

Annual Budget of Personnel Commission
Fiscal Year 2003/2004
(Education Code Section 45253)

Newport-Mesa Unified School District, Orange County, California

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on May 8, 2003 at 5:30 pm

at 2985-A Bear Street, Costa Mesa, CA 92626

You are invited to attend and present your views.

May 8, 2003

Chairman or Director of Personnel Commission
Bruce Crockard

Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: Wendy Margarita, Assistant Superintendent, Business Services
Orange County Department of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the district.

DATE OF MEETING: May 8, 2003 at 5:30 p.m.

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent Dr. Robert Barbot

Date

Chairman or Director of Personnel Commission
Bruce Crockard

Date

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: The Governing Board and Personnel Commission

This report has been examined and approved by the ORANGE COUNTY SUPERINTENDENT OF SCHOOLS.

William Habermehl
County Superintendent of Schools

_____, 2003

_____, Deputy

Wendy Margarita, Ed.D.
Assistant Superintendent, Business Services

| Annual Budget of Personnel Commission Fiscal Year - 2003/2004 Newport-Mesa Unified School District | | Column I 2001-02 Actual (\$ only) | Column II 2002-03 Budgeted (\$ only) SACS | Column III 2003-04 Budgeted (\$ only) SACS |
|---|------|--|--|---|
| 2000 | | Classified Salaries¹ | | |
| | 1196 | | | 7,338.00 |
| | 2310 | 110,268.00 | 110,268.00 | 117,895.00 |
| | 2330 | 57,203.00 | 57,216.00 | 60,413.00 |
| | 2360 | 875.00 | 900.00 | 975.00 |
| | 2420 | 47,123.00 | 46,956.00 | 48,853.00 |
| | 2420 | 38,228.00 | 38,460.00 | 39,612.00 |
| | 2471 | 5,000.00 | 5,000.00 | 5,000.00 |
| | 2996 | | | 12,167.00 |
| | | 258,697.00 | 258,800.00 | 292,253.00 |
| | | <i>SUB TOTAL (2000 CLASS.)</i> | | |
| 3000 | | Employee Benefits | | |
| | 3102 | 9,097.00 | 9,097.00 | 9,726.00 |
| | 3201 | -0- | 87.00 | 87.00 |
| | 3202 | -0- | 4,363.00 | 17,302.00 |
| | 3313 | -0- | 44.00 | -0- |
| | 3314 | 2,219.00 | 2,185.00 | 2,239.00 |
| | 3356 | 9,463.00 | 9,173.00 | 9,578.00 |
| | 3401 | | | 8,823.00 |
| | 3402 | 27,149.00 | 46,038.00 | 44,115.00 |
| | 3501 | 3.63 | 4.00 | 354.00 |
| | 3502 | 344.00 | 312.00 | 465.00 |
| | 3601 | 82.50 | 90.00 | 3,538.00 |
| | 3602 | 7,958.00 | 7,747.00 | 4,634.00 |
| | | | | |

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|--|------|--|--|--|---|
| <u>Newport-Mesa Unified School District</u> | | | | | |
| 3000 | | Employee Benefits - Continued | | | |
| | 3802 | PERS Reduction – Classified | 18,564.00 | 14,633.00 | 2,812.00 |
| | 3902 | Other Benefits – Post retirement Retirement Incentive | -0- | 4,377.00 | -0- |
| | | <i>SUB TOTAL (3000 CLASS.)</i> | 74,880.00 | 98,150.00 | 103,673.00 |
| 4000 | | Books and Supplies | | | |
| | 4200 | Books & Reference Materials | | | |
| | 4350 | Office Supplies, Meetings & Exams. | 7,850.00 | 8,650.00 | 8,650.00 |
| | 4351 | Materials & Supplies – Software | -0- | 500.00 | 500.00 |
| | 4372 | Literature, Periodicals – Ed. Code, etc. | -0- | 500.00 | 500.00 |
| | | <i>SUB TOTAL (4000 CLASS.)</i> | 7,850.00 | 9,650.00 | 9,650.00 |
| 5000 | | Services & Other Operating Expenditures | | | |
| 5210 | 5200 | Travel & Conferences | 2,500.00 | 4,500.00 | 4,500.00 |
| | 5299 | Expense Allowance –Director Taxable Mileage | 3,000.00 | 3,000.00 | 3,000.00 |
| | 5205 | Mileage - Staff | 200.00 | 500.00 | 500.00 |
| | 5301 | Dues and Memberships | 1,058.00 | 1,200.00 | 1,200.00 |
| 4402 | 5611 | Rentals, Leases, & Repairs | 964.00 | 1,000.00 | 1,000.00 |
| | 5711 | Direct Costs Transfers Duplications | 1,869.00 | 2,500.00 | 2,500.00 |
| | 5714 | Postage – Meter Mail | 937.00 | 1,400.00 | 1,400.00 |
| | 5865 | Printing & Forms | 85.00 | 200.00 | 200.00 |
| | 5760 | Catering | 510.00 | 234.00 | 234.00 |
| | | | | | |
| | | | Column I | Column II | Column III |

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|--|------|---|-------------------------------------|--|--|
| Newport-Mesa Unified School District | | | | | |
| 5000 | | Services & Other Operating Expenditures - Continued | | | |
| | 5810 | Prof/Consulting Services & Operating Expenses, Hearings (Partition moved to 6401) | 1,700.00 | 1,500.00 | 1,700.00 |
| | 5802 | Advertising | 2,810.00 | 6,000.00 | 6,000.00 |
| | 5900 | | | | |
| | 5901 | Postage – Warehouse/Stamps | 1,686.00 | 1,700.00 | 1,700.00 |
| | | | | | |
| | | <i>SUB TOTAL (5000 CLASS.)</i> | 17,319.00 | 23,734.00 | 23,934.00 |
| 6000 | | Capital Outlay | | | |
| 6401 | 6400 | Equipment, Partition | -0- | -0- | -0- |
| 4406 | 6406 | Office Equipment | 4,976.00 | 6,000.00 | 6,000.00 |
| 6502 | 6500 | Replacement of Equipment | -0- | -0- | -0- |
| | | <i>SUB TOTAL (6000 CLASS.)</i> | 4,976.00 | 6,000.00 | 6,000.00 |
| 7000 | | Other Outgo | | | |
| | | <i>TOTAL EXPENDITURES</i> | 363,722.00 | 396,334.00 | 435,510.00 |
| 9000 | | Balance Sheet | | | |
| | 9770 | Designated for Economic Uncertainties ⁴ | | | |

- 1.) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.
- 2.) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).
- 3.) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in the maintenance, operation, and capital outlay will be limited.
- 4.) Include as Undistributed Reserve **only** such amount as may seem necessary for requirements.