



July 25, 2023

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

FROM: Jeff Young, Assistant Director  
Business Advisory Services

SUBJECT: 2023-24 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 2023-24 Public Disclosures and instructions available on our website. Please **do not** use prior versions of the Public Disclosure form.

#### **The 2023-24 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. A soft copy may be emailed to [madrigal\\_lily@laoe.edu](mailto:madrigal_lily@laoe.edu) and the assigned Business Services Consultant (see Attachment 1).

Please forward the hard copy 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 9, 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.laoe.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**

<p style="text-align: center;"><b>Abrar Alam</b> <b>(562) 922-6133</b></p>	<p style="text-align: center;"><b>Dio Brache</b> <b>(562) 922-6802</b></p>	<p style="text-align: center;"><b>Steven Choi</b> <b>(562) 940-1768</b></p>
<p>Arcadia USD  Antelope Valley Sch. Trans Agcy.  Antelope Valley Joint Union HSD  El Rancho USD  Keppel Union SD  Las Virgenes USD  Little Lake City SD  Montebello USD  Walnut Valley USD  William S. Hart Union HSD</p>	<p>Azusa USD  Beverly Hills USD  Centinela Valley UHSD  Inglewood USD  Lynwood USD  PINCO  San Gabriel USD  Saugus Union SD  Sulphur Springs Union SD</p>	<p>El Monte Union HSD  Glendale USD  Glendora USD  Lawndale Elementary SD  Pasadena USD  Rosemead SD  Rowland USD  San Antonio ROP  San Marino USD  Temple City USD</p>
<p style="text-align: center;"><b>Kathy Connell</b> <b>(562) 922-6184</b></p>	<p style="text-align: center;"><b>Sean Lewis</b> <b>(562) 922-6779</b></p>	<p style="text-align: center;"><b>Belinda Martinez-Garcia</b> <b>(562) 922-8739</b></p>
<p>Castaic Union SD  East San Gabriel Valley ROP  Eastside Union SD  Hacienda La Puente USD  Hawthorne SD  La Cañada USD  Mountain View SD  South Pasadena USD  Westside Union SD  Wilsons SD</p>	<p>ABC USD  Bellflower USD  East Whittier City SD  Palmdale SD  Redondo Beach USD  Santa Monica-Malibu USD  South Whittier SD  Tri-Cities ROP  Whittier City SD  Whittier Union HSD</p>	<p>Baldwin Park USD  Claremont USD  Culver City USD  El Monte City SD  El Segundo USD  Long Beach USD  Los Nietos SD  Monrovia USD  Pupil Transportation Co-op  Torrance USD</p>
<p style="text-align: center;"><b>Demetra Moore</b> <b>(562) 401-5497</b></p>	<p style="text-align: center;"><b>Andrew Surendranath</b> <b>(562) 922-6743</b></p>	<p style="text-align: center;"><b>Hoyt Yee</b> <b>(562) 940-1705</b></p>
<p>Alhambra USD  Bassett USD  Burbank USD  Compton USD  Downey USD  Los Angeles USD  Palos Verdes Peninsula USD  Santa Clarita Valley Food Services  Wiseburn USD</p>	<p>CALAPS JPA  Hermosa SD  Gorman Joint SD  Hughes-Elizabeth Lakes SD  Lancaster SD  Manhattan Beach SD  Newhall SD  Norwalk-La Mirada USD  Paramount USD  Valle Lindo SD</p>	<p>Acton-Agua Dulce USD  Bonita USD  Charter Oak USD  Covina-Valley USD  Duarte USD  Garvey SD  Lennox SD  Pomona USD  SCROC  West Covina USD</p>