

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

**September 8, 2026
5:30 P.M.**

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CLOSED SESSION

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
GOVERNMENT CODE 54957**

**PUBLIC EMPLOYEE EMPLOYMENT
INTERIM EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION
GOVERNMENT CODE 54957**

6. PERSONNEL COMMISSION MEMBERS – COMMUNICATIONS/COMMENTS

7. 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

8. ACTION ITEM:

Approval of Minutes, Regular Meeting of August 11, 2026

9. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

10. ACTION ITEM:

First Reading - Adoption of Seniority Listing for Classified Service

11. ACTION ITEM:

Request for Salary Range Adjustment for Food Service Utility Worker

12. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

13. 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 AUGUST 11, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Sue Berhow at 5:00 p.m. and the Flag Salute was led by Dr. Olmos.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Chairperson
Jason Willey, Member

MEMBER ABSENT: Marisa Perez, Vice Chairperson

STAFF PRESENT: Dr. Frank Olmos, Executive Director
Andrea Leon, Personnel Analyst
Adrianna Cervantes, Administrative Assistant

4. APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for August 11, 2026.

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

Roll Call Vote: Yes: 2
No: 0

The motion carried.

5. COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

None

6. PUBLIC COMMENT

CSEA

President Michelle Cuellar shared with the commissioners that the extended school year had concluded for this school year and that professional development trainings were off to a good start for the new school year. She also shared that CSEA recently attended the 100th CSEA Conference held in Las Vegas, where the Bellflower Unified School District was highlighted. Ms. Cuellar also shared that the District Welcome Back Breakfast was a nice event with a lot of people in attendance and she also shared that she enjoyed the student speakers that were part of the program. She was very happy to see that this year there was a new employee orientation and breakfast for all of the new employees that included both classified and certificated.

Audience

Mr. John Paul Drayer addressed the Personnel Commission regarding agenda items 6 and 7, providing clarification regarding his prior comments and expressing concerns related to Commission member participation.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of August 11, 2026

The Personnel Commission took action to approve the agenda as presented for August 11, 2026.

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

Roll Call Vote: Yes: 2
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: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 2
No: 0

The motion carried.

9. Approval of 90-Day Extensions of Eligibility Lists

The Personnel Commission took action to approve a 90-day extension of the eligibility lists for Clerk, Secretary, Clerical Assistant I, and Clerical Assistant II, pursuant to Personnel Commission Rule 50.100.1.B.

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

Dr. Olmos gave a brief summary of the item.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

10. Approval of Revision of Classification Specification: Chief Business Officer

The Personnel Commission took action to approve the revised classification specification for Chief Business Officer, effective August 11, 2026.

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

Mrs. Berhow asked if the position is vacant, and Dr. Olmos gave a brief summary of the item.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

ITEMS FOR INFORMATION

11. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos shared that the districtwide Welcome Back Breakfast took place and it was a very nice event that included speeches from students and district leaders. He also shared that the new employee orientation went very well and the plan is to continue this event quarterly. Lastly, he proposed a 5:30 p.m. start time for future Personnel Commission meetings to better accommodate Commissioners' schedules and travel constraints.

12. ADJOURNMENT

THE AUGUST 11, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 5:15 P.M.

Date: September 8, 2026

To: Members of the Personnel Commission

From: Dr. Ryan Smith, Acting Executive Director-Classified Personnel Commission

Subject: Certification and Ratification of Eligibility Lists for Classified Service

<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>
Custodian	08/20/2026	Open	10	15	265	265

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: September 8, 2026

To: Members of the Personnel Commission

From: Dr. Ryan Smith, Acting Executive Director-Classified Personnel Commission

Subject: First Reading-Adoption of Seniority Listing for Classified Service

Recommendation

- It is recommended that the Personnel Commission adopt the first reading of the seniority lists for all employees in classified service who are in probationary or permanent status as of June 30, 2026 and authorize staff to post the listing for employee viewing.

Accompanist	Instructional Assistant
Accounting Assistant	Instructional Assistant Bilingual
Accounting Technician	Instructional Assistant Child Care
Administrative Secretary	Instructional Assistant Media Arts
Athletic Utility Worker	Instructional Assistant Special Education
Behavior Assistant	Instructional Assistant Visual Arts
Bus Driver	Instructional Assistant Visual Arts Performing Arts
Bus Driver/Service Mechanic	Irrigation Technician
Buyer	Lead Custodian
Campus Security	Library Media Assistant
Career Technician	Licensed Vocational Nurse
Carpenter	Locker Room Attendant
Clerical Assistant I	Locksmith
Clerical Assistant II	Mechanic
Clerical Assistant III	Mechanic/Bus Driver
Clerk	Music Assistant
Community Services Worker	Painter
Computer Repair Technician	Physical Education Assistant
Cook/Housekeeper	Plumber/HVAC Mechanic
Custodian	Receptionist
Data Technician	School Financial Technician
Electrician	Secretary
Electronic Repair Technician	Senior Accounting Assistant
Employment Training Specialist	Senior Maintenance Worker
Food Service Assistant I	Snack Bar Operator
Food Service Assistant II	Special Education Health Assistant
Food Service Assistant III	Supervision Assistant
Food Service Manager I	Technology Technician
Grounds Maintenance Worker	Transportation Specialist
Guidance Technician	Utility Worker I
Health Assistant	Utility Worker/Custodian
High School Maintenance Custodian	Warehouse Worker Delivery Driver
HVAC Mechanic	

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 11

Date: September 8, 2026
To: Members of the Personnel Commission
From: Dr. Ryan Smith, Acting Executive Director-Classified Personnel Commission
Subject: Request for Salary Range Adjustment for Food Service Utility Worker

Recommendation

- Adjust the salary range for the Food Service Utility Worker classification to align with the correct salary placement.
 - Assign salary range (TBD) on the classified salary schedule: \$4,553.94 - \$5,542.66 monthly / \$54,647.30 - \$66,511.88 annually
 - Establish the effective date of September 9, 2026 for the salary adjustment
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II. BACKGROUND

During an internal review, staff identified a clerical error in the Food Service Utility Worker memorandum approved on July 21, 2026. The monthly salary range listed in the memorandum's recommendation section was incorrect. In addition, the original recommendation predated the release of the 2026-2027 salary schedule. Staff has updated the recommendation to correct the clerical error and align the figures with the current salary schedule.

III. NATURE OF THE CORRECTION

- **Previously Approved:** \$5,591.54-\$6,799.15 monthly / \$52,532.44-\$63,930.73 annually
- **Corrected Salary Range:** \$4,553.94-\$5,542.66 monthly / \$54,647.28-\$66,511.92 annually
- The external market comparison **has been updated to include updated comparator data. The proposed range remains regionally competitive, with the maximum step positioned 9.17% above the market median maximum.**
- The internal salary analysis **was updated using the 2026-2027 salary ranges. The internal promotional spacing is unchanged: the Food Service Utility Worker maximum step remains at 6.34% above Custodian and below Lead Custodian.**
- **Fiscal Impact:** The creation of one Food Service Utility Worker position will cost the District approximately \$78,077.92 annually, including a Step 5 annual salary of \$66,511.92 and approximately \$11,566 in benefits. Benefit costs reflect updated 2026-2027 rates.