

**Berkeley Unified School District**

1720 Oregon Street Conference Room

Berkeley, CA 94703

**Personnel Commission**

**Ann Aoyagi, Chairperson Timothy Carter, Vice-Chairperson Dan F. Lee, Commissioner**

**Randy Perez, Secretary**

**Special Meeting Agenda**

May 23, 2013, 4:00pm

- |   |                           |
|---|---------------------------|
| <b>1. Call to Order</b>   | <b>Chairperson Aoyagi</b> |
| <b>2. Roll Call &amp; Establishment of Quorum</b>   | <b>Secretary Perez</b>    |
| <b>3. Public Comment</b>  | <b>Public</b>             |
| <b>4. Public Hearing: Proposed Personnel Commission Budget for Fiscal Year 2013-2014</b><br><b>Personnel Commission Proposed Budget 2013-2014 – Attachment A</b><br><b>Personnel Commission Budget 2012-2013 – Attachment B</b><br><b>Expense Summary 2012-2013 – Attachment C</b><br><b>End of Year Summary 2011-2012 – Attachment D</b><br>a) A hearing will be conducted to approve the proposed Personnel Commission Budget for Fiscal Year 2013-2014 | <b>Chairperson Aoyagi</b> |
| <b>5. Public Comment</b>  | <b>Public</b>             |
| <b>6. Adjournment</b>   | <b>Chairperson Aoyagi</b> |

## Attachment A

<b>BERKELEY UNIFIED SCHOOL DISTRICT</b>		
<b>PERSONNEL COMMISSION BUDGET: FISCAL YEAR 2013-2014</b>		
<b>DEPARTMENT/SCHOOL: Personnel Commission</b>		
<b>DATE: July 1, 2013 - June 30, 2014</b>		
<b>ITEMS REQUESTED</b>	<b>CODE</b>	<b>AMOUNT REQUESTED</b>
<b>Staffing FTE:</b>		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$150,889.86
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2302/7403	\$75,253.16
1.0 FTE Administrative Assistant, Including Statutory Benefits	2402/7403	\$69,592.06
Subs/Proctors, Including Statutory Benefits	2416/7403	\$10,000.00
Hourly Overtime	2412/7403	\$3,000.00
<b>Total Salary Requests</b>		<b>\$308,735.08</b>
<b>Other Items:</b>		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,500.00
Equipment	4400/7403	\$1,500.00
Travel and Conference	5200/7403	\$4,000.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$800.00
<b>Total Other Items</b>		<b>\$32,940.00</b>
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>		
Prof/Consulting Svcs	5800/7403	\$4,000.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$4,000.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$2,750.00
Recruiting/ Advertising	5800/7403	\$7,000.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Applications/ Announcements/ Copying	5800/7403	\$3,200.00
Testing (CODESP & OPAC)	5800/7403	\$2,750.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
<b>Total Prof/Consulting Svcs &amp; Operating Expenses</b>		<b>\$39,200.00</b>
<b>Grand Total</b>		<b>\$380,875.08</b>

