

January 27, 2025

Bulletin No. 25-023

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

Subject: **SUMMARY AND DISCLOSURE OF PROPOSED COLLECTIVE
BARGAINING AGREEMENTS**

Pursuant to Government Code Section 3547.5, prior to entering into a written agreement with a represented group of employees, public school employers are required disclose the major provisions of the agreement, including, but not limited to, the costs that would be incurred under the agreement for the current and subsequent years in a public meeting. The superintendent and chief business official of the school district shall certify in writing that the costs incurred by the school district under the agreement can be met for the entire term of the agreement.

Government Code Section 3540.2 requires that districts with a qualified or negative interim certification in the current or prior fiscal year submit the disclosure for review to SBCSS no later than ten (10) working days prior to the board meeting at which the disclosure will be considered for review and comment. We request that all districts, regardless of certification adhere to this timeline as well.

Agreements subject to disclosure include, but are not limited to, updates or changes to collective bargaining unit agreements, reopeners, memoranda of understanding (MOUs), side letters, one-time increases, etc. SBCSS has provided a template for complying with the disclosure requirements. Please see the written instructions for completion of the documents. These disclosures are required to be completed for any and all collective bargaining agreements regardless of fiscal 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".

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.net/business/business-advisory-services/formsfinancial-information>
 - 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 Understanding (MOU)
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.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Thomas G. Cassida, Jr., MBA
Director, Business Advisory Services
(909) 386-9676

TGC:ms