

**Los Angeles County Office of Education
Division of Business Advisory Services**

**PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

Name of School District: Long Beach Unified School District
 Name of Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start
 Certificated, Classified, Other: Certificated

The proposed agreement covers the period beginning: July 1, 2014 and ending: June 30, 2015
 (date) (date)

The Governing Board will act upon this agreement on: December 18, 2014
 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)			
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2014-15	Year 2 Increase/(Decrease) 2015-16	Year 3 Increase/(Decrease) 2016-17
1.	Salary Schedule Including Step and Column	\$ 289,557,397	\$ 14,477,870		
			5.00%	0.00%	0.00%
2.	Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.				
	Description of Other Compensation				
3.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 35,702,427	\$ 1,785,121		
			5.00%	0.00%	0.00%
4.	Health/Welfare Plans	\$ 67,773,640		\$ (645,183)	\$ (967,775)
			0.00%	-0.95%	-1.44%
5.	Total Bargaining Unit Compensation Add Items 1 through 4 to equal 5	\$ 393,033,464	\$ 16,262,991	\$ (645,183)	\$ (967,775)
			4.14%	-0.16%	-0.24%
6.	Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	3,620.00			
7.	Total Compensation Average Cost per Bargaining Unit Employee	\$ 108,573	\$ 4,493	\$ (178)	\$ (267)
			4.14%	-0.16%	-0.24%

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8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

5% salary increase retroactive to July 1, 2014

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

no

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

Change in deductibles on PPO plan for preferred providers and out of network providers to begin January 1, 2016.

11. Does this bargaining unit have a negotiated cap for Health and Welfare Yes No

If yes, please describe the cap amount.

The cap is based on 2013 PPO rates at each tier with a 3.5% annual escalator starting in 2014.

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Job share candidates must be permanent employees; kindergarten teachers may assist in other classrooms than K level; grade span level adjustment alternative bargaining agreement; special education average maximum adjustment.

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

none

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D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

none

F. Source of Funding for Proposed Agreement:

1. Current Year

Funding will come from ongoing resources, including LCFF resources and categorical funds.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

Funding will come from ongoing resources, including LCFF resources and categorical funds.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

This is a single year agreement.

Long Beach Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Unrestricted General Fund**

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (1st Interim Report)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue	8010-8099	\$ 586,819,086	\$ -	\$ 586,819,086
Federal Revenue	8100-8299	\$ 100,000	\$ -	\$ 100,000
Other State Revenue	8300-8599	\$ 18,217,815	\$ -	\$ 18,217,815
Other Local Revenue	8600-8799	\$ 9,229,825	\$ -	\$ 9,229,825
TOTAL REVENUES		\$ 614,366,726	\$ -	\$ 614,366,726
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 266,778,898	\$ 11,158,180	\$ 277,937,078
Classified Salaries	2000-2999	\$ 67,560,899		\$ 67,560,899
Employee Benefits	3000-3999	\$ 121,770,227	\$ 1,375,804	\$ 123,146,031
Books and Supplies	4000-4999	\$ 13,692,173	\$ -	\$ 13,692,173
Services, Other Operating Expenses	5000-5999	\$ 37,760,519	\$ -	\$ 37,760,519
Capital Outlay	6000-6999	\$ 489,997	\$ -	\$ 489,997
Other Outgo	7100-7299 7400-7499		\$ -	\$ -
Indirect/Direct Support Costs	7300-7399	\$ (9,640,114)	\$ -	\$ (9,640,114)
TOTAL EXPENDITURES		\$ 498,412,599	\$ 12,533,984	\$ 510,946,583
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	\$ 1,250,000	\$ -	\$ 1,250,000
Transfers Out and Other Uses	7600-7699	\$ 8,248,796	\$ -	\$ 8,248,796
Contributions	8980-8999	\$ (85,021,968)	\$ (2,381,655)	\$ (87,403,623)
OPERATING SURPLUS (DEFICIT)*		\$ 23,933,363	\$ (14,915,639)	\$ 9,017,724
BEGINNING FUND BALANCE				
	9791	\$ 76,527,879		\$ 76,527,879
Prior-Year Adjustments/Restatements	9793/9795			\$ -
ENDING FUND BALANCE		\$ 100,461,242	\$ (14,915,639)	\$ 85,545,603
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts	9711-9719	\$ 1,906,650	\$ -	\$ 1,906,650
Restricted Amounts	9740			
Committed Amounts	9750-9760		\$ -	\$ -
Assigned Amounts	9780	\$ 83,833,738	\$ (15,231,446)	\$ 68,602,292
Reserve for Economic Uncertainties	9789	\$ 14,720,854	\$ 315,807	\$ 15,036,661
Unassigned/Unappropriated Amount	9790	\$ (0)	\$ 0	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Long Beach Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Restricted General Fund**

