

Annual Budget of Personnel Commission
Fiscal Year 2004/2005
(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 ___

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

You are invited to attend and present your views.

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: _____ 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

_____, 2004

_____, Deputy

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

Annual Budget of Personnel Commission Fiscal Year - 2004/2005 Newport-Mesa Unified School District		<u>Column I</u> 2002-03 Actual (\$ only)	<u>Column II</u> 2003-04 Budgeted (\$ only) SACS	<u>Column III</u> 2004-05 Budgeted (\$ only) SACS
2000	Classified Salaries¹			
1196	Contingency – Director 5%		7,338.00	
2310	Director	110,268.00	117,895.00	118,144.00
2330	Personnel Analyst	57,216.00	60,413.00	60,413.00
2360	Commission Members ²	900.00	975.00	975.00
2420	Administrative Assistant	46,956.00	48,853.00	49,336.00
2420	Human Resources Technician	38,460.00	39,612.00	42,112.00
2471	Clerical Substitute	5,000.00	5,000.00	5,000.00
2996	Contingency – Classified 5%		12,167.00	
	<i>SUB TOTAL (2000 CLASS.)</i>	258,800.00	292,253.00	275,980.00
3000	Employee Benefits			
3102	State Teachers Retirement System - Classified	9,097.00	9,726.00	9,747.00
3201	Public Employees' Retirement System – Certificated	87.00	87.00	-0-
3202	Public Employees' Retirement System - Classified	4,363.00	17,302.00	19,137.00
3313	Medicare – Certificated	44.00	-0-	-0-
3314	Medicare - Classified	2,185.00	2,239.00	2,274.00
3356	OASDI	9,173.00	9,578.00	9,725.00
3401	Health & Welfare Benefits – Certificated		8,823.00	-0-
3402	Health & Welfare Benefits - Classified	46,038.00	44,115.00	66,500.00
3501	Unemployment Insurance - Certificated	4.00	354.00	709.00
3502	Unemployment Insurance - Classified	312.00	465.00	941.00
3601	Workers' Compensation Insurance - Certificated	90.00	3,538.00	2,954.00
3602	Workers' Compensation Insurance - Classified	7,747.00	4,634.00	3,922.00

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<u>Newport-Mesa Unified School District</u>					
3000		Employee Benefits - Continued			
	3802	PERS Reduction – Classified	14,633.00	2,812.00	1,286.00
	3902	Other Benefits – Post retirement Retirement Incentive	4,377.00	-0-	-0-
		<i>SUB TOTAL (3000 CLASS.)</i>	98,150.00	103,673.00	117,195.00
4000		Books and Supplies			
	4200	Books & Reference Materials			
	4350	Office Supplies, Meetings & Exams.	8,498.00	8,650.00	7,500.00
	4351	Materials & Supplies – Software	-0-	500.00	300.00
	4372	Literature, Periodicals – Ed. Code, etc.	125.00	500.00	300.00
		<i>SUB TOTAL (4000 CLASS.)</i>	8,623.00	9,650.00	8,100.00
5000		Services & Other Operating Expenditures			
5210	5200	Travel & Conferences	4,783.00	4,500.00	4,500.00
	5299	Expense Allowance –Director Taxable Mileage	3,000.00	3,000.00	3,000.00
	5205	Mileage - Staff	50.00	500.00	300.00
	5301	Dues and Memberships	968.00	1,200.00	1,200.00
4402	5611	Rentals, Leases, & Repairs	964.00	1,000.00	1,000.00
	5711	Direct Costs Transfers Duplications	2,411.00	2,500.00	2,000.00
	5714	Postage – Meter Mail	937.00	1,400.00	1,000.00
	5865	Printing & Forms	-0-	200.00	200.00
	5760	Catering	504.00	234.00	600.00

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<u>Newport-Mesa Unified School District</u>					
5000		Services & Other Operating Expenditures - Continued			
	5810	Prof/Consulting Services & Operating Expenses, Hearings (Partition moved to 6401)	850.00	1,700.00	1,700.00
	5802	Advertising	2,381.00	6,000.00	5,000.00
	5900				
	5901	Postage – Warehouse/Stamps	1,697.00	1,700.00	1,700.00
		<i>SUB TOTAL (5000 CLASS.)</i>	18,545.00	23,934.00	22,200.00
6000		Capital Outlay			
6401	6400	Equipment, Partition		-0-	-0-
4406	6406	Office Equipment	2,872.00	6,000.00	3,000.00
6502	6500	Replacement of Equipment		-0-	-0-
		<i>SUB TOTAL (6000 CLASS.)</i>	2,872.00	6,000.00	3,000.00
7000		Other Outgo			
		<i>TOTAL EXPENDITURES</i>	386,990.00	435,510.00	426,475.00
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.