



July 16, 2021

TO: Business Administrators,
Los Angeles County School Districts, and
Regional Occupational Centers and Programs

FROM: Jeff Young, Assistant Director
Business Advisory Services

SUBJECT: 2021-22 Forms for Assembly Bill 1200: Public Disclosure of Proposed Collective Bargaining Agreements

Assembly Bill 1200: Public Disclosure of Proposed Collective Bargaining Agreements Assembly Bill (AB) 1200 (Chapter 1213/Statutes 1991) requires local educational agencies to publicly disclose all collective bargaining agreements before entering into a written agreement. Government Code (GC) Section 3547.5 states:

“Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.”

This provision applies **to both single-year agreements and multi-year agreements** where the contract has been reopened to determine compensation adjustments in a subsequent year. It should ensure that the public knows the costs or savings associated with a proposed collective bargaining agreement before it becomes binding on the district.

Certification by Superintendent and Chief Business Official

Effective June 21, 2004, GC Section 3547.5 was amended by AB 2756 (Chapter 52/Statutes 2004), requiring that a district’s superintendent and chief business official (CBO) certify in writing that the costs incurred under a collective bargaining agreement can be met by the district during the term of the agreement. The certification must “itemize any budget revision necessary to meet the costs of the agreement in each year of its term”.

GC Section 3547.5 also specifies that if a district does not adopt the revisions to its budget needed in the current year to meet the costs of the agreement, the Los Angeles County Superintendent of

Schools must issue a qualified or negative certification for the district on its next Interim Report. Pursuant to Education Code (EC) Section 42142, the district must send the Los Angeles County Office of Education (County Office) the revisions to the district's current budget within 45 days of the settlement.

Public Disclosure Form

To comply with the collective bargaining agreement public disclosure requirements of GC Section 3547.5 and the California Code of Regulations (CCR) Title V, Section 15449, please use the 2021-22 Public Disclosures and instructions available on our website. Please **do not** use prior versions of the Public Disclosure form.

The 2021-22 Public Disclosure form includes:

- A certification page on which the district superintendent and CBO must: 1) certify that the district can meet the costs incurred under the agreement over its term, and 2) itemize any budget revisions to meet the costs of the agreement in each year of its term.
- The unrestricted and restricted portions of the General Fund, the Adult Education Fund, the Cafeteria Fund, the Child Development Fund, and other funds, as necessary.
- A multi-year projection, with settlement included, for the current and two subsequent fiscal years, to verify that the district can maintain the required minimum Reserve for Economic Uncertainties in those years.

Electronic Format

To facilitate financial data input, calculations, analysis, and projections for the current and two subsequent fiscal years, the County Office has developed an Excel "workbook" titled "Public Disclosure of Proposed Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/Statutes 1991), GC 3547.5, and CCR, Title V, Section 15449". Districts are requested to use this electronic format, which can be downloaded from our website at:

<https://www.lacoe.edu/Business-Services/Documents-Forms>

This electronic format can also be located by using the search bar on the upper right hand corner of the County Office website and type in a specific bulletin number or keyword.

Zero Compensation, Freezes, Rollback and/or Furlough Day Settlements

A Public Disclosure form must be prepared for all agreements, including those for no increase or a decrease in compensation (i.e. furloughs, reduction in salary, benefits, stipends).

Submission to the County Office

The Public Disclosure form, along with a copy of the tentative bargaining agreement, must be submitted to the County Office for review **at least ten (10) working days** prior to the date on which the governing board will take action on the proposed collective bargaining agreement.

Please forward these documents via JET mail to:

Los Angeles County Office of Education
Business Advisory Services
Attention: Ms. Lily Madrigal

After the governing board has taken action on the proposed agreement, **the form must be resubmitted to the County Office with the actual information and the Board President's or Clerk's and Superintendent's signature** on page 10, Certificate No. 2. **Any revisions made to the agreement, which were not part of the original documents initially submitted to the County Office, must be clearly indicated.**

This bulletin and its attachment are posted on the County Office website at:

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

For questions regarding the Public Disclosure of Proposed Collective Bargaining Agreements, please call me at (562) 922-6419, or your Business Services Consultant as shown on the attached district listing.

Approved:
Octavio Castelo, Director
Business Advisory Services

OC/JY:lm
Attachment

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services - Fiscal Monitoring District Assignments
2021-22 Budget / LCAP Review Cycle

Abrar Alam (562) 922-6133	Vo Chan (562) 922-6226	Rick Chau (562) 922-6505
Arcadia USD Antelope Valley Sch. Trans Agcy. Antelope Valley Joint Union HSD Beverly Hills USD El Rancho USD Keppel Union SD Las Virgenes USD Little Lake City SD Montebello USD Newhall SD Paramount USD Walnut Valley USD William S. Hart Union HSD	ABC USD Baldwin Park USD Culver City USD El Segundo USD Hacienda La Puente USD Inglewood USD Long Beach USD Norwalk-La Mirada USD Palos Verdes Peninsula USD Pupil Transportation Co-op Redondo Beach USD Torrance USD	Azusa USD Bassett USD Centinela Valley UHSD El Monte City SD Hermosa SD Lynwood USD Manhattan Beach SD Palmdale SD PINCO Rowland San Gabriel USD Saugus Union SD Sulphur Springs Union SD
Kathy Connell (562) 922-6184	Michael Jamshidi (562) 922-6802	Demetra Moore (562) 401-5497
Castaic Union SD East San Gabriel Valley ROP Eastside Union SD Hawthorne SD La Cañada USD Monrovia USD Mountain View SD Pasadena USD South Pasadena USD Westside Union SD Wilsona SD	Downey USD - DM El Rancho USD - AA Garvey SD - AS Hawthorne SD - KC Lennox SD - HY Long Beach USD - VC Lowell Joint SD to OCDE Montebello USD - AA Sulphur Springs Union SD - RC Whittier Union HSD - MO ALL DISTRICTS REASSIGNED	Alhambra USD Bellflower USD Burbank USD CALAPS JPA Compton USD Downey USD East Whittier City SD Lawndale Elementary SD Los Angeles USD Santa Clarita Valley Food Services South Whittier SD Whittier City SD
Merle Ordonez (562) 940-1704	Andrew Surendranath (562) 922-6743	Hoyt Yee (562) 940-1705
El Monte Union HSD Glendale USD Glendora USD Gorman Joint SD Hughes-Elizabeth Lakes SD Lancaster SD Rosemead SD San Antonio ROP San Marino USD Temple City USD Tri-Cities ROP Wiseburn USD Whittier Union HSD	Bellflower USD - DM CALAPS JPA - DM Garvey SD - HY Gorman Joint SD - MO Hermosa Beach City SD - RC Hughes-Elizabeth Lakes SD – MO Los Nietos SD - JK Manhattan Beach USD - RC Newhall SD - AA Norwalk-La Mirada USD – VC Valle Lindo SD – JY Reassigned for Budget Review	Acton-Agua Dulce USD Bonita USD Charter Oak USD Claremont USD Covina-Valley USD Duarte USD Garvey SD Lennox SD Pomona USD Santa Monica-Malibu USD SCROC West Covina USD