



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

March 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 February 10, 2026

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Approval of Professional Memberships and Subscriptions for the
Executive Director, Classified Personnel Commission

10. ACTION ITEM:

Approval of Revision of Classification Specifications: Music Assistant

11. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

12. ADJOURNMENT OF MEETING

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING FEBRUARY 10, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Sue Berhow at 5:02 p.m. and the Flag Salute was led by Vice Chairperson Marisa Perez.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Chairperson
Marisa Perez, Vice Chairperson
Jason Willey, 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 February 10, 2026.

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

Mr. Willey shared that he attended Mayfair High School's Beetlejuice play and that the play was very impressive, he remarked that they did a great job.

PUBLIC COMMENT

CSEA Chapter 32 President, Michelle Cuellar shared that CSEA has been working with Dr. Olmos on updating job descriptions and CSEA has been very involved on every committee the district has recently developed.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of January 13, 2026

The Personnel Commission took action to approve the minutes of the regular meeting of January 13, 2025.

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

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 List for classified service.

Motion made by: Ms. Marisa Perez

Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3

No: 0

The motion carried.

9. Request for Creation of Campus Security-Lead Classification

The Personnel Commission took action to approve the request for creation of Campus Security-Lead Classification and Assignment of Salary Range, effective February 11, 2026.

Motion made by: Ms. Marisa Perez

Seconded by: Mr. Jason Willey

Dr. Olmos provided an overview of the classification specifications and provided information the increase of qualifications; clarified the scope of responsibilities; emphasized and strengthened modern training. He also shared that the posting will be open but with priority given to promotional internal employees of Bellflower Unified School District.

Roll Call Vote: Yes: 3

No: 0

The motion carried.

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

Dr. Olmos shared that he is excited to report that he has selected a Personnel Analyst who will be starting in March. He also reported that he had taken part of a facilities master plan meeting in which he was able to provide input for the district; he will be attending a conference in Nashville and presenting on AI in the workplace with the Dr. Smith and that he is working on this year's classified employee of the year.

Dr. Olmos shared with the commission some events coming up:

- College/Career Fair Expo, February 11, 2026
- BUSD Job Fair, February 21, 2026
- STAR Awards, April 20, 2026

The Personnel Commission adjourned at 5:24 p.m.

11. ADJOURNMENT

THE FEBRUARY 10, 2026, REGULAR MEETING OF THE PERSONNEL
COMMISSION ADJOURNED AT 5:24 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: March 10, 2026

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>Invited to Test</u>	<u>Applicants</u>
Bus Driver (merged)	02/06/2026	OP	3	9	11	74
Campus Safety and Emergency Preparedness Manager	02/09/2026	DC	5	5	12	23
Community Services Worker (merged)	02/06/2026	OP	4	6	24	77
Locker Room Attendant (merged)	02/06/2026	OP/PR	8	8	14	31

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: March 10, 2026

To: Members of the Personnel Commission

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

Subject: Approval of Professional Memberships and Subscriptions for the Executive Director, Classified Personnel Commission

I. SUMMARY

It is recommended that the Personnel Commission approve funding for the following five (5) professional memberships for the Executive Director, Classified Personnel Commission, at a total annual cost of **\$1,524.96 effective July 1, 2026:**

- Association of California School Administrators (ACSA) – \$729.96
- AASA, The School Superintendents Association (AASA) – \$215
- California Association of Latino Superintendents and Administrators (CALSA) – \$200
- International Personnel Assessment Council (IPAC) – \$100
- American Educational Research Association (AERA) – \$280

These memberships are tied to the Executive Director position and its statutory duties, not to general office-wide subscriptions.

II. BACKGROUND

The Executive Director of Classified Personnel Commission is responsible for administering the classified merit system under Education Code §45240 et seq., including examinations, classification, and ensuring fair, legally defensible selection procedures.

Professional memberships directly related to these duties are a standard operating expense for senior educational leaders and provide access to legal updates, assessment best practices, equity and workforce research, and peer networks that support compliant and up-to-date HR and testing practices.

III. FISCAL IMPACT

- All five memberships are funded from the Personnel Commission budget: **\$1,524.96** annually.