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (1st Interim Report)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue 8010-8099	\$ -		\$ -	\$ -
Federal Revenue 8100-8299	\$ 58,975,335		\$ -	\$ 58,975,335
Other State Revenue 8300-8599	\$ 62,442,379		\$ -	\$ 62,442,379
Other Local Revenue 8600-8799	\$ 12,814,990		\$ -	\$ 12,814,990
TOTAL REVENUES	\$ 134,232,704		\$ -	\$ 134,232,704
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 80,095,696	\$ 2,898,995	\$ -	\$ 82,994,691
Classified Salaries 2000-2999	\$ 37,347,802	\$ -	\$ -	\$ 37,347,802
Employee Benefits 3000-3999	\$ 42,035,640	\$ 357,446	\$ -	\$ 42,393,086
Books and Supplies 4000-4999	\$ 24,043,040		\$ -	\$ 24,043,040
Services, Other Operating Expenses 5000-5999	\$ 35,909,519		\$ -	\$ 35,909,519
Capital Outlay 6000-6999	\$ 1,183,969		\$ -	\$ 1,183,969
Other Outgo 7100-7299 7400-7499	\$ 317,450		\$ -	\$ 317,450
Indirect/Direct Support Costs 7300-7399	\$ 8,448,132		\$ -	\$ 8,448,132
TOTAL EXPENDITURES	\$ 229,381,248	\$ 3,256,441	\$ -	\$ 232,637,689
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 85,021,968	\$ 2,381,655	\$ -	\$ 87,403,623
OPERATING SURPLUS (DEFICIT)*	\$ (10,126,576)	\$ (874,786)	\$ -	\$ (11,001,362)
BEGINNING FUND BALANCE				
9791	\$ 27,865,440			\$ 27,865,440
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 17,738,864	\$ (874,786)	\$ -	\$ 16,864,078
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 17,738,864	\$ (874,786)	\$ -	\$ 16,864,078
Committed Amounts 9750-9760				
Assigned Amounts 9780				
Reserve for Economic Uncertainties 9789		\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ (0)	\$ -	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Long Beach Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Combined General Fund**

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (1st Interim Report)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
LCFF Revenue	8010-8099	\$ 586,819,086	\$ -	\$ 586,819,086
Federal Revenue	8100-8299	\$ 59,075,335	\$ -	\$ 59,075,335
Other State Revenue	8300-8599	\$ 80,660,194	\$ -	\$ 80,660,194
Other Local Revenue	8600-8799	\$ 22,044,815	\$ -	\$ 22,044,815
TOTAL REVENUES		\$ 748,599,430	\$ -	\$ 748,599,430
EXPENDITURES				
Certificated Salaries	1000-1999	\$ 346,874,594	\$ 14,057,175	\$ 360,931,769
Classified Salaries	2000-2999	\$ 104,908,701	\$ -	\$ 104,908,701
Employee Benefits	3000-3999	\$ 163,805,867	\$ 1,733,250	\$ 165,539,117
Books and Supplies	4000-4999	\$ 37,735,213	\$ -	\$ 37,735,213
Services, Other Operating Expenses	5000-5999	\$ 73,670,038	\$ -	\$ 73,670,038
Capital Outlay	6000-6999	\$ 1,673,966	\$ -	\$ 1,673,966
Other Outgo	7100-7299 7400-7499	\$ 317,450	\$ -	\$ 317,450
Indirect/Direct Support Costs	7300-7399	\$ (1,191,982)	\$ -	\$ (1,191,982)
TOTAL EXPENDITURES		\$ 727,793,847	\$ 15,790,425	\$ 743,584,272
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources	8900-8979	\$ 1,250,000	\$ -	\$ 1,250,000
Transfers Out and Other Uses	7600-7699	\$ 8,248,796	\$ -	\$ 8,248,796
Contributions	8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*		\$ 13,806,787	\$ (15,790,425)	\$ (1,983,638)
BEGINNING FUND BALANCE				
Prior-Year Adjustments/Restatements	9791	\$ 104,393,319	\$ -	\$ 104,393,319
	9793/9795	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ 118,200,106	\$ (15,790,425)	\$ 102,409,681
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts	9711-9719	\$ 1,906,650	\$ -	\$ 1,906,650
Restricted Amounts	9740	\$ 17,738,864	\$ (874,786)	\$ 16,864,078
Committed Amounts	9750-9760	\$ -	\$ -	\$ -
Assigned Amounts	9780	\$ 83,833,738	\$ (15,231,446)	\$ 68,602,292
Reserve for Economic Uncertainties	9789	\$ 14,720,854	\$ 315,807	\$ 15,036,661
Unassigned/Unappropriated Amount	9790	\$ (0)	\$ (0)	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Long Beach Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Fund 11 - Adult Education Fund**

