



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

February 10, 2026
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 13, 2026

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Request for Creation of Campus Security-Lead Classification

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

11. ADJOURNMENT OF MEETING

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING JANUARY 13, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Jason Willey at 5:00 p.m. and the Flag Salute was led by Chairperson Jason Willey.

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 13, 2026.

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

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

The Personnel Commission adjourned to closed session at 5:01 p.m. with no action taken and reconvened to open session at 5:11 p.m.

Closed Session

Pursuant to Government Code 54957(b)(1);
Executive Director, Classified Personnel Commission:
Public Employee Performance Evaluation

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Mrs. Berhow wished everyone a happy new year and hopes that everyone had a Merry Christmas.

Ms. Perez welcomed back everyone and wished everyone a happy new year. She shared that she is excited for the new engagements communicated by Dr. Simon.

Mr. Willey shared that he is looking forward to moving ahead with all the new projects within the school district.

PUBLIC COMMENT

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 from among its members.

Motion made by: Mr. Jason Willey
to reorganize by nominating Mrs. Berhow as Chairperson;
Ms. Marisa Perez as Vice-Chairperson; and
Mr. Willey as member.

Seconded by: Ms. Marisa Perez

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. Approval of Minutes, Regular Meeting of December 9, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of December 9, 2025.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. Certification and Ratification of Eligibility Lists for Classified Service

The Personnel Commission took action to certify and ratify the Eligibility List for classified service.

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

Ms. Perez commented that she was happy to see that there has been many applicants for postings within our district.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. Request for Creation of Campus Security-Lead Classification

The Personnel Commission received and discussed the request for creation of Campus Security-Lead Classification and Assignment of Salary Range.

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

Ms. Perez asked for a brief overview of the classification and asked some questions regarding the requirements for clarification.

Mrs. Berhow asked for clarification in regards to the distinguishing characteristics and representative/essential duties.

Dr. Olmos provided an overview of the classification specifications and provided answers to the questions of the commissioners.

Ms. Perez made a motion to table the item to the next meeting, scheduled for February 10, 2026, and asked that Dr. Olmos share the feedback with district administration. Mr. Willey seconded the motion.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

12. Information Item

Dr. Olmos shared a presentation on AI with the commission.

**13. REPORT FROM THE EXECUTIVE DIRECTOR,
CLASSIFIED PERSONNEL COMMISSION**

Dr. Olmos shared that he is participating in Guiding Coalition with the district and that if the commission is interested in being part of it, to please let him know. He also shared that the process has begun for selecting teacher of the year and classified employee of the year. STAR Awards will return this year to celebrate our wonderful and dedicated employees. He shared that there is a job fair planned for February 21st with more information to come.

The Personnel Commission adjourned at 6:30 p.m.

14. ADJOURNMENT

THE JANUARY 13, 2026, REGULAR MEETING OF THE PERSONNEL
COMMISSION ADJOURNED AT 6:30 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: February 10, 2026
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Certification and Ratification of Eligibility List 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 List for Classified Service as follows.

<u>Classification</u>	<u>List Date</u>	<u>List Type</u>	<u>Ranks</u>	<u>Eligibles</u>	<u>Tested</u>	<u>Applicants</u>
Instructional Assistant-Child Care	01/16/2026	OP	1	5	9	24

OP-Open

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: February 10, 2026

To: Members of the Personnel Commission

From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission

Subject: Request for Creation of Campus Security-Lead Classification

I. RECOMMENDATION

It is recommended that the Personnel Commission approve the following actions:

1. Create the classification Campus Security - Lead
2. Approve the attached classification specification for Campus Security - Lead
3. Assign the salary range O-MISC Classified CSEA: \$5,762.57 – \$7,010.79 monthly
4. Establish the effective date of February 10, 2026

II. BACKGROUND

At the request of Deputy Superintendent Ryan Smith, the District seeks to establish a Campus Security – Lead classification to address increasing needs for daily coordination, site-level leadership, and consistent coverage in school security operations.

Currently, duties that would fall to a lead—such as assigning daily coverage, mentoring newer personnel, coordinating with administrators, or supporting emergency response—are handled inconsistently. In many cases, these tasks are shouldered by site administrators or left unassigned. This creates variability in how incidents are managed and limits the ability of experienced security staff to formally guide peers.

While the Campus Safety and Emergency Preparedness Manager provides centralized, district-wide oversight and coordination, the day-to-day leadership at school sites remains diffuse or informal. The creation of the Campus Security – Lead role provides a structured, in-unit solution for directing field-level operations across multiple shifts, campuses, and event types.

