



August 1, 2024

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

FROM: April Mitchell, Assistant Director
Business Advisory Services

SUBJECT: 2024-25 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 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 to the County Superintendent of Schools 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 2024-25 Public Disclosures and instructions available on our website. Please **do not** use prior versions of the Public Disclosure form.

The 2024-25 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 Los Angeles County Office of Education (County Office) has developed an Excel "workbook" titled, "[AB 1200 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 increases or decreases 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 District's governing board will take action on the proposed collective bargaining agreement. A soft copy may be emailed to 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: Mrs. Lily Madrigal

After the governing board has acted 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) 803-8315, or your assigned Business Services Consultant.

Approved:
Octavio Castelo, Director
Business Advisory Services

AM/SC/HY/DB:lm
Attachment

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services - Fiscal Monitoring District Assignments
2024-25

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<p>Castaic Union SD 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 Wilsona 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>Claremont USD Culver City USD El Monte City SD El Segundo USD Long Beach USD Los Angeles USD Los Nietos SD Monrovia USD Torrance USD</p>
<p style="text-align: center;">Demetra Moore moore_demetra@lacoe.edu (562) 401-5497</p>	<p style="text-align: center;">Andrew Surendranath surendranath_andrew@lacoe.edu (562) 922-6743</p>	<p style="text-align: center;">Hoyt Yee yee_hoyt@lacoe.edu (562) 940-1705</p>
<p>Alhambra USD Baldwin Park USD Bassett USD Burbank USD Compton USD Downey USD Palos Verdes Peninsula USD Pupil Transportation Co-op Santa Clarita Valley Food Services Wiseburn USD</p>	<p>Azusa USD Bonita USD CALAPS ROP Hermosa SD Hughes-Elizabeth Lakes SD Lancaster SD Newhall SD Norwalk-La Mirada USD Paramount USD Valle Lindo SD</p>	<p>Acton-Agua Dulce USD Charter Oak USD Covina-Valley USD Duarte USD Garvey SD Gorman Joint SD Lennox SD Pomona USD SCROC West Covina USD</p>