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (1st Interim Report)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 250,867		\$ -	\$ 250,867
Other State Revenue 8300-8599	\$ -		\$ -	\$ -
Other Local Revenue 8600-8799	\$ 604,000		\$ -	\$ 604,000
TOTAL REVENUES	\$ 854,867		\$ -	\$ 854,867
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 520,573	\$ 12,395	\$ -	\$ 532,968
Classified Salaries 2000-2999	\$ 108,961	\$ -	\$ -	\$ 108,961
Employee Benefits 3000-3999	\$ 155,881	\$ 1,528	\$ -	\$ 157,409
Books and Supplies 4000-4999	\$ 10,506		\$ -	\$ 10,506
Services, Other Operating Expenses 5000-5999	\$ 158,569		\$ -	\$ 158,569
Capital Outlay 6000-6999	\$ -		\$ -	\$ -
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ 27,767		\$ -	\$ 27,767
TOTAL EXPENDITURES	\$ 982,257	\$ 13,923	\$ -	\$ 996,180
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ 51,975		\$ -	\$ 51,975
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (75,415)	\$ (13,923)	\$ -	\$ (89,338)
BEGINNING FUND BALANCE				
9791	\$ 98,763			\$ 98,763
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 23,348	\$ (13,923)	\$ -	\$ 9,425
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ -	\$ -	\$ -	\$ -
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 23,348	\$ (13,923)	\$ -	\$ 9,425

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Los Angeles County Office of Education
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Revised 11/05/14

Long Beach Unified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (1st Interim Report)	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Revised Budget (Columns 1+2+3)
REVENUES				
Federal Revenue 8100-8299	\$ 22,166,773		\$ -	\$ 22,166,773
Other State Revenue 8300-8599	\$ 5,485,351		\$ -	\$ 5,485,351
Other Local Revenue 8600-8799	\$ 1,249,157		\$ -	\$ 1,249,157
TOTAL REVENUES	\$ 28,901,281		\$ -	\$ 28,901,281
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 10,194,718	\$ 408,300	\$ -	\$ 10,603,018
Classified Salaries 2000-2999	\$ 6,404,047	\$ -	\$ -	\$ 6,404,047
Employee Benefits 3000-3999	\$ 7,798,469	\$ 50,343	\$ -	\$ 7,848,812
Books and Supplies 4000-4999	\$ 1,759,754		\$ -	\$ 1,759,754
Services, Other Operating Expenses 5000-5999	\$ 1,742,629		\$ -	\$ 1,742,629
Capital Outlay 6000-6999	\$ 221,285		\$ -	\$ 221,285
Other Outgo 7100-7299 7400-7499	\$ -		\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ 1,164,215		\$ -	\$ 1,164,215
TOTAL EXPENDITURES	\$ 29,285,117	\$ 458,643	\$ -	\$ 29,743,760
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (383,836)	\$ (458,643)	\$ -	\$ (842,479)
BEGINNING FUND BALANCE				
9791	\$ 1,097,349			\$ 1,097,349
Prior-Year Adjustments/Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 713,513	\$ (458,643)	\$ -	\$ 254,869
COMPONENTS OF ENDING BALANCE:				
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 140,927	\$ -	\$ -	\$ 140,927
Committed Amounts 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ 572,586	\$ (458,643)	\$ -	\$ 113,942

