



AGENDA

Special Meeting
Thursday, May 16, 2013 – 1:30 p.m.
Board Room – District Office

AGENDA POSTED: May 14, 2013 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson	Charles Darrington	_____	_____
Vice-Chairperson	Speed Castillo	_____	_____
Commissioner	Audrey Cherep	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles Darrington, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS**

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Presentation of Personnel Commission Annual Budget. No Action Required

5.2 Adjourn regular meeting to a public hearing on the Personnel Commission Budget for the 2013/2014 fiscal year. **Exhibit A**

Moved by _____
 Seconded _____
 Vote _____

Adjourned to public hearing at: _____ p.m.

Reconvened regular meeting at: _____ p.m.

5.3 Approve the Personnel Commission Budget for the 2013/2014 fiscal year. Moved by _____
 Seconded _____
 Vote _____

6.0 **OTHER**

6.1 Unfinished Business No Action Required

6.2 Commissioner's Comments No Action Required



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Board Room – District Office

7.0 NEXT REGULAR MEETING

The next regular meeting date:

Date: June 11, 2013
Time: 3:30 p.m.
Location: Board Room-District Office

10.0 ADJOURNMENT: _____p.m.

Annual Budget of Personnel Commission Fiscal Year 2013-2014 Anaheim Union High School District		Column I 2011-12 Actuals (\$ only)	Column II 2012-13 Actuals or Estimate (\$ only)	Column III 2013-14 Budget (\$ only)
2000	Classified Salaries ¹	15,000.00	15,000.00	15,000.00
2300	Classified Supervisors & Administrators	83,741.00	138,642.00	197,006.00
	Commission Members ²	3,000.00	3,000.00	3,000.00
	Director	150,175.00	150,175.00	150,175.00
2400	Clerical, Technical & Office Staff	219,184.00	136,064.00	180,586.12
	Secretaries, Clerks	63,756.00	66,168.00	
SUBTOTAL (2000 CLASS.)		534,856.00	509,049.00	545,767.12
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated			
3102	State Teachers Retirement System – Classified			
3201	Public Employees' Retirement System-Certificated			
3202	Public Employees' Retirement System-Classified	57,370.00	53,634.00	60,381.00
3301	OASDI/Medicare – Certificated			
3302	OASDI/Medicare – Classified	37,971.00	37,720.00	33,112.00
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	141,840.00	141,742.00	158,183.00
3501	Unemployment Insurance – Certificated			
3502	Unemployment Insurance – Classified	8,611.00	7,954.00	5,333.00
3601	Workers' Compensation Insurance – Certificated			
3602	Workers' Compensation Insurance – Classified	8,423.00	8,449.00	9,625.00
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified	12,268.00	13,286.00	8,476.00
3901	Other Benefits – Certificated			
3902	Other Benefits – Classified			
SUBTOTAL (3000 CLASS.)		266,483.00	262,785.00	275,110.00

4000	Books and Supplies			
4200	Books & Reference Materials	225.00	225.00	225.00
	Literature, Periodicals			
4300	Materials & Supplies			
	Office Supplies	11,000.00	11,000.00	11,000.00
	SUBTOTAL (4000 CLASS.)	11,225.00	11,225.00	11,225.00
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	1,500.00	3,000.00	3,000.00
	Expense Allowances			
	Mileage	500.00	500.00	500.00
	Conferences			
5300	Dues and Memberships	2,868.00	3,300.00	3,300.00
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs	5,600.00	5,600.00	5,600.00
5700	Direct Cost Transfers			
	Printing & Forms	6,500.00	6,500.00	6,500.00
5800	Prof/Consulting Services & Operating Expenditures	80,000.00	40,000.00	40,000.00
	Examinations			
	Advertising	5,000.00	3,500.00	3,500.00
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	35,000.00	35,000.00	35,000.00
5900	Communications			
	Telephone	1,500.00	1,500.00	1,500.00
	Postage	3,500.00	3,500.00	3,500.00
	SUBTOTAL (5000 CLASS.)	141,968.00	102,400.00	102,400.00

6000	Capital Outlay			
6400	Equipment			
	Office Equipment	1,000.00	1,000.00	1,000.00
6500	Replacement of Equipment	2,500.00	2,500.00	2,500.00
	SUBTOTAL (6000 CLASS.)	3,500.00	3,500.00	3,500.00
	TOTAL EXPENDITURES	958,032.00	888,959.00	938,002.12
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 maintenance, operation, and capital outlay will be limited.
- 4) Include as Undistributed Reserve only such amount as may seem necessary for requirements.

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2013-14
(Education Code Section 45253)

Anaheim Union High 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 14, 2013, 3:30 am/pm
at Anaheim Union High School District 501 Crescent Way Anaheim, CA 92803

You are invited to attend and present your views.

Charles E. Dunnington
Chairman or Director of Personnel Commission

4/9/13
Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: Wendy Benkert, 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: _____

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent
Charles

Date
4/9/13

Chairman or Director of Personnel Commission

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.

Al Mijares
County Superintendent of Schools

_____, 2013

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