The District is interested in filling the Campus Security – Lead classification by prioritizing current employees while also ensuring a competitive selection process

Furthermore, the attached classification specification has been updated to incorporate the following key enhancements:

- **Increased Experience Requirements:** Minimum qualifications now require three (3) years of general experience, including two (2) years of campus-specific security experience, to better align with the advanced judgment and leadership expected of the role.
- **Clarified Scope of Responsibility:** Language has been added to specify that incumbents may provide guidance and training support to security personnel across multiple sites as directed, ensuring flexibility and district-wide support capacity.
- **Emphasis on Modern Training:** Duties section have been strengthened to underscore the Lead's role in delivering ongoing, current training in de-escalation and security best practices to campus security staff.

These revisions strengthen the classification's alignment with the District's safety objectives.

III. RATIONALE AND JUSTIFICATION

The Lead Campus Security classification will enable the District to:

- Deliver consistent peer leadership and shift coordination across single or multiple sites as needed.
- Enhance safety protocols during the instructional day and school events through hands-on guidance and training in current de-escalation and security practices.
- Reduce reliance on contracted or informal arrangements by establishing a clear, qualified point of contact for site administrators and external security partners.
- Support onboarding, training, and mentorship for security staff, ensuring all personnel are prepared to meet modern campus safety expectations.
- Provide a meaningful promotional opportunity for security employees who demonstrate advanced competency and readiness for lead responsibilities.

This role is non-supervisory and distinct from the manager-level position, focusing on daily operational leadership without assuming broader programmatic or policy authority.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

A. External Market Comparison

District	Job Title	Monthly Salary Range
BUSD	<i>Campus Security - Lead (Proposed)</i>	<i>\$5,762 – \$7,010</i>
Paramount USD	Lead Campus Security – High School	\$5,402 – \$6,917

For Reference

District	Job Title	Monthly Salary Range
BUSD	Campus Security	\$5,076 – \$6,173
Paramount USD	Campus Security	\$4,326 – \$5,537

B. Internal Alignment

Classification	Monthly Range
Campus Safety & Emergency Preparedness Manager	\$7,671 – \$9,419
<i>Campus Security - Lead (Proposed)</i>	<i>\$5,762 – \$7,010</i>
Campus Security	\$5,076 – \$6,173

Summary of Alignment

- **External Competitiveness:** The proposed Campus Security – Lead salary aligns competitively with comparable roles at Paramount USD, falling slightly above their Lead High School Security range and maintaining clear separation from both districts' Campus Security classifications.
- **Salary Progression and Promotional Spacing:** The proposed Lead Campus Security range reflects an approximate 13.5% midpoint increase over Campus Security, maintaining a 10–20% differential consistent with best-practice compensation guidelines.
- **Internal Range Positioning:** The proposed classification fits appropriately between Campus Security and the Campus Safety and Emergency Preparedness Manager, maintaining a clear salary and responsibility distinction without compression or overlap.

V. FISCAL IMPACT

The creation of the ***Campus Security - Lead*** position will cost the District approximately \$100,891 per year, which includes an annual salary of \$84,120 at Step 5 and approximately \$16,771 in benefits.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY - LEAD

BASIC FUNCTION

Under general supervision, leads, trains, and coordinates the work of Campus Security personnel; performs the most complex campus security and safety duties requiring advanced independent judgment; serves as a point of escalation for security incidents; maintains campus safety and security by monitoring student behavior, enforcing school and District policies, and responding to critical incidents; assists in planning, coordinating, and operating student safety and security programs; resolves student conflicts using de-escalation strategies that minimize the need for physical intervention.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by responsibility for providing lead-level direction to Campus Security staff and performing the most complex security duties requiring advanced independent judgment and decision-making. The position serves as a point of escalation for security incidents and provides training, guidance, and coordination to security personnel. It is distinguished from Campus Security in that Campus Security performs security duties under closer supervision without lead responsibilities. It is further distinguished from supervisory positions by the absence of full supervisory authority including hiring, evaluating, and disciplining staff. **Incumbents may also provide guidance, training, and support to security personnel at other sites as directed.**

SUPERVISION RECEIVED AND EXERCISED

General supervision from assigned site administrator or designated supervisor. Provides lead direction, training, and coordination to Campus Security personnel; may provide work direction to substitute or temporary security staff.

REPRESENTATIVE/ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

- Provides lead direction, training, and guidance to Campus Security personnel in daily security operations, safety protocols, and District policies and procedures
- Serves as primary point of escalation for complex security incidents, student conflicts, and emergency situations requiring advanced judgment and decision-making
- Coordinates security coverage, assignments, and deployment of Campus Security staff across campus locations and events
- Serves as a District liaison to contracted security vendor personnel; coordinates daily operations, communicates District policies and expectations, monitors vendor staff

performance, and reports concerns or performance issues to site administration and vendor management