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

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Revised 11/05/14

Long Beach Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	2014-15	2015-16	2016-17
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 586,819,086	\$ 614,164,428	\$ 643,798,292
Federal Revenue 8100-8299	\$ 100,000	\$ -	\$ -
Other State Revenue 8300-8599	\$ 18,217,815	\$ 13,144,345	\$ 13,100,211
Other Local Revenue 8600-8799	\$ 9,229,825	\$ 8,963,225	\$ 9,100,038
TOTAL REVENUES	\$ 614,366,726	\$ 636,271,998	\$ 665,998,541
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 277,937,078	\$ 276,582,232	\$ 275,351,961
Classified Salaries 2000-2999	\$ 67,560,899	\$ 68,673,023	\$ 69,757,547
Employee Benefits 3000-3999	\$ 123,146,031	\$ 130,311,584	\$ 139,573,403
Books and Supplies 4000-4999	\$ 13,692,173	\$ 41,654,258	\$ 45,163,058
Services, Other Operating Expenses 5000-5999	\$ 37,760,519	\$ 37,232,221	\$ 39,220,357
Capital Outlay 6000-6999	\$ 489,997	\$ 475,997	\$ 475,997
Other Outgo 7100-7299 7400-7499	\$ -	\$ -	\$ -
Indirect/Direct Support Costs 7300-7399	\$ (9,640,114)	\$ (9,070,000)	\$ (9,032,000)
Other Adjustments			\$ -
TOTAL EXPENDITURES	\$ 510,946,583	\$ 545,859,315	\$ 560,510,323
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 1,250,000	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 8,248,796	\$ 4,051,975	\$ 4,051,975
Contributions 8980-8999	\$ (87,403,623)	\$ (101,688,253)	\$ (105,970,517)
OPERATING SURPLUS (DEFICIT)*	\$ 9,017,724	\$ (15,327,545)	\$ (4,534,274)
BEGINNING FUND BALANCE			
9791	\$ 76,527,879	\$ 85,545,603	\$ 70,218,058
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 85,545,603	\$ 70,218,058	\$ 65,683,784
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 1,906,650	\$ 1,906,650	\$ 1,906,650
Restricted Amounts 9740			
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 68,602,292	\$ 52,786,746	\$ 48,024,409
Reserve for Economic Uncertainties 9789	\$ 15,036,661	\$ 15,524,662	\$ 15,752,726
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ 0	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Long Beach Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	2014-15	2015-16	2016-17
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ -	\$ -	\$ -
Federal Revenue 8100-8299	\$ 58,975,335	\$ 53,447,142	\$ 48,922,315
Other State Revenue 8300-8599	\$ 62,442,379	\$ 62,191,512	\$ 62,246,468
Other Local Revenue 8600-8799	\$ 12,814,990	\$ 7,161,492	\$ 4,111,958
TOTAL REVENUES	\$ 134,232,704	\$ 122,800,146	\$ 115,280,741
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 82,994,691	\$ 77,968,075	\$ 73,492,338
Classified Salaries 2000-2999	\$ 37,347,802	\$ 44,927,044	\$ 44,756,654
Employee Benefits 3000-3999	\$ 42,393,086	\$ 46,763,365	\$ 49,172,953
Books and Supplies 4000-4999	\$ 24,043,040	\$ 13,082,155	\$ 12,665,216
Services, Other Operating Expenses 5000-5999	\$ 35,909,519	\$ 34,840,027	\$ 34,282,722
Capital Outlay 6000-6999	\$ 1,183,969	\$ 455,561	\$ 455,561
Other Outgo 7100-7299 7400-7499	\$ 317,450	\$ 317,450	\$ 317,450
Indirect/Dirrect Support Costs 7300-7399	\$ 8,448,132	\$ 7,968,131	\$ 7,931,089
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 232,637,689	\$ 226,321,808	\$ 223,073,983
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 87,403,623	\$ 101,688,253	\$ 105,970,517
OPERATING SURPLUS (DEFICIT)*	\$ (11,001,362)	\$ (1,833,409)	\$ (1,822,725)
BEGINNING FUND BALANCE 9791			
	\$ 27,865,440	\$ 16,864,078	\$ 15,030,669
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 16,864,078	\$ 15,030,669	\$ 13,207,944
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ -	\$ -	\$ -
Restricted Amounts 9740	\$ 16,864,078	\$ 15,030,669	\$ 13,207,944
Committed Amounts 9750-9760			
Assigned Amounts 9780			
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ (0)	\$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Long Beach Unified School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: Teachers Association of Long Beach K-12 and CDC/Head Start