## Attachment B

<b>BERKELEY UNIFIED SCHOOL DISTRICT</b>		
<b>Personnel Commission Budget: Fiscal Year 2012-2013</b>		
<b>DEPARTMENT/SCHOOL: Personnel Commission</b>		
<b>DATE: July 1, 2012 - June 30, 2013</b>		
<b>ITEMS REQUESTED</b>	<b>CODE</b>	<b>AMOUNT REQUESTED</b>
<b>Staffing FTE:</b>		
1.0 FTE Director, Including Statutory Benefits	2302/7403	\$138,950.81
1.0 FTE Personnel Coordinator-PC, Including Statutory Benefits	2302/7403	\$91,960.24
1.0 FTE Administrative Assistant, Including Statutory Benefits	2402/7403	\$75,044.26
Subs/Proctors, Including Statutory Benefits	2416/7403	\$4,697.00
Hourly Overtime	2412/7403	\$3,163.00
<b>Total Salary Requests</b>		<b>\$313,815.31</b>
<b>Other Items:</b>		
Books and Other Ref. Material	4200/7403	\$500.00
Other Supplies	4350/7403	\$9,475.00
Equipment	4400/7403	\$1,114.00
Travel and Conference	5200/7403	\$3,999.00
Dues and Memberships	5300/7403	\$3,000.00
Central Printing - Xerox	5712/7403	\$5,000.00
Copier Lease - Intrafund	5713/7403	\$8,640.00
Postage/Federal Express/Certified Mail	5910/7403	\$800.00
<b>Total Other Items</b>		<b>\$32,528.00</b>
<b>Prof/Consulting Svcs &amp; Operating Expenses:</b>		
Prof/Consulting Svcs	5800/7403	\$4,000.00
Legal Counsel	5829/7403	\$10,000.00
Commissioner Fees	5800/7403	\$4,000.00
Hot Jobs/Craigslist/CASBO	5800/7403	\$2,750.00
Recruiting/Advertising	5800/7403	\$7,000.00
Pre-employment Examinations (Kaiser)	5800/7403	\$3,500.00
Applications/Announcements/Copying	5800/7403	\$3,200.00
Testing (CODESP & OPAC)	5800/7403	\$2,750.00
Drug Testing (Bus Drivers per State Requirement and Union Contract Provisions)	5800/7403	\$2,000.00
<b>Total Prof/Consulting Svcs &amp; Operating Expenses</b>		<b>\$39,200.00</b>
<b>Grand Total</b>		<b>\$385,543.31</b>

**Personnel Commission Budget Report**  
**Current Year Actual Expenses**  
**01-0000-300-0-65-XXXX-0000-7403-000**  
As of May 16, 2013

**Clerical Tech and OFC Overtime (OBJ: 2412)**

	Rec Funds	Expenses
Approved Budget	\$3,163.00	
Leticia Amezcua		\$82.78
Account Balance (Actual)		\$3,080.22

**Clerical, Limited Term (OBJ: 2416)**

	Rec Funds	Expenses
Approved Budget	\$24,895.00	
Provisional, Limited Term and Oral Panels		\$35,270.10
Budget Transfer from District to PC	\$10,000.00	
Payroll Adjustment		\$249.69
Account Balance (Actual)		-\$624.79

**Books and Other Reference Materials (OBJ: 4200)**

	Rec Funds	Expenses
Approved Budget	\$500.00	
Account Balance (Actual)		\$500.00

Attachment C

**Other Supplies (OBJ: 4350)**

	Rec Funds	Expenses
Approved Budget	\$9,800.00	
Amazon.Com		\$31.36
Randy Perez - Reimbursement		\$481.87
Rhonda Cervantes - Reimbursement		\$69.10
Zeste Catering		\$83.47
Office Depot		\$3,500.00
Waters of America		\$125.00
CDW		\$455.03
Positive Promotions		\$959.47
<b>Account Balance (Actual)</b>		<b>\$4,094.70</b>

**Equipment - \$500 to \$5000 (OBJ: 4400)**

	Rec Funds	Expenses
Approved Budget	\$1,114.00	
CDW - New Computer		\$1,114.00
Budget Transfer	\$4,500.00	
Encumbrance - ScanTron Scanner		\$3,087.15
Encumbrance - CDW - New Computer		\$806.86
<b>Account Balance (Actual)</b>		<b>\$605.99</b>

**Travel and Conferences (OBJ: 5200)**

	Rec Funds	Expenses
Approved Budget	\$6,999.00	
Calif. School Personnel Commission Timothy Carter		\$500.00
CASBO		\$165.00
Randy Perez, Mileage Reimbursement		\$45.77
Funds TFR from 5200 to 4400 for Equipment		\$4,500.00
<b>Account Balance (Actual)</b>		<b>\$1,788.23</b>

**Due and Memberships (OBJ: 5300)**

	Rec Funds	Expenses
Approved Budget	\$3,000.00	
CSPAC		\$776.00
CODESP		\$1,850.00
<b>Account Balance (Actual)</b>		<b>\$374.00</b>



