



C-3
District Administration Building C
16703 South Clark Avenue
Bellflower, California 90706

January 21, 2025
5:00 P.M.

Regular Meeting Agenda

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. PERSONNEL COMMISSION MEMBERS – COMMUNICATIONS/COMMENTS

6. PUBLIC COMMENTS

This is the time members of the public may address the Personnel Commission on items that are within the subject jurisdiction of the Commission. Under the Brown Act, the Personnel Commission may not deliberate or act on items not on the agenda and generally may only listen, except to ask clarifying questions or refer the matter to staff. Speakers are asked to limit their comments to three (3) minutes in order to allow everyone who wishes to speak the opportunity to do so. Please complete a "Request to Address Personnel Commission" form prior to speaking.

- A. CSEA
- B. District Administration
- C. Audience Members

7. ACTION ITEM:

Approval of Minutes, Regular Meeting of December 17, 2024

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. NON-ACTION ITEMS

INFORMATION ITEMS

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

11. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION

District Administration Building
Tuesday, February 11, 2025 at 5:00 p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from Personnel Services, 16703 South Clark Ave, Bellflower, CA 90706. Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Services Office at 562-866-9011 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)1.)

**BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES OF THE REGULAR MEETING DECEMBER 17, 2024

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Vice Chairperson Sue Berhow at 5:00 p.m. and the Flag Salute was led by Personnel Commission Member, Jason Willey.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Vice Chairperson
Marisa Perez, Member
Jason Willey, Member

STAFF PRESENT: Philip J. Gordillo, Interim Executive Director
Adrianna Cervantes, Administrative Assistant

OATH OF OFFICE – MS. MARISA PEREZ

Oath of office presented by Mr. Philip Gordillo to Ms. Marisa Perez, as the Personnel Commission Joint Appointee

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for Tuesday, December 17, 2024.

Motion made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Ms. Perez thanked the commission for the opportunity to serve as the joint appointee and that she looks forward to supporting the classified employees.

Mr. Willey shared that he attended the Board meeting of December 13, 2024 and presented a plaque on behalf of the Personnel Commission to outgoing Board President Brad Cihfield.

Mrs. Berhow thanked everyone for the support and patience during these past months and expressed that she believes we are headed in the right direction. She also thanked Dr. Frank Olmos for being in the audience.

PUBLIC COMMENT

A. CSEA

Ms. Cuellar, CSEA Chapter 32 President, welcomed Ms. Perez and stated she is looking forward to working with her and Dr. Olmos. She also thanked Mr. Gordillo for his help during the past months.

B. District Administration

Mrs. Azevedo, District Superintendent, welcomed Ms. Perez and Dr. Olmos. She wished everyone Happy Holidays and also thanked Mr. Gordillo for assisting during these past months.

C. Audience

None

ITEMS FOR ACTION

8. Election of Personnel Commission Officers

The Personnel Commission took action to organize by electing officers; a chairperson, a vice-chairperson, and a member.

Motion made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Ms. Perez MOVED to nominate Mr. Willey for chairperson. Mrs. Berhow seconded the nomination.

Roll Call Vote: Yes: 3
No: 0
The motion carried.

Ms. Perez MOVED to nominate Mrs. Berhow for vice-chairperson. Mr. Willey seconded the nomination.

Roll Call Vote: Yes: 3
No: 0
The motion carried.

9. Personnel Commission Meeting Calendar

The Personnel Commission took action to approve the dates, time, and place for its regular meetings for 2025, as amended with the January date change from January 14 to January 21, 2025.

Motion made by: Mrs. Sue Berhow
Seconded by: Ms. Marisa Perez

Roll Call Vote: Yes: 3
No: 0
The motion carried.

10. Approval of Minutes, Regular Meeting of November 19, 2024

The Personnel Commission took action to approve the minutes of the regular meeting of November 19, 2024.

Motion made by: Mrs. Sue Berhow
Seconded by: Mr. Jason Willey

Roll Call Vote: Yess: 2
No: 0
Abstain: 1 (Perez)

The motion carried.

