

CARLSBAD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

March 15, 2023

CALL TO ORDER

Commissioner Rene called the meeting to order at 4:02 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.

ITEMS FOR INFORMATION/DISCUSSION

Commissioner Rene and Commissioner O'Connell interviewed one candidate for the vacant joint appointee Personnel Commissioner position.

ACTION ITEMS

Commissioner O'Connell motioned to appoint Jennifer Fornal as the new joint appointee Personnel Commissioner to the Carlsbad Unified School District for the term of March 16, 2023 – December 31, 2026. Commissioner Rene seconded the motion; the motion passed 2-0.

APPROVAL/RATIFICATION OF ELIGIBILITY LISTS

- Campus Safety Assistant
- Custodian
- Elementary Campus Monitor
- Instructional Assistant/Special Education-Special Education
- Instructional Assistant/Special Education-Behavioral Intervention
- Instructional Assistant/Technology

- Lead Custodian I
- Lead Grounds Maintenance Worker
- Nutrition Services Assistant
- Skilled Maintenance Worker-HVAC

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. First Reading of the Budget – 2023/2024 Personnel Commission Budget

Director Austin provided an overview of the budget process and the recommended budget for the next year. She is recommending that the discretionary budget increase \$2,840, for a total discretionary budget of \$30,000 and noted that salaries may increase pending the results of the upcoming negotiations. The second reading of the budget will be brought to the next meeting.

B. Standing Reports

i. Personnel Action Report

Director Austin discussed the February Personnel Action Report which included, five promotions, six new hires/rehires, four resignations/retirements, and processed 71 coaches. The March Personnel Action Report included one promotion, two new hires/rehires, and six resignations/retirements/terminations.

ii. Recruitment Status Report

Director Austin reviewed the current recruitments that were being conducted.

COMMUNICATIONS

A. Commissioners

Commissioner O'Connell welcomed Jennifer Fornal to the Personnel Commission. Commissioner Rene also welcomed Jennifer Fornal to the Personnel Commission, and thanked the Personnel staff for everything they do. Both Commissioners fully support the increased budget for 2023-2024 and look forward to the second reading of the budget at the April Personnel Commission meeting.

B. District

Assistant Superintendent, Personnel Services, Rick Grove welcomed Jennifer Fornal to the Personnel Commission and noted that she is joining an exceptional team. Director of Certificated Personnel, Megan Arias, announced that Michael Ecker, Principal of Calavera Hills Middle school has been promoted to the Coordinator of Student Services. Board of Trustees President, Ray Pearson, thanked the Personnel Commission staff and noted that the Board of Trustees appreciate the work of the Commission. President Pearson thanked Commissioner O'Connell for sharing her knowledge and experience of school district budgets during her tenure as the Assistant Superintendent, Business Services for Carlsbad Unified School District. The experience was invaluable.

C. LIUNA

No Comments from LIUNA.

D. Director

Director Austin reported that Liuna and CUTA negotiations are continuing to move forward. Begin/End dates are on hold as the union negotiations are ongoing. Summer school planning is starting, and summer school positions will be posted on April 1, 2023 to accept applications. At the next Personnel Commission meeting, April 26, 2023, the second reading and approval of the budget will be presented. The Classified employee of the year has been selected and will be named later this month. The employee's name has been submitted to the county for consideration of County Classified Employee of the Year.

E. Audience

No Comments from the Audience.

MEETING ADJOURNMENT

The Personnel Commission Meeting adjourned at 4:32 p.m. with a motion from Commissioner O'Connell and a second from Commissioner Rene; the motion passed 2-0.