Attachment C

**Postage/Mailing (OBJ: 5910)**

Approved Budget

Rec Funds

Expenses

\$475.00

NeoPost Usage

\$48.07

Randy Perez Reimbursement for Postage Costs

\$313.13

Account Balance (Actual)

\$113.80

Account classifications selected								Field ranges selected		
FD	RESC	LOC	Y	BA	OBJT	GOAL	FUNC	DDF	FI	RANGE
1.	??-????-???	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-	-

Primary sort/rollup levels: FD  
Income summary level: 4  
Expense sort/rollup levels: BA  
Expense summary level: 4  
Data source: GLSTEX Standard Extract  
Report template: CTFAR300.DATA.QSSUSER: MON, APR 14, 2003, 11:08 AM  
Budget type: A Approved  
Include budget transfers: A  
GL Transactions: A Approved Only  
Exclude Pre-encumbrances: N  
Use Reference Values: N  
Restricted Fld Nbr: 05 BUD ADM  
Separation Option: No Separation of Restricted and UnRestricted  
Extraction Type: Restricted and UnRestricted  
Report prepared: THU, MAY 16, 2013, 1:41 PM



OBJT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	Used
<b>Beginning balance</b>						
9110 CASH IN COUNTY TREASURY	0.00	7,631.21-	7,631.21-	0.00	7,631.21-	
9130 REVOLVING CASH ACCOUNT	0.00	712.14-	712.14-	0.00	712.14-	
9500 ACCOUNTS PAYABLE	0.00	1,867.07-	1,867.07-	0.00	1,867.07-	
9510 PRIOR YEAR A/P	0.00	6,053.18	6,053.18	0.00	6,053.18	
<b>TOTAL Beginning balance</b>	<b>0.00</b>	<b>4,157.24-</b>	<b>4,157.24-</b>	<b>0.00</b>	<b>4,157.24-</b>	
<b>*TOTAL Beginning balance + Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>*</b>
<b>Expense</b>						
<b>BUD ADM :00 UNDESIGN</b>						
1303 ADM & SUPV SICK LEAVE	10,350.00	7,350.00	7,350.00	0.00	3,000.00	71.0
2302 CLASS SUPER & ADMIN MONTH SAL	131,435.00	131,470.92	131,470.92	0.00	35.92-	100.0
2402 CLERICAL TECH & OFC STAFF SAL	4,437.00	2,722.46	2,722.46	0.00	1,714.54	61.4
2450 CASH IN LIEU OF BENEFITS	849.00	0.00	0.00	0.00	849.00	0.0
3101 STATE TEACHERS'RET.SYS, CERT	248.00	0.00	0.00	0.00	248.00	0.0
3202 PUBLIC EMPL. RET. SYS, CLASSIF	16,371.00	14,097.84	14,097.84	0.00	2,273.16	86.1
3301 MEDICARE - CERTIFICATED	151.00	106.58	106.58	0.00	44.42	70.6
3302 MEDICARE - CLASSIFIED	2,185.00	1,858.14	1,858.14	0.00	326.86	85.0
3312 FICA - CLASSIFIED	9,344.00	7,945.26	7,945.26	0.00	1,398.74	85.0
3402 HEALTH & WELFARE BEN. CLASSIF.	23,783.00	17,024.30	17,024.30	0.00	6,758.70	71.6
3501 STATE UNEMPLOYMENT INS. CERTIF	192.00	136.12	136.12	0.00	55.88	70.9
3502 STATE UNEMPLOYMENT INS. CLASSI	2,791.00	2,400.81	2,400.81	0.00	390.19	86.0
3601 WORKERS' COMPENSATION INS.CERT	254.00	180.08	180.08	0.00	73.92	70.9
3602 WORKERS' COMPENSATION INS.CLSS	3,693.00	3,280.56	3,280.56	0.00	412.44	88.8
3702 RETIREE BENEFITS, CLASSIF. POS	3,621.00	3,569.80	3,569.80	0.00	51.20	98.6
3802 PERS REDUCTION, CLASSIFIED POS	1,974.00	1,735.27	1,735.27	0.00	238.73	87.9
<b>TOTAL BUD ADM :00</b>	<b>211,678.00</b>	<b>193,878.14</b>	<b>193,878.14</b>	<b>0.00</b>	<b>17,799.86</b>	
<b>BUD ADM :65 DIR CLAS</b>						
1316 ADM & SUPV SUBS	1,000.00	285.29	285.29	0.00	714.71	28.5
2316 CLASS. SUPV - LIMITED TERM	2,425.00	2,425.00	2,425.00	0.00	0.00	100.0
2412 CLERICAL TECH & OFC OVERTIME	3,163.00	0.00	0.00	0.00	3,163.00	0.0
2416 CLERICAL LIMITED TERM	24,895.00	29,984.27	29,984.27	0.00	5,089.27-	120.4
3101 STATE TEACHERS'RET.SYS, CERT	83.00	12.50	12.50	0.00	70.50	15.1
3202 PUBLIC EMPL. RET. SYS, CLASSIF	0.00	644.08	644.08	0.00	644.08-	N/A
3301 MEDICARE - CERTIFICATED	15.00	4.14	4.14	0.00	10.86	27.6
3302 MEDICARE - CLASSIFIED	442.00	469.92	469.92	0.00	27.92-	106.3
3312 FICA - CLASSIFIED	1,889.00	2,009.36	2,009.36	0.00	120.36-	106.4
3401 HEALTH & WELFARE BENE.CERT.POS	0.00	8.36	8.36	0.00	8.36-	N/A
3501 STATE UNEMPLOYMENT INS. CERTIF	19.00	5.29	5.29	0.00	13.71	27.8
3502 STATE UNEMPLOYMENT INS. CLASSI	565.00	600.22	600.22	0.00	35.22-	106.2
3601 WORKERS' COMPENSATION INS.CERT	25.00	6.99	6.99	0.00	18.01	28.0
3602 WORKERS' COMPENSATION INS.CLSS	747.00	784.85	784.85	0.00	37.85-	105.1
3701 RETIREE BENEFITS, CERTIF. POS	30.00	0.00	0.00	0.00	30.00	0.0
3702 RETIREE BENEFITS, CLASSIF. POS	326.00	0.00	0.00	0.00	326.00	0.0
3802 PERS REDUCTION, CLASSIFIED POS	0.00	77.66	77.66	0.00	77.66-	N/A
4200 BOOKS & OTHER REF. MATERIALS	500.00	1,423.83	1,423.83	0.00	923.83-	284.8

