

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

Marisa Perez
Vice-Chairperson

Susan Berhow
Chairperson

Jason Willey
Member

REGULAR MEETING AGENDA **October 13, 2026 – 5:30 P.M.**

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**

**PUBLIC EMPLOYMENT
GOVERNMENT CODE 54957**

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.

7. REPORTS/UPDATES/ANNOUNCEMENTS

- a. Commissioner Reports
- b. CSEA Updates
- c. District Updates
- d. Executive Director Report

8. ACTION ITEM:

Approval of Minutes, Special Meeting of September 1, 2026

9. ACTION ITEM:

Approval of Minutes, Regular Meeting of September 8, 2026

10. ACTION ITEM:

Ratification of Eligibility Lists for Classified Service

Next Regular Meeting Tuesday, November 10, 2026

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 Commission Office. Please allow 72 hours prior notice to enable the District to accommodate such requests.

11. ACTION ITEM:

Approval for Revision of Classification Specification: Campus Security

12. ACTION ITEM:

Approval for Revision of Classification Specification: Campus Security

13. INFORMATION ITEMS

- a. BUSD PC Annual Report, 2025-2026
- b. BUSD Cancer Walk – October 2026
- c. CSPCA Conference – March 2027

14. ADJOURNMENT OF MEETING

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE SPECIAL MEETING SEPTEMBER 1, 2026

CALL TO ORDER IN PUBLIC SESSION

The special meeting was called to order by Chairperson Sue Berhow at 5:33 p.m.

ROLL CALL

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

STAFF PRESENT: Dr. Ryan Smith, Deputy Superintendent

PUBLIC COMMENT

None

CLOSED SESSION

Public Employee Discipline/Dismissal/Release
Government Code 54957

Public Employee Employment
Interim Executive Director, Classified Personnel Commission
Government Code 54957

The Personnel Commission adjourned to closed session at 5:33p.m. with no further action taken and reconvened to open session at 6:36 p.m.

ADJOURNMENT

THE SEPTEMBER 1, 2026, SPECIAL MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:37 p.m.

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING SEPTEMBER 8, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Sue Berhow at 5:30 p.m. and the Flag Salute was led by Dr. Ryan Smith.

ROLL CALL

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

STAFF PRESENT: Dr. Ryan Smith, Deputy Superintendent
Andrea Leon, Personnel Analyst

4. APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for September 8, 2026.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

5. CLOSED SESSION

Public Employee Discipline/Dismissal/Release
Government Code 54957

Public Employee Employment
Interim Executive Director, Classified Personnel Commission
Government Code 54957

The Personnel Commission recessed to closed session at 5:35p.m. and reconvened to open session at 6:04 p.m.

Report out of closed session, Mrs. Berhow reported that the commission unanimously approved the appointment of Patricia Duwel as Interim Executive Director of Classified Personnel Commission, effective immediately.

6. COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Mrs. Berhow shared she was happy to have seen the TV news highlight on Bellflower High School.

7. PUBLIC COMMENT

DISTRICT ADMINISTRATION

Dr. Smith reported that the school year was off to a good start.

CSEA

President Michelle Cuellar shared that they will be hosting their first meeting on September 16, 2026 and will discuss potential endorsements. CSEA is also having discussions with the district regarding expanding bus driver schedules from 5 to 6 hours. It was also reported that health insurance rates will decrease, with family plans experiencing the primary impact.

AUDIENCE MEMBERS

None

ITEMS FOR ACTION

8. 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: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. 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: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. First Reading – Adoption of Seniority Listing for Classified Service

The Personnel Commission took action to 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.

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

Dr. Smith noted that a future updated list will incorporate the new classifications.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. Approval of Request for Salary Range Adjustment for Food Service Utility Worker

The Personnel Commission took action to approve an adjustment for the salary range for the Food Service Utility Worker classification to align with the correct salary placement, effective September 9, 2026.

Motion made by: Ms. Marisa Perez

Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3

No: 0

The motion carried.

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

Deputy Superintendent Dr. Smith announced that he is grateful to Ms. Duwel for her assistance and is looking forward to working with her. He also thanked the Personnel Commissioners for their work and collaboration.

Ms. Perez proposed adding an information item to review the hiring process for instructional assistants, evaluate progress, and explore recommendations to accelerate recruitment.

The Personnel Commission recessed to closed session at 6:29 p.m. and reconvened to open session at 6:48 p.m.

The Personnel Commission took no additional action in closed session.