Object Code	2014-15	2015-16	2016-17
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 586,819,086	\$ 614,164,428	\$ 643,798,292
Federal Revenue 8100-8299	\$ 59,075,335	\$ 53,447,142	\$ 48,922,315
Other State Revenue 8300-8599	\$ 80,660,194	\$ 75,335,857	\$ 75,346,679
Other Local Revenue 8600-8799	\$ 22,044,815	\$ 16,124,717	\$ 13,211,996
TOTAL REVENUES	\$ 748,599,430	\$ 759,072,144	\$ 781,279,282
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 360,931,769	\$ 354,550,307	\$ 348,844,299
Classified Salaries 2000-2999	\$ 104,908,701	\$ 113,600,067	\$ 114,514,201
Employee Benefits 3000-3999	\$ 165,539,117	\$ 177,074,949	\$ 188,746,356
Books and Supplies 4000-4999	\$ 37,735,213	\$ 54,736,413	\$ 57,828,274
Services, Other Operating Expenses 5000-5999	\$ 73,670,038	\$ 72,072,248	\$ 73,503,079
Capital Outlay 6000-6999	\$ 1,673,966	\$ 931,558	\$ 931,558
Other Outgo 7100-7299 7400-7499	\$ 317,450	\$ 317,450	\$ 317,450
Indirect/Direct Support Costs 7300-7399	\$ (1,191,982)	\$ (1,101,869)	\$ (1,100,911)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 743,584,272	\$ 772,181,123	\$ 783,584,306
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 1,250,000	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 8,248,796	\$ 4,051,975	\$ 4,051,975
Contributions 8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (1,983,638)	\$ (17,160,954)	\$ (6,356,999)
BEGINNING FUND BALANCE			
9791	\$ 104,393,319	\$ 102,409,681	\$ 85,248,727
Prior-Year Adjustments/Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 102,409,681	\$ 85,248,727	\$ 78,891,728
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts 9711-9719	\$ 1,906,650	\$ 1,906,650	\$ 1,906,650
Restricted Amounts 9740	\$ 16,864,078	\$ 15,030,669	\$ 13,207,944
Committed Amounts 9750-9760	\$ -	\$ -	\$ -
Assigned Amounts 9780	\$ 68,602,292	\$ 52,786,746	\$ 48,024,409
Reserve for Economic Uncertainties 9789	\$ 15,036,661	\$ 15,524,662	\$ 15,752,726
Unassigned/Unappropriated Amount 9790	\$ (0)	\$ (0)	\$ (1)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2014-15	2015-16	2016-17
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 751,833,068	\$ 776,233,098	\$ 787,636,281
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$ -
c.	Net Expenditures, Transfers Out, and Uses	\$ 751,833,068	\$ 776,233,098	\$ 787,636,281
d.	State Standard Minimum Reserve Percentage for this District Enter percentage →	2.00%	2.00%	2.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 15,036,661	\$ 15,524,662	\$ 15,752,726

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ 15,036,661	\$ 15,524,662	\$ 15,752,726
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ (0)	\$ 0	\$ (0)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 15,036,661	\$ 15,524,662	\$ 15,752,725
f.	Reserve for Economic Uncertainties Percentage	2.00%	2.00%	2.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2014-15	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2015-16	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2016-17	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

Long Beach Unified School District
Teachers Association of Long Beach K-12 and CDC/Head Start

5. Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	\$ 16,262,991
General Fund balance Increase/(Decrease), Page 4c, Column 2	\$ (15,790,425)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	\$ (13,923)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	\$ (458,643)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4g, Column 2	\$ -
Other Fund balance Increase/(Decrease), Page 4h, Column 2	\$ -
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	\$ (16,262,991)
Variance	\$ -

Variance Explanation:

6. Will this agreement create or increase deficit financing in the current or subsequent years?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	\$ 13,806,787	1.9%	
Current FY Surplus/(Deficit) after settlement(s)?	\$ (1,983,638)	(0.3%)	negotiated salary increase and various
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	\$(17,160,954)	(2.2%)	negotiated salary increase and various
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	\$ (6,356,999)	(0.8%)	negotiated salary increase and various

Deficit Reduction Plan (as necessary):

Reserve levels will be reduced; district will need to adjust spending levels in conjunction with any changes necessary due to changes in gap funding levels - unknown at this time.

Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd

7. Subsequent FY?

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet or use Page 9a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	\$ -	
1st Subsequent FY Restricted, Page 5b	\$ -	
2nd Subsequent FY Unrestricted, Page 5a	\$ -	
2nd Subsequent FY Restricted, Page 5b	\$ -	

Teachers Association of Long Beach K-12 and CDC/Head Start

J. COMPARISON OF PROPOSED CHANGE IN TOTAL COMPENSATION TO CHANGE IN LCFF FUNDING FOR THE NEGOTIATED PERIOD

The purpose of this form is to determine if the district has entered into bargaining agreements that would result in salary increases that are expected to exceed the projected increase in LCFF funding

(fill out columns for which there is agreement)

	2013-14	2014-15	2015-16	2016-17
a. LCFF Gap Funding per ADA	404.96	900.57		
b. Amount Change from Prior Year Funding per ADA	495.61			
c. Percentage Change from Prior Year Funding per ADA	122.39%		0.00%	0.00%
d. Total Compensation Amount Change (from Page 1, Section A, Line 5)	16,262,991.20		(645,183.00)	(967,775.00)
e. Total Compensation Percentage Change (from Page 1, Section A, Line 5)	4.14%		-0.16%	-0.24%
f. Proposed agreement is within/exceeds change in LCFF Funding (f vs. e)	Within	Within	Within	Within

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Long Beach Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2014 to June 30, 2015.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	16,262,991
\$	(16,262,991)

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
 Expenditures/Other Financing Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
\$	-
\$	-
\$	-

Budget Revisions

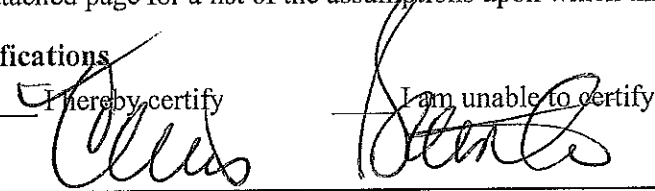
If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify

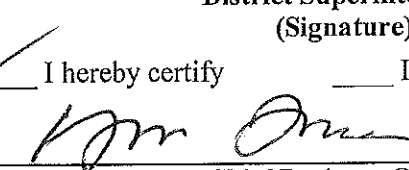


 District Superintendent
 (Signature)



 Date

I hereby certify I am unable to certify



 Chief Business Official
 (Signature)



 Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

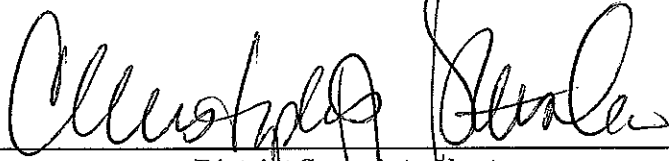
L. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Long Beach Unified School District

District Name



District Superintendent
(Signature)

12/18/14

Date

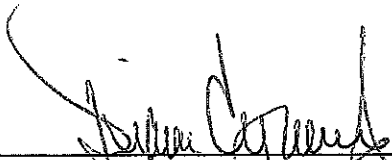
Susan Ginder, Executive Director of Fiscal Services

Contact Person

562-997-8126

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on December 18, 2014, took action to approve the proposed agreement with the Teachers Association of Long Beach K-12 and CDC/Head Start.