- **Trains, mentors, and ensures the ongoing competency of Campus Security personnel in current in de-escalation techniques, conflict resolution, emergency response procedures, and proper use of security equipment**
- Reviews and leads security operations and staff performance; provides recommendations to administration for operational improvements
- Patrols and monitors campus facilities, grounds, and events during assigned hours, including evenings, to promote a safe and secure learning environment; prepares and maintains required security-related reports and documentation
- Observes and patrols campus areas including hallways, restrooms, parking lots, and perimeter areas to identify potential safety issues or policy violations
- Responds to and assists in resolving the most complex student behavioral incidents, conflicts, and emergencies, prioritizing de-escalation and conflict resolution strategies in accordance with District policy
- Serves as liaison between Campus Security staff, school administration, and law enforcement agencies during investigations and critical incidents
- Assists school authorities in addressing unauthorized persons on campus and students leaving campus without permission
- Assists in conducting searches of students or belongings when directed by administration, ensuring compliance with District protocols
- Facilitates student check-in and tardy procedures using designated electronic or manual systems to track late arrivals and issue passes
- Coordinates with administration and law enforcement agencies during investigations of illegal or anti-social activities
- Addresses vaping, substance use, bullying, and other student conduct issues through intervention, documentation, and referral to appropriate personnel
- Utilizes security tools and equipment including radios, surveillance systems, golf carts, and detection devices; ensures proper maintenance and operation of security equipment
- Assists with crowd control at athletic events, dances, graduations, and other school functions; coordinates security staff deployment for special events
- Provides transportation assistance to students, staff, and parents in District-approved vehicles across campus as needed
- Reports and documents graffiti, vandalism, or other property damage, and assists administrators in identifying and addressing responsible parties
- Monitors and reports maintenance or safety hazards to appropriate personnel
- Builds positive rapport with students to encourage compliance and create an approachable security presence
- Responds to medical emergencies and provides emergency first aid and CPR within the scope of training and certification, while alerting appropriate medical personnel
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Lead-level coordination and work direction techniques
- Advanced de-escalation and conflict resolution techniques
- Training and mentoring methods for security personnel
- Adolescent behavior and development
- Campus safety and security procedures
- Legal requirements related to student searches and rights
- District organization, operations, policies, and objectives
- Laws, rules, and regulations related to campus security
- Emergency response procedures including crisis intervention
- Drug identification and detection procedures
- Technology systems used for campus security including surveillance cameras, detection devices, and communication equipment
- Report writing, documentation, and record-keeping techniques
- Basic understanding of equal employment principles, workplace safety requirements, and district procedures covered by Cal OSHA, EEO, and applicable collective bargaining provisions.

ABILITY TO:

- Provide lead direction, training, and guidance to Campus Security personnel
- Coordinate work assignments and security coverage across multiple campus locations
- Serve as an effective point of escalation for complex security incidents
- Train staff in de-escalation, conflict resolution, and emergency response procedures
- Exercise advanced independent judgment in assessing and responding to critical situations
- Analyze situations quickly and adopt effective courses of action while maintaining student safety
- Communicate effectively both orally and in writing with students, staff, parents, law enforcement, and administrators
- Build positive relationships with students while maintaining appropriate authority
- De-escalate tense situations and resolve complex conflicts peacefully
- Safely intervene in physical altercations when necessary
- Maintain confidentiality regarding sensitive student and security information
- Operate and troubleshoot security equipment including radios, surveillance systems, and detection devices
- Work independently with minimal supervision while maintaining accountability
- Remain calm and professional under pressure and in crisis situations and maintain emotional regulation during high-stress situations and traumatic incidents
- Learn, interpret, apply, and explain laws, policies, procedures, rules, and regulations
- Observe health and safety regulations and maintain personal safety awareness
- Maintain physical and emotional stamina during extended outdoor work in various weather conditions
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures

MINIMUM REQUIREMENTS – The following are the minimum qualifications and requirements:

Experience:

Three (3) years of experience working with adolescents or young adults in a structured environment such as educational institutions, youth programs, community organizations, or security settings, including two (2) years performing campus security or related security duties.

Education:

Graduation from high school or equivalent. College-level coursework in psychology, criminal justice, child development, sociology, or other fields closely related to the job requirements of this classification is desirable.

WORKING CONDITIONS:

- Indoor and outdoor work environment with exposure to various weather conditions including seasonal heat, cold, and adverse weather.
- Evening or variable hours may be required for special events.
- Potential exposure to confrontational situations, disruptive individuals, and emergency situations.

PHYSICAL DEMANDS:

- Hearing and speaking ability to exchange information and communicate effectively over radios and in noisy environments.
- Visual acuity to monitor students, crowds, and surveillance equipment.
- Ability to walk and stand for extended periods while patrolling campus.
- Physical stamina and ability to respond quickly to incidents across campus.
- Ability to safely intervene in physical altercations when necessary, including separating combative individuals.

Additional Requirements/Information:

- Completion of SB 1626/SB 390 School Security Guard Training (24 hours) as required by law.
- Current CPR and First Aid certificates must be obtained within six months of employment and maintained throughout employment.

APPROVED BY PERSONNEL COMMISSION:

Proposed to Personnel Commission:

February 10, 2026