



C-1
District Administration Building C
16703 South Clark Avenue
Bellflower, California 90706

February 11, 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 January 21, 2025
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, March 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 JANUARY 21, 2025

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Jason Willey at 5:03 p.m. and the Flag Salute was led by audience member, Annette Cebula.

ROLL CALL

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

STAFF PRESENT: Dr. Frank Olmos, Executive Director
 Adrianna Cervantes, Administrative Assistant

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for Tuesday, January 21, 2025.

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

Replacement Pages: Agenda Item 8 replacement page was made available to the public.

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Mr. Willey wished everyone a Happy New Year 2025. Dr. Olmos also wished the audience a Happy New Year and stated that he is happy to be here at his first meeting as the Executive Director and is looking forward to a great year.

PUBLIC COMMENT

None

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of December 17, 2024

The Personnel Commission took action to approve the minutes of the regular meeting of December 17, 2024.

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

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

8. 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: Mrs. Sue Berhow
Seconded by: Ms. Marisa Perez

Ms. Perez asked questions about the process to become an eligible on these lists and also asked about how the ranks are determined. Dr. Olmos explained the process on how eligibility lists are composed.

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

9. NON-ACTION ITEMS

None

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos thanked the audience for attending the Personnel Commission meeting. He shared that at the January 16, 2025 Board meeting, the Board of Education approved board policy 4210.3-Relationship to the Personnel Commission. A key highlight of that policy was compensation from \$15.00 to \$50.00 per meeting with a cap of \$200.00 per month. Vice Chairperson, Sue Berhow requested to have a copy of the new board policy.

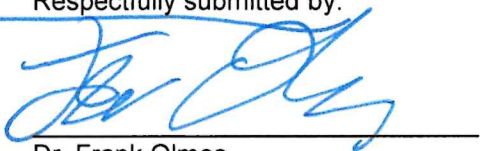
Dr. Olmos also shared that Superintendent Azevedo also announced her upcoming retirement at the end of this current school year, after serving BUSD for 31 years. The board announced their plans for search firms in order to recruit a new superintendent. The Personnel Commission extended their congratulations to Superintendent Azevedo, who was present in the audience.

Dr. Olmos shared that there are plans to hold a job fair in the near future, for both classified and certificated opportunities, in hopes to increase recruitment for our district. And in closing, he informed the commission of his thoughts to explore the idea of a commission retreat meeting to focus on goals, visions and how to best serve the district.

11. ADJOURNMENT

THE JANUARY 21, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED
AT 5:26 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: February 11, 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 Date</u>	<u>List Type</u>	<u>Ranks</u>	<u>Eligibles</u>	<u>Applicants</u>	<u>Tested</u>
Coordinator, Data Management & Analysis	01/24/2025	DC	7	8	23	10
Instructional Assistant, Special Education (Merged)	02/05/2025	OP	5	10	8	7
Lead Custodian	02/03/2025	PR/OP	5	9	35	22
Special Education Health Assistant (Merged)	02/05/2025	PR/OP	4	7	25	10

DC-Dual Certification
OP-Open
PR-Promotional