

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

**April 14, 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 March 10, 2026

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

A. 2026-2027 Personnel Commission Budget Public Hearing:

The Personnel Commission will conduct a public hearing to receive information, public testimony, and comments regarding the proposed Personnel Commission Budget for the 2026-2027 fiscal year. This provides an opportunity for members of the public to address the Commission on this specific matter before any action is taken on the budget itself.

B. Approval of the Proposed 2026-2027 Personnel Commission Budget

10. INFORMATION ITEM:

Letter Recognizing Classified School Employees Week: May 18-22, 2026

11. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

12. ADJOURNMENT OF MEETING

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 the Bellflower Unified School District Office, 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 MARCH 10, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Sue Berhow at 5:11 p.m. and the Flag Salute was led by Member Jason Willey.

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 March 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

None

PUBLIC COMMENT

None

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of February 10, 2026

The Personnel Commission took action to approve the minutes of the regular meeting of February 10, 2025.

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

Dr. Olmos noted a couple of corrections to the minutes: page 2, item 9, after the motion and second made, it should read Dr. Olmos provided an overview of the classification specifications and *information regarding* the increase of qualifications; item 10, removing *the* before Dr. Smith on the last sentence of the first paragraph.

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

The Personnel Commission took action to approve the request for 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

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

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

10. Approval of Revision of Classification Specifications: Music Assistant

The Personnel Commission took action to approve the revised classification specifications for Music Assistant, effective March 10, 2026.

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

Dr. Olmos provided clarification for bullet #4 under Summary of Key Revisions.

Mrs. Berhow asked if applicants will see the job descriptions during the application process.

Ms. Perez asked if it covers grades K-12.

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

11. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos welcomed Andrea Leon, the new Personnel Analyst.

Ms. Leon introduced herself to the commission and expressed her excitement to be a part of the Bellflower Unified School District.

Dr. Olmos shared with the commission that the job fair on February 21st had gone well. He also shared that the process for selecting the Classified Employee of the Year had been completed and he thanked everyone who participated. The recipient will be announced in April at the STAR Awards which will be taking place at the Lakewood Centre this year.

Dr. Olmos commented that the Annual CSPCA Annual Conference in San Diego is coming up next week and he will be attending along with the staff of the department.

The Personnel Commission adjourned at 5:25 p.m.

11. ADJOURNMENT

THE MARCH 10, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 5:25 P.M.

Respectfully submitted by:

Dr. Frank Olmos

Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: April 14, 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>
Carpenter (merged)	03/20/2026	PR/OP	7	9	1	3
Occupational Therapist	03/30/2026	OP	7	8	9	12
Risk Management and Benefits Manager	01/27/2026	OP	3	3	4	9

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: April 14, 2026
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Approval of the Proposed 2026-2027 Personnel Commission Budget

Background

The Personnel Commission is required to adopt an annual budget to support its operations and fulfill its statutory responsibilities under the merit system provisions of the California Education Code. The proposed budget for the 2026–2027 fiscal year reflects the Personnel Commission's ongoing commitment to maintaining a well-staffed, independent, and operationally sound merit system for the Bellflower Unified School District's classified employees. The budget was developed in coordination with the District's Fiscal Services department and is based on current position control data, updated fringe benefit formulas, and projected operational needs for the coming fiscal year.

Recommended Action

The Executive Director of Personnel Commission recommends approval of the proposed budget for the 2026-2027 fiscal year.

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION BUDGET 2026-2027
PROPOSED

PERSONNEL COMMISSION					
LOCATION: 902					
			2025-2026	2026-2027	
DESCRIPTION					
2310	Executive Director	1.00	176,634	186,597	
2320	Commissioners	3.00	3,600	2,700	
2410	Administrative Assistant	1.00	98,105	98,105	
2410	Personnel Assistant	1.00	89,974	89,974	
2410	Personnel Technician	1.00	78,820	81,737	
2410	Personnel Analyst	1.00	108,000	108,209	
TOTAL CLASSIFIED SALARIES		8.00	555,133	567,322	
<u>FRINGE BENEFITS</u>					
3212	PERS - Classified		150,956	154,343	
3312	OASDI - Classified		34,382	35,174	
3332	MEDI - Classified		8,041	8,227	
3412	Health and Welfare - Classified		144,495	160,656	
3512	SUI - Classified		278	284	
3612	W/C - Other Classified		33,272	17,020	
3712	OPEB - Classified		5,546	5,674	
TOTAL FRINGE BENEFITS			376,970	381,378	
<u>BOOKS & SUPPLIES</u>					
4350	Office Supplies		5,000	5,000	
4390	Other Supplies		2,000	2,000	
4400	Non Capitalized Equipment		4,000	4,000	
TOTAL BOOKS AND SUPPLIES			11,000	11,000	
<u>CONTRACTED SERVICES</u>					
5220	Travel/Conference		10,000	12,000	
5310	Dues/Memberships		8,000	11,000	
5757	Food Services		5,000	5,000	
5810	Contracted Services		30,000	30,000	
5825	Legal Hearings		18,000	18,000	
5830	Advertisement		8,000	8,000	
5860	Fingerprints, Physicals, X-ray		30,000	25,000	
5890	Other Services		4,000	4,000	
5920	Telephone		2,650	2,650	
TOTAL CONTRACTED SERVICES			115,650	115,650	
<u>EQUIPMENT</u>					
6420	New Equipment		0	0	
TOTAL EQUIPMENT			0	0	
TOTAL PROGRAM		8.00	1,058,753	1,075,350	

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Information Item: 10

Date: April 14, 2026

To: Members of the Personnel Commission

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

Subject: Letter Recognizing Classified School Employees Week: May 2026

Background

Classified School Employees Week, observed annually, provides an important opportunity to formally acknowledge and celebrate the essential contributions of our dedicated classified staff members. These individuals play a crucial role in maintaining a safe, supportive, and efficient learning environment for our students and the entire school community. Their diverse responsibilities and unwavering commitment are integral to the daily operations and overall success of the Bellflower Unified School District.