

Date April 24, 2025

Bulletin No. 25-037

TO: Personnel Commission Chairperson, Chief Business Official, and Director of
Fiscal Services
Barstow Unified School District
San Bernardino City Unified School District

SUBJECT: **PERSONNEL COMMISSION BUDGET**

The procedure for adopting the annual budget of the Personnel Commission in a merit system district is outlined below in conformance with Education Code 45253.

1. The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district.
2. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget.
3. The Commission 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 administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget.
4. The budget must be signed by both the Personnel Commission Chairperson and the District Chief Business Official.
5. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action.

Attached is the Personnel Commission Budget form to complete your budget. Please note that the forms are no longer in Word format but are now in Excel format. If you have questions about the forms, please contact me. Please return two copies to this office no later than May 30, 2025.

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If your hearing is in conjunction with the district's Adopted Budget Public Hearing, and it is agreed upon by the Governing Board and the Personnel Commission, please advise us of that date as soon as possible. After approval, one signed copy will be returned to you.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.

Director
Business Advisory Services

TGC:ms

Attachments: Personnel Commission Budget Form
Education Code sections 45240-45320

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