the first reading of the Personnel Commission budget in March and the second reading in April. In addition, in April, the Spring Break notices will be sent and the posting of summer school opportunities will open.

### **E. Audience**

*No Comments from the Audience.*

**MEETING ADJOURNMENT**

The Personnel Commission Meeting adjourned at 4:59 p.m. with a motion from Commissioner O'Connell and a second from Commissioner Rene; the motion passed 2-0.