12. ADJOURNMENT

THE SEPTEMBER 8, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:48 P.M.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: October 13, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: 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. 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)	09/02/2026	Open	4	10		
Coordinator, Data Management & Analysis	09/23/2026	Open	4	5	9	88
Food Service Manager I	10/05/2026	Open/ Promotional	3	3	8	12
Food Service Manager II	10/05/2026	Open/ Promotional	3	3	9	14
Human Resources Technician	09/10/2026	Open	8	11	358	399
Instructional Assistant (Merged)	08/20/2026	Open	27	190	286	433
Instructional Assistant, Bilingual (Merged)	08/20/2026	Open	23	69	286	433
Instructional Assistant, Child Care (Merged)	01/16/2026	Open	1	25	40	188
Instructional Assistant, Media Arts (Merged)	08/12/2026	Open	26	126	266	320
Instructional Assistant, Special Education (Merged)	08/20/2026	Open	26	103	286	433
Instructional Assistant, Visual Arts (Merged)	08/12/2026	Open	27	162	266	320
Instructional Assistant, Visual Arts Performing Arts (Merged)	08/12/2026	Open	23	107	266	320

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 11

Date: October 13, 2026
To: Members of the Personnel Commission
From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission
Subject: Approval for Revision of Classification Specification: Campus Security

Recommendation(s)

- Approve the revised classification specification for Campus Security, effective October 13, 2026.
-

Background

In preparation for the recruitment of Campus Security, the classification specification was revised to clarify current duties, qualifications, and requirements. The proposed revisions were reviewed with the Campus Safety and Emergency Preparedness Manager.

The recommended changes do not substantially alter the nature, scope, or level of work; therefore, no salary range adjustment is recommended.

Summary of Key Revisions

- Updates the Basic Function to include emergency management operations and campus safety programs and activities.
- Updates duties to include responsibility for safely operating a District-approved vehicle.
- Adds safe and defensive driving practices to the Knowledge and Ability sections.
- Expands qualifying experience to include public safety environments.

For Reference: Salary range O-010: \$5,281.80 - \$6,422.85 monthly

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintains campus safety and security by monitoring student behavior, enforcing school and District policies, and responding to incidents; assists with emergency management operations and the in planning, coordinating, and implementation of campus safety, operating student safety and security programs, and events; resolves student conflicts using de-escalation strategies that minimize the need for physical intervention.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by responsibility for maintaining a safe and secure campus environment through proactive monitoring, intervention, and enforcement of safety protocols. The position requires independent judgment in assessing situations, building positive relationships with students while maintaining authority, and responding appropriately to various security incidents. It is distinguished from instructional or administrative positions by its primary focus on campus security, safety enforcement, and incident response.

SUPERVISION RECEIVED AND EXERCISED

General supervision from assigned site administrator or designated supervisor. May provide informal guidance or direction to substitute security personnel when assigned.

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

- 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 student behavioral incidents, conflicts, and emergencies, prioritizing de-escalation and conflict resolution strategies in accordance with district policy.
- 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
- Assists with crowd control at athletic events, dances, graduations, and other school functions
- ~~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
- Assists with emergency management operations and participates in campus safety events, programs, and related activities as assigned
- Safely operates a district approved vehicle across campus or school district as needed
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- De-escalation and conflict resolution techniques
- 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 (surveillance cameras, detection devices, communication equipment)
- Basic record-keeping and report writing techniques
- Safe and defensive driving practices.
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

ABILITY TO:

- Analyze situations quickly and adopt effective courses of action while maintaining student safety
- Communicate effectively both orally and in writing with students, staff, parents, and law enforcement
- Build positive relationships with students while maintaining appropriate authority
- De-escalate tense situations and resolve conflicts peacefully
- Safely intervene in physical altercations when necessary
- Maintain confidentiality regarding sensitive student and security information
- Operate 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
- Drive a district approved vehicle safely and efficiently.
- 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:**

One (1) year of experience working with adolescents or young adults in a structured environment such as educational institutions, youth programs, community organizations, ~~or~~ security settings or public safety environments.

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.
- Valid California driver's license and acceptable driving record for insurance purposes.

April 1999

PC Revised on : September 9, 2025

Proposed to Personnel Commission: October 13, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 12

Date: October 13, 2026
To: Members of the Personnel Commission
From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission
Subject: Approval for Revision of Classification Specification: Music Assistant

Recommendation(s)

- Approve the revised classification specification for Music Assistant, effective October 13, 2026.
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Background

In preparation for the recruitment of Music Assistant, the classification specification was revised to include Mariachi and Vocal specialized music programs.

The recommended changes do not substantially alter the nature, scope, or level of work; therefore, no salary range adjustment is recommended.

Summary of Key Revisions

- Adds Mariachi-specific duties, including performing alongside students and reinforcing rhythms, repertoire, and cultural context.
- Adds Vocal-specific duties, including reinforcing vocal technique, leading warm-ups, and supporting part-singing rehearsals.

For Reference: Salary range I-010: \$4,290.69 - \$5,214.90 monthly

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: MUSIC ASSISTANT

BASIC FUNCTION:

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:

- 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.

Mariachi: Performs on a variety of mariachi instruments alongside students; reinforces rhythms, repertoire and cultural context introduced by the teacher; helps students practice music reading and playing by ear.

Vocal: Reinforces student vocal technique, including breath support, posture, pitch matching, blend and diction; leads warm-ups and helps run part-singing rehearsals as directed; models or plays individual vocal parts to help students learn pitches and harmonies.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- 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 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.

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.

PHYSICAL DEMANDS:

- 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 To Personnel Commision: March 10, 2026~~

~~Revised~~PC Approved: March 10, 2026

Proposed Revision To Personnel Commision: October 13, 2026