11. Certification and Ratification of Eligibility Lists for Classified Service

The Personnel Commission took action to certify and ratify the Eligibility Lists for Classified Service.

Motion made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

Ms. Perez asked for some clarification on the item and an explanation on what the columns mean. Mr. Gordillo provided information on the item and information on the columns listed.

Roll Call Vote: Yes: 3
No: 0
The motion carried.

12. Second Reading and Approval of Amendments to Personnel Commission Rules and Regulations:
Rule 20.200.3

The Personnel Commission took action to approve provide a second reading and approval of the amendments to Rule 20.200.3.

Motion made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 3
No: 0
The motion carried.

13. Approval of Classification Specifications: Transportation Specialist

The Personnel Commission took action to approve the classification specifications for Transportation Specialist and assign to CSEA classified salary range O-005 (\$61,999 - \$75,392), effective December 18, 2024.

Motion made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

Mr. Gordillo introduced the item and gave context regarding the situation with an employee working out of class. He stated that he conducted a desk audit and that it is now ready to go to board for approval and then follow the process of posting for applications. He also stated that he had sent it to CSEA for review and Ms. Cuellar is fine with it.

Ms. Perez asked some questions about the position and Mr. Gordillo provided answers.

Roll Call Vote: Yes: 3
No: 0
The motion carried.

14. Approval of Classification Specifications: Food Warehouse Supervisor

The Personnel Commission took action to approve the classification specifications for Food Warehouse Supervisor and assign to classified management salary range K-082 (\$81,320 - \$99,829), effective December 18, 2024.

Motion made by: Mrs. Sue Berhow
Seconded by: Ms. Marisa Perez

Ms. Perez Ms. Perez asked questions about the position and Mr. Gordillo provided answers.

Roll Call Vote: Yes: 3
No: 0
The motion carried.

15. NON-ACTION ITEMS

None

16. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

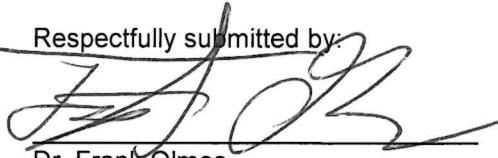
Mr. Gordillo stated that this is his final report to the BUSD Personnel Commission as their Interim Executive Director. He stated that it has been an absolute pleasure working with the commission and staff. He also thanked the commissioners for the support and hopes that he served them well. Mr. Gordillo thanked Superintendent Mrs. Azevedo for her kindness and confidence in him. He asked that his appreciation be passed along to Deputy Superintendent, Dr. Smith; he was his day to day contact to coordinate business and he hopes he served him well too. There is new people and new energy for the new year and he wished everyone a good holiday season.

Mrs. Berhow and Mr. Willey both thanked Mr. Gordillo for his service during the past six months. Mrs. Berhow thanked him for stepping up and sharing his expertise.

17. ADJOURNMENT

THE DECEMBER 17, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 5:33 P.M.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'F. Olmos', written over a horizontal line.

Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: January 21, 2025
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Certification and Ratification of Eligibility Lists for Classified Service

Background

The Executive Director of Classified Personnel Commission is responsible for preparing eligibility lists of qualified candidates who have successfully passed required examinations and are eligible for employment in the classified service of Bellflower Unified School District.

Recommendation(s)

1. Certify and/or Ratify the Eligibility Lists for Classified Service as follows.

<u>Classification</u>	<u>List Type</u>	<u>List Date</u>	<u>Eligibles</u>	<u>Ranks</u>
Food Service Assistant II	OP	12/18/2024	15	4
Health Assistant	OP	01/10/2025	5	4
Instructional Assistant	OP	01/06/2025	35	7
Instructional Assistant-Bilingual (Spanish)	PR/OP	01/13/2025	21	6
Instructional Assistant, Child Care	OP	12/11/2024	3	4

OP-Open
PR-Promotional