

# **CARLSBAD UNIFIED SCHOOL DISTRICT**

## **PERSONNEL COMMISSION OFFICE**

**6225 EL CAMINO REAL**

**CARLSBAD, CA 92009**

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

**June 28, 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  
Jennifer Fornal, Commissioner

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

#### **PLEDGE OF ALLEGIANCE**

Swearing in of Jennifer Fornal as joint appointee to the commission.

#### **APPROVAL OF AGENDA**

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

#### **CONSENT AGENDA**

Commissioner O'Connell motioned to approve item 7A, Meeting Minutes for April 26, 2023; Commissioner Rene seconded the motion. The motion passed 2-0, with Commissioner Fornal abstaining. Commissioner O'Connell motioned to approve items 7B and 7C, the Monthly Budget Summary and Upcoming Meeting Dates; Commissioner Fornal seconded the motion. The motion passed 3-0.

#### **APPROVAL/RATIFICATION OF ELIGIBILITY LISTS**

- Custodian
- Elementary Campus Monitor
- Instructional Assistant/Special Education-Special Education
- Payroll Technician

Commissioner O'Connell motioned to approve and ratify the eligibility lists; Commissioner Fornal 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 April Personnel Action Report which included, 18 new hires and rehires, and 12 resignations. The May Personnel Action Report included two new hires, and five resignations and retirements. The June Personnel Action Report included six resignations and retirements.

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

Director Austin reviewed the current recruitments that were being conducted

## **COMMUNICATIONS**

### **A. Commissioners**

Commissioner O'Connell asked if the positions that were added due to covid would be filled if vacated. Director Austin stated that those positions are being evaluated when vacant, and we are reducing where we can through attrition. Director Austin noted that the Health Technicians would remain at eight hours per day. Director Austin said that the Elementary Campus Monitor positions that were added due to construction needs were collapsed. The additional hours added to Custodial positions due to covid will remain, to keep the level of cleanliness expected at school sites. Commissioner Fornal thanked the Personnel Commission for their hard work and is excited for the new school year. Commissioner Fornal asked about the LCAP and if cleanliness was identified as a top priority, and would more positions added, or if the funding dissolves from covid, would those positions need to be reduced, and would that involve Director Austin. Director Austin said that she would be a part of the process and forecasting for the next years staffing and she is a part of the cabinet which meets weekly. Commissioner Fornal asked if the coaches had support or training offered to them. Director Austin explained that coaches are not contracted employees of the district, but were at-will staff and do not fall under the Personnel Commission, however Personnel Commission staff does post the coaching opportunities and process coaching applications. Coaches do have to provide several certificates of training to become a coach, such as Concussion training, fundamentals of coaching, sudden cardiac arrest, sexual harassment, etc. Commission Rene thanked the Personnel Commission team for all that they do. She asked if there would be any gaps once Rick Grove, Assistant Superintendent of Personnel Services retires. Director, Austin was confident that the transition would be smooth. Megan Arias, Director of Certificated Personnel has been training with Assistant Superintendent Grove for the past year, and she has support from the other Assistant Superintendents and Superintendent. Director Austin noted that together they would make a great team.

### **B. District**

*No Comments from the District.*

### **C. LIUNA**

*No Comments from LIUNA.*

**D. Director**

Director Austin welcomed Jennifer Fornal to the Personnel Commission. Director Austin noted that Rick Grove, the Assistant Superintendent of Personnel was retiring on June 30<sup>th</sup> and will be missed. The past few months have been busy creating and putting magnetized advertising with our QR codes for open positions on the Carlsbad Unified School District Maintenance and Operations vehicles. LIUNA negotiations are continuing, and a tentative agreement was reached with CUTA. Director Austin asked that any questions regarding Coaches be directed to herself or Technician Padilla.

**E. Audience**

*No Comments from the Audience.*

**MEETING ADJOURNMENT**

The Personnel Commission Meeting adjourned at 5:17 p.m. with a motion from Commissioner O’Connell and a second from Commissioner Fornal; the motion passed 3-0.