President (or Clerk), Governing Board
(Signature)

12/18/14

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

**Tentative Agreement Between
the Long Beach Unified School District
and the Teachers Association of Long Beach,
K-12 and CDC/Head Start**

November 20, 2014

The Long Beach Unified School District (District) and the Teachers Association of Long Beach (TALB) have completed negotiations for the 2014-2015 school year and have agreed to maintain the provisions of the current collective bargaining contracts (K-12 and CDC/Head Start) for 2014-2015, except as follows:

K-12: ARTICLE V, Days and Hours of Employment

A. Workday:

2. In the elementary schools, teachers shall report for duty and check their mailboxes not later than fifteen (15) minutes before the opening of class except when assigned before school duties. Teachers shall remain until after the close of the last scheduled class of the day for Grades 4 and 5 (except on Friday), unless they have an after school duty, are excused earlier or are requested to remain by the principal. On Fridays, teachers may leave the building immediately upon the close of the regular school day for pupils, (afternoon kindergarten teachers may arrive at school fifteen (15) minutes later than the start of their regular duty day), except that if District meetings are scheduled on Friday another "early day" may be designated. Teachers of kindergarten and the first three grades remain on duty as long as teachers of the fourth and fifth grades, unless excused earlier by the principal. All kindergarten teachers (including those without team partners) shall meet their classes for 200 minutes each day and work two hours beyond such time either with their class or in other ~~kindergarten~~ classrooms **at teacher discretion in collaboration with the site administrator**. Note: Unless and until negotiated otherwise, the extended or full day kindergarten will remain voluntary, but no contractual waiver is required.

4. During the term of this Agreement, the District shall maintain its practice of treating IEP meetings as mandatory. Bargaining unit members attending such meetings beyond the duty day and in excess of four hours per month shall be paid therefore at their regular hourly rate provided they submit the Documentation of Mandatory Meeting Form to **the Superintendent's office**.

14. Job Sharing

a. The job sharing program is one in which two (2) **permanent** employees share the full responsibilities and the contract of employment of one (1) identifiable full-time position. The shared teaching assignment shall be (1) fifty-fifty (50-50) percent or (2) sixty-fourty (60-40) percent. The sharing shall be on a proportional division of the school day or of the school week.

b. Applicants must be willing to provide a written commitment to serve a minimum of one (1) year in the shared position. If, because of extenuating circumstances, one of the participants cannot continue in a part-time assignment during the year, the District is under no obligation to return the individual to a full-time assignment until the following year, but the District may consider an earlier return if a position is available.

~~Job Share participants may be either permanent or non permanent teachers. If a teacher is not permanent at the time of either application or assignments, he/she shall be required to sign a statement acknowledging his/her understanding that years of service which are less than one hundred (100) percent will not be credited toward the employee's attainment of permanent status.~~

K-12 and CDC/Head Start: Article VI, Compensation

A. Salaries

1. 5% increase to bargaining unit salary schedules, **including annual career increments**, stipends, and rates of pay retroactive to July 1, 2014.

B. Health and Welfare Benefits plan modifications:

2. The 2013 District annual maximum contribution toward individual unit member insurance premiums for District medical plans for full time employees, employee plus one and family coverage shall be based on the 2013 District PPO rates as adjusted by the cost containment changes. The District's annual maximum contribution excludes District dental and vision insurance.

Beginning the 2014 insurance year (January 1, 2014), and each year thereafter, the District shall increase the prior year's District annual maximum contribution toward individual unit member insurance premiums for District medical plans for full-time employees, employee plus one and family coverage by 3.5%. In the event the elected coverage in a District insurance program exceeds the above stated District maximum annual contribution, the cost difference shall be paid by the unit member through payroll deduction. The Health Benefits committee shall actively work to limit increases greater than 3.5%, through plan design modifications, vendor selection, wellness programs, and member education. In the event that the combination of the annual PPO rate increase and/or cost containment results in premiums below the District maximum annual contribution described above, that difference will mitigate future rate increases.

Effective January 1, 2016, change the health and welfare plan year from the current calendar year (January 1 to December 31) to match the District's fiscal year (July 1 to June 30). The change shall be managed in the following manner:

- a. **January 1, 2016 through June 30, 2016 will be a "short" plan year (6 months).**

- b. **Effective July 1, 2016 the new plan year shall be based on the fiscal year (12 months).**
 - i. **Open enrollment shall take place in May of each year with all plan changes being effective on July 1.**
- c. **Flexible Spending Accounts will remain on the calendar year and will continue to have their open enrollment in November.**
- d. **In the initial transition year, the deductibles and out-of-pocket maximums that have accrued during the “short” plan year shall carry over for the first plan year based on the fiscal calendar. The accrued deductible and out-of-pocket maximum then shall reset back to zero on July 1, 2017.**
- e. **The District Annual Maximum (DAM) shall be converted to the fiscal year by taking the arithmetic average of the DAM for 2016 and 2017 calendar years.**

Example:

$$2016-2017 \text{ DAM} = [(2016 \text{ DAM}) + (2017 \text{ DAM})]/2$$

Effective July 1, 2017 the DAM will increase each July 1 by 3.5%.

