



Informational Bulletin

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-034

Date: August 19, 2011

To: District Fiscal Directors
District Chief Business Officers

From: Nimrat Johal

Re: 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 documents identified below, are required by our office in order to comply with the Public Disclosure requirements for making available to the County Office of Education (COE), any updates or changes to collective bargaining unit agreements and/or reopeners, including memorandums of understanding (MOUs). These documents are required to be completed for all changes regardless of financial impact to the district's current budget. The summary and disclosure documents must be signed by the Chief Business official and Superintendent and copies sent to our office for review, a minimum of ten (10) days prior to final board actions. Districts with qualified or negative budget certifications in the current or prior fiscal year, MUST closely adhere to this requirement. Additionally the Public Disclosure document must be available for public review ten (10) days prior to board action, as part of the posted board agenda.

List of Documents

1. Proposed Collective Bargaining Agreement Summary and Disclosure Forms (AB 1200/2756).
 - a. Summary of Proposed Agreement
 - b. Form for Public Disclosure (information is extracted from Summary)

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. Copy of General Fund Operating Budget data used in completing Summary Form Section 9 (FCR 290 or Adopted Budget/Interim Financial Report Fund Form 01 Summary Pages)
 - a. Written Summary of Assumptions used in the Current Year and Multi-year Financial Projections, including but not limited to the following information:
 - b. ADA and Enrollment
 - c. Revenue Limit Calculation (BAS Summary Form for each year)
 - d. Other Revenue Changes (increases or decreases)
 - e. Staffing Changes (list position increases or decreases and amount)

f. All other changes that affect District Financial Projections

The final original public disclosure and summary documents signed by the governing board president should be submitted within five days of final board action. Please contact your advisor if you have any questions.