

CARLSBAD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

November 15, 2023

CALL TO ORDER

Commissioner Rene called the meeting to order at 4:31 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 O'Connell motioned to approve the agenda; Commissioner Fornal seconded the motion. The motion passed 3-0.

CONSENT AGENDA

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

APPROVAL/RATIFICATION OF ELIGIBILITY LISTS

- Human Resources Analyst-Classified
- Elementary Campus Monitor
- Health Technician
- Instructional Assistant/Special Education-Behavioral Intervention
- Instructional Assistant – Technology
- Nutrition Services Assistant
- Maintenance Worker

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

ACTION ITEMS

Commissioner Fornal motioned to approve the 2024 Personnel Commission Meeting Schedule; Commissioner O'Connell seconded the motion. The motion passed 3-0.

ITEMS FOR INFORMATION/DISCUSSION

- A. Standing Reports
 - i. Recruitment Status Report

Director Austin reviewed the current recruitments that were being conducted.

COMMUNICATIONS

A. Commissioners

Commissioner Fornal asked about the number of openings for the Instructional Assistants and if the district was in compliance, as well as, the plan to fill the positions. Commissioner O'Connell noted that the nature of the Instructional Assistants role makes the positions difficult to fill. It takes a special person with experience to support these hard to fill positions. Instructional Assistants work part-time, and while health insurance is offered, it is expensive, adding more difficulty for all districts to hire Instructional Assistants. Director Austin stated that there were several openings at all districts, with over 350 open Instructional Assistant positions in north county districts alone and are competing for the same pool of applicants. Director Austin explained that the district is backfilling the open Instructional Assistant positions with agency staff. Like other districts, Carlsbad Unified School District continues to continuously advertise and recruit for Instructional Assistants through various avenues.

B. District

No Comments from the District.

C. LIUNA

No Comments from LIUNA.

D. Director

Director Austin informed the Commission that the district had 61 Classified vacancies that staff was working on filling.

E. Audience

No Comments from the Audience.

MEETING ADJOURNMENT

The Personnel Commission Meeting adjourned at 5:16 p.m. with a motion from Commissioner Fornal and a second from Commissioner O'Connell; the motion passed 3-0.