

CARLSBAD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

October 25, 2023

CALL TO ORDER

Commissioner Rene called the meeting to order at 4:34 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

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

- Accounting Technician
- Administrative Assistant
- Campus Safety Assistant
- Community Liaison-Bilingual
- Custodian
- Data Administrator
- Director, Nutrition Services
- Elementary Campus Monitor
- Grounds Maintenance Irrigation Specialist
- Grounds Maintenance Worker
- Guidance Technician II
- Information Technology Support Technician
- Instructional Assistant/Special Education-Special Education

- Instructional Assistant/Special Education-Behavioral Intervention
- Instructional Assistant – Technology
- Lead Custodian I
- Lead Custodian III
- Lead Grounds Maintenance Worker
- Library Media Technician
- Maintenance and Grounds Services Supervisor
- Nutrition Services Assistant
- Nutrition Services Lead I
- Skilled Maintenance Worker-Carpentry
- Skilled Maintenance Worker-HVAC
- Theater Operations Assistant

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 Personnel Action Report from June, July, August, September, and October of 2023.

- ii. Recruitment Status Report

Director Austin reviewed the current recruitments that were being conducted

COMMUNICATIONS

A. Commissioners

All of the Commissioners thanked Director Austin and her staff for their hard work and encouraged Director Austin to let them know how they may be of assistance due to the tremendous work load on the department.

B. District

No Comments from the District.

C. LIUNA

No Comments from LIUNA.

D. Director

Director Austin informed the Commission that the district had 70 vacancies in Classified that staff was working on filling. Director Austin noted that Karen Knapp, Classified HR Analyst, last day was October 20, 2023 and the Director of Fiscal Services last day would be December 01, 2023. Additional projects Director Austin listed that

she was working on included many recruitments, negotiations were getting ready to begin, staff investigations, and updates from the recent approval of the Classified tentative agreement.

E. Audience

No Comments from the Audience.

MEETING ADJOURNMENT

The Personnel Commission Meeting adjourned at 5:05 p.m. with a motion from Commissioner Fornal and a second from Commissioner O'Connell; the motion passed 3-0.