



Date September 24, 2021

Bulletin No. 22-009

TO: Chief Business Officials and Directors of Fiscal Services  
**San Bernardino County School Districts**

Subject: **SUMMARY AND DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT(S)**

Pursuant to the provisions of Government Code Section 3547.5 and AB1200, updated by AB2756, the following documents are required by our office in order to comply with the Public Disclosure requirements for “sun shining” and making available to the County Office of Education (COE), any updates or changes to collective bargaining unit agreements and/or reopeners, including memoranda of understanding (MOUs). These documents are required to be completed for any and all changes, revisions, or new collective bargaining agreements, including reopeners, or MOUs, regardless of financial impact to the district’s current budget. If there are no financial impacts, several sections of the disclosure and summary documents can indicate “Not Applicable or N/A”.

Please see the written instructions for completion of the documents. The summary and disclosure documents must be signed by the Superintendent and Chief Business Official prior to board action to certify the agreement is affordable for the entire term. Districts with a qualified or negative interim certification in the current or prior fiscal year are required to submit the disclosure for review to the COE no later than ten (10) working days prior to the board meeting at which the disclosure will be considered. We request that all districts, regardless of certification adhere to this timeline as well.

For any bargaining unit agreement, please submit the following:

1. Proposed Collective Bargaining Agreement Summary and Disclosure Forms (AB 1200/2756). The web site link to these forms is below:  
<https://www.sbcss.k12.ca.us/index.php/business-services/business-advisory-services/forms-financial-information#Forms>
  - a. Summary of Proposed Agreement
  - b. Form for Public Disclosure (information is extracted from Summary)
    - i. Forms must be signed by both the Superintendent and the Chief Business Official-initial submission can include a copy of signatures, followed by original signatures after board president certifies.
2. Copy of Proposed Bargaining Unit Agreement or Memorandum of Agreement (MOU) by Union
3. Include a written Summary of Assumptions used in the Current and two Subsequent Fiscal Years in the disclosure’s Fiscal Impact in Current and Two Subsequent Fiscal Years section. Please include the following information at a minimum:
  - a. ADA
  - b. Bargaining Unit FTE
  - c. Other Revenue Changes
  - d. All other changes that affect District Financial Projections

Instructions for the completion of these forms are also included on the attached web link and attached for your reference and use. Please ensure that sufficient unrestricted reserves are available each year that meet the state minimum reserve requirements.

The final original public disclosure and summary documents signed by the governing board president should be submitted within five days of final board action. Under Education Code Section 42142, the governing board shall adopt revisions to its budget needed in the current fiscal year to fulfill the terms of the collective bargaining agreement within 45 days of adoption.

If you have any questions, please contact your Business Services Advisor at 909-386-9676 or [bas@sbcss.net](mailto:bas@sbcss.net).

Sincerely,

Ted Alejandre  
County Superintendent of Schools

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TGC:bp