OBJT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
4350 OTHER SUPPLIES	9,800.00	5,514.96	5,514.96	0.00	4,285.04	56.3
4380 Unallocated exp./placeholder	0.00	0.00	0.00	0.00	0.00	N/A
4400 EQUIPMENT \$500 TO \$5,000	1,114.00	691.66	691.66	0.00	422.34	62.1
5200 TRAVEL AND CONFERENCES	6,999.00	5,808.13	5,808.13	0.00	1,190.87	83.0
5300 DUES AND MEMBERSHIPS	3,000.00	2,966.00	2,966.00	0.00	34.00	98.9
5712 CENTRAL PRINTING - XEROX	2,500.00	2,500.00	2,500.00	0.00	0.00	100.0
5713 COPIER LEASE - INTRAFUND	4,320.00	4,320.00	4,320.00	0.00	0.00	100.0
5750 DIR. COSTS FOR INTERFUND SVCS	0.00	300.00	300.00	0.00	300.00-	N/A
5800 PROF/CONSULTING SVCS & OPR EXP	16,429.00	6,082.10	6,082.10	0.00	10,346.90	37.0
5829 LEGAL FEES	10,000.00	5,331.10	5,331.10	0.00	4,668.90	53.3
5910 POSTAGE/MAILINGS	475.00	161.09	161.09	0.00	313.91	33.9
TOTAL BUD ADM :65	90,761.00	72,416.80	72,416.80	0.00	18,344.20	
TOTAL Expense	302,439.00	266,294.94	266,294.94	0.00	36,144.06	
**Fund balance	302,439.00-	266,294.94-	266,294.94-			**