



March 1, 2021

TO: Personnel Commission  
Director of Classified Personnel  
Selected Los Angeles County School and Community College Districts

FROM: Alyssa Martinez, Manager  
Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those local educational agencies (LEAs) that have adopted the Merit System as referenced in Education Code (EC) Section 45240 (for school districts), or 88060 (for community college districts).

Under EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget. The Personnel Commission must also hold a public hearing for that budget by May 30 of each year, or on a date agreed upon by the LEA Governing Board and their Personnel Commission. The Personnel Commission must consider the views of the LEA's Governing Board prior to the adoption of the Personnel Commission budget. Therefore, the date of a Personnel Commission's hearing should occur early in an LEA's budget process to allow time for a second hearing, in case the LEA's Governing Board does not concur with the proposed Personnel Commission budget. **If the public hearing is not held by May 30, then the Personnel Commission Fiscal Year (FY) 2021-22 total budget amount cannot exceed the total budget amount for FY 2020-21.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2021-22 budgets:

- **Attachment No. 1: *Procedures and Instructions*** - describes the adoption process of the Personnel Commission budget.
- **Form No. 504-035: *Annual Budget of Personnel Commission*** – the form used by Personnel Commission to notify the LEA's Governing Board and to request approval of their proposed Personnel Commission budget from the Los Angeles County Superintendent of Schools. The form is available at:

<https://www.lacoe.edu/BusinessServices/DocumentsForms.aspx>

Type “504-035” in the search box located in the Business Documents section to find the fillable form. The form includes formulas that calculate totals.

- **Attachment No. 2: *Intent to Concur With or Reject the Proposed Personnel Commission Budget*** – this document contains specified statements to be signed off by the district superintendent or community college president, and must be returned with the proposed Personnel Commission budget (utilizing Form No. 540-035) to the Los Angeles County Office of Education (LACOE). This document assists with the County Superintendent’s review and analysis of the proposed Personnel Commission budget. **Please include the contact information of the person who should receive further communication from LACOE at the bottom of the document.**

After the Personnel Commission’s public hearing, **please forward Form No. 504-035**, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget* (Attachment No. 2) to:

Los Angeles County Office of Education  
Business Advisory Services  
Attention: Alyssa Martinez

If approval by the County Superintendent is not received, the Personnel Commission can determine the items of expenditure for the budget, as long as they do not exceed the FY 2020-21 total budget amount.

This bulletin and its attachments are posted on the LACOE website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the “Search” box in the Bulletins section to locate a specific bulletin by number or keyword.

Please contact me by email at [Martinez\\_Alyssa@lacoe.edu](mailto:Martinez_Alyssa@lacoe.edu).

Approved:  
Octavio Castelo, Director  
Business Advisory Services

ALM:vb  
Attachments

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
Business Advisory Services

**PROCEDURES AND INSTRUCTIONS  
FOR  
ANNUAL BUDGET OF PERSONNEL COMMISSION**

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts identified in Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission (utilizing Form No. 504-035) shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite Board and district administrative representatives to attend and present their views. The Personnel Commission shall consider the views of the Governing Board before adoption of its proposed budget.
4. The Personnel Commission (utilizing Form No. 504-035) shall then forward its budget to the County Superintendent for action, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget*.
5. If the County Superintendent intends to reject the proposed Personnel Commission, or is requested in writing by the Governing Board to reject the budget, the County Superintendent shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the LEA. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one electronic copy of the adopted Personnel Commission budget will be returned to the Personnel Commission and to the district, and shall be adopted by the Governing Board in the regular budget of the district.
8. If approval by the County Superintendent is not received, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of FY 2020-21, where the Personnel Commission shall determine the items of expenditure.
9. If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
Business Advisory Services

**INTENT TO CONCUR WITH OR REJECT  
THE PROPOSED PERSONNEL COMMISSION BUDGET**

\_\_\_\_\_ The Governing Board concurs with the proposed Fiscal Year 2021-22 Personnel Commission Budget.

\_\_\_\_\_ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent or president, on behalf of the Governing Board, will submit a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**

\_\_\_\_\_ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

\_\_\_\_\_ Signature of Superintendent/President \_\_\_\_\_ Date

\_\_\_\_\_ Print Name \_\_\_\_\_ Local Educational Agency Name

**NOTE:** This document **must** be included with the submission of Form No. 504-035 – Annual Budget of Personnel Commission.

Please provide the contact information of the person who should receive further communication regarding the Personnel Commission's budget from the Los Angeles County Office of Education.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_