IV. RECOMMENDATION(S)

1. Approve funding for the five professional memberships listed in Section I for the Executive Director, Classified Personnel Commission, in an amount not to exceed **\$1,524.96** annually

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: March 10, 2026

To: Members of the Personnel Commission

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

Subject: Approval of Revision of Classification Specifications: Music Assistant

Background

At the request of District administration, a revision of the Music Assistant classification specification is proposed. The revision updates the document to reflect current program needs, removes outdated or duplicative language, and aligns the specification with current legal standards and Personnel Commission formatting practices.

Recommendation(s)

- **Approve the revised classification specification for Music Assistant, effective March 10, 2026.**

Summary of Key Revisions

- Broadened the role beyond elementary choral support to cover diverse vocal and instrumental programs.
- Consolidated duplicative duties, knowledge, and physical demands for clarity and consistency.
- Updated minimum qualifications from narrow piano coursework to broader music education or performance training.
- Confirmed piano accompaniment as a core skill while expanding expectations to include instrumental modeling and sectional support.
- Expanded duties to reflect band, orchestra, mariachi, and modern musicianship, along with event, staging, sound, and equipment responsibilities.
- Revised transportation language to remove the standalone driver's license requirement and clarify travel expectations consistent with current law and reasonable transportation alternatives.
- Reformatted the specification to align with current Personnel Commission and ADA standards.

For reference: Hourly Salary Range (\$23.79 – \$28.92).

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: MUSIC ASSISTANT

BASIC FUNCTION:

~~Under the direction of the elementary choral music teacher, assist in the instruction, performance, and supervision of students in chorus, ensembles, rehearsals, and performances; perform piano accompaniments.~~

Under general supervision of the music teacher, department staff, or designee, assists in the instruction, rehearsal, performance, and supervision of students participating in a variety of musical activities, including vocal, instrumental, and ensemble performances and related events.

DISTINGUISHING CHARACTERISTICS

The Music Assistant classification is distinguished from general Instructional Assistant and Visual and Performing Arts Assistant positions by its focus on supporting vocal and instrumental music programs and its requirement for demonstrated musical performance skills. Incumbents regularly perform alongside students in ensembles, assist with sectionals, and support music-specific technical and production needs such as sound, staging, and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a certificated music teacher, department staff, or designee. Does not exercise supervisory authority. May provide informal work direction or lead guidance to student assistants, volunteers, or student leaders during rehearsals, performances, and related activities, including supporting peer mentors working with students with disabilities.

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

- ~~Assist in chorus and ensemble instruction. (E)¶~~
- ~~Assist in choreographing shows. (E)¶~~
- ~~Perform piano accompaniments for classes, assemblies, concerts, and other programs. (E)¶~~
- ~~Assist in set construction. (E)¶~~
- ~~Participate in the selection and construction of costumes. (E)¶~~
- ~~Operate public address systems and recording equipment. (E)¶~~
- ~~Maintain related files, records, and schedules. (E)¶~~
- ~~Operate a vehicle to drive to performance sites as assigned.~~

- Assists in music instruction and supervision of students during rehearsals, classes, and performances; performs alongside students to model musicianship and ensemble skills.
- Assists in instructing students in instrumental music fundamentals across various ensembles and styles, such as marching band, jazz band, concert band, orchestra, and culturally specific traditions.
- Assists in facilitating modern musicianship courses featuring contemporary instruments such as electric guitar, bass, piano, and drums.
- Assists in preparing students for musical performances, competitions, and public events.
- Conducts and supervises sectional rehearsals for small groups, demonstrating techniques through performance and playing with students to reinforce concepts.
- Assists in planning, coordinating, and supervising musical performances and events; performs with student ensembles as needed.
- Sets up, arranges, and breaks down rehearsal and performance spaces, including equipment, staging, and seating configurations.
- Sets up, operates, and maintains sound systems, recording equipment, and other audio-visual technology for rehearsals and performances.
- Maintains inventory of instruments, equipment, uniforms, and music library materials; tracks condition, location, and usage.
- Performs minor instrument adjustments and maintenance; reports repair needs to appropriate personnel.
- Maintains student records, attendance, schedules, and progress documentation as assigned.
- Supervises student behavior and maintains discipline during music activities and events; models professional performance standards and conduct.
- Collaborates with special education staff and related service providers to support student access, participation, and implementation of classroom and performance accommodations.
- Transports equipment and travels to performance sites, festivals, and competitions as assigned; participates in performances with students at these events.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Music theory and choreographing techniques.¶¶
- Basic record-keeping techniques.¶¶
- Oral and written communication skills.¶¶
- Safe practices in classroom activities.¶¶

- ~~Basic instructional methods and techniques.~~
Music theory concepts, basic performance practices, and ensemble rehearsal techniques.
- **Cultural and stylistic characteristics of mariachi or other specialized music traditions, including common instruments and ensemble practices.**
- **Principles of organizing and supporting school-based music programs, including budgeting, scheduling, equipment management, and event coordination**
- **Techniques for supporting vocal and instrumental music instruction in group and sectional settings.**
- **Basic choreography, staging, and production elements for musical performances.**
- **Operation and basic troubleshooting of sound systems, microphones, recording devices, and related audio-visual equipment.**
- **Methods for organizing and maintaining music libraries, instruments, equipment, uniforms, and supplies.**
- **Basic record-keeping and data entry techniques for student, inventory, and scheduling information.**
- **Oral and written communication skills.**
- **Safe practices in classroom, rehearsal, performance, and event environments.**
- **Basic instructional methods, tutoring strategies, and student supervision techniques.**

ABILITY TO:

- ~~Perform piano accompaniments.~~
- ~~Learn and apply school policies, methods, practices, and terminology used in music instruction.~~
- ~~Communicate effectively.~~
- ~~Understand and follow written and oral instructions.~~
- ~~Establish and maintain cooperative and effective working relationships with others.~~
- ~~Choreograph music performances.~~
- **Perform instrumental parts alongside students during rehearsals and performances.**
- **Demonstrate and reinforce music fundamentals, including rhythm, notation, and instrumentation, to individuals and small groups of students.**
- **Adapt to various musical styles and ensemble settings, such as band, orchestra, mariachi, and modern musicianship.**
- **Choreograph, stage, and assist in directing musical performances.**

- Set up, operate, and perform basic troubleshooting for sound systems, microphones, recording devices, and related equipment.
- Plan, organize, and coordinate program activities, events, and logistics in support of rehearsals and performances.
- Supervise and monitor students in classroom, rehearsal, and performance settings to maintain a safe and productive environment.
- Communicate effectively with students, staff, parents, and community members both orally and in writing.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Follow oral and written instructions, including those related to student support plans and accommodations.
- Learn and apply school and district policies, procedures, and terminology related to music instruction and performance.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

EDUCATION AND EXPERIENCE:

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

Experience: Experience assisting with music instruction, performance, or related school, community, or youth music programs is desirable

Education: Graduation from high school or equivalent supplemented with coursework or training in music education, performance, theory, or a closely related field.

~~Any combination equivalent to graduation from high school supplemented by course work in piano playing.~~

~~LICENSES AND OTHER REQUIREMENTS:~~

- ~~• Valid California driver's license, and a driving record acceptable to the District for insurance purposes.~~
- ~~• Must be available evenings and weekends to assist with performances.~~

WORKING CONDITIONS AND PHYSICAL DEMANDS – This summary provides examples of the work conditions and typical physical demands of this classification.

WORKING CONDITIONS:

- Works in classroom, rehearsal, and performance environments at school sites and off-site venues.
- Works indoors and outdoors, including evenings and weekends, to support rehearsals, performances, and events.
- Works in a fast-paced setting with frequent interruptions and competing demands.
- Exposed to noise and sounds typical of music rehearsals and performances.

ENVIRONMENT:

- Indoor environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to play piano.
- Seeing to monitor students and choreograph performances.
- Hears and speaks to exchange information, provide instruction, and monitor student behavior.
- Sees to read music, monitor students, and observe performances.
- Uses hands and fingers to handle music, operate instruments, and use equipment and technology.
- Stands, walks, bends, and reaches for extended periods during rehearsals, classroom activities, and performance setup and breakdown.
- Lifts and carries objects weighing up to 25 pounds without assistance.

Additional Requirements/Information:

Must be available evenings and weekends to assist with performances.

Approved on:

April 1999

Proposed Revision:

March 10, 2026