6.c. PPO. Comprehensive Major Medical.

Lifetime maximum of one million dollars (\$1,000,000). Continuation of existing plan without modification of benefits, except as noted.

- (a) **Preferred Provider – Through December 31, 2015, \$200/\$400 deductible; 20% co-insurance; \$500 individual/\$1,000 family per year out-of-pocket limit (in addition to deductible); Effective January 1, 2016, \$300/\$600 deductible; 20% co-insurance; \$1,000 individual/\$2,000 family per year out-of-pocket limit (in addition to deductible).**
- (b) **Out-of-Network Provider – Through December 31, 2015, \$400/\$800 deductible; 40% co-insurance; \$3,000 individual/\$6,000 family per year out-of-pocket limit (in addition to deductible); Effective January 1, 2016, \$500/\$1,000 deductible; 40% co-insurance; \$5,000 individual/\$10,000 family per year out-of-pocket limit (in addition to deductible).**

K-12 and CDC/Head Start: Article IX, Safety Conditions of Employment

P. While on District business, in the event an employee’s vehicle is damaged as a result of vandalism **or theft**, the District will reimburse the employee for the insurance deductible payment in an amount not to exceed \$500 per incident.

The above is contingent upon the following:

1. The employee secures a police report regarding the vehicular vandalism **or theft** within twenty-four (24) hours of the incident.
2. The damaged vehicle was parked at an appropriate location in a legal manner on or near school district property while the employee was required to be engaged in District business.
3. The employee provides the Risk Management Branch with evidence of the amount of insurance deductible payment actually made by the employee to his/her insurance company.
4. **The inclusion of the word “theft” above is temporary to allow the District to evaluate its cost impact. The word “theft” shall be removed from the contract beginning July 1, 2016, unless extended by mutual written agreement of the District and Association.**

K-12: Article X, Class Size and Staffing Ratios

A. The following class size maximums shall be adhered to:

<u>Level, Grade, or Subject</u>	<u>Maximum Class Sizes</u>
<u>Elementary</u>	
Kindergarten	32*
Grades 1-3	30*
Grades 4-5	35
Combinations K-3	28*
Combinations 4-5	33
<u>Middle School</u>	
Grade 6 Core Classes	35
English	35
Science, Mathematics, Social Studies	37
Typing	42
Regular Physical Education	54
Music	54
All others	39
<u>High School</u>	
English (Drama and Journalism excepted)	35

Foreign Languages, Laboratory Science, Mathematics, and Social Studies	37
Typing	42
Regular Physical Education	54
Music	54
All others	39

The total enrollment in classes assigned to PACE and CIC teachers shall not exceed the five-period total for class maximums established above.

***As an alternative average class size enrollment for each school site in kindergarten and grades 1-3 authorized under Education Code section 42238.02(d)(3)(B)(C)(D), the District and Association agree that the District shall maintain an annual average class enrollment at each school site not to exceed 32:1 for kindergarten and 30:1 for grades 1-3, which shall not be greater than the individual class size maximums of 32 for kindergarten and 30 for grades 1-3 specified in section A above. Any reduced class size in kindergarten and grades 1-3 shall be determined by the District through the Board-adopted Local Control Accountability Plan, which considers schools with the highest concentration of students on the Free and Reduced Lunch Program, English Language Learners, students in foster care, and students classified as homeless, as specified under the Local Control Funding Formula. Other schools may be selected by the Superintendent in collaboration with the Association.**

Annually, the District shall provide TALB with a list of schools selected for class size reduction under these criteria. If at any time the District or the Association learns that compliance with this provision may result in any reduction to its augmentation funding for K-3 Grade Span Adjustment, the District and Association agree to immediately meet and negotiate to bring this Grade Span Adjustment language exception into compliance with the law.

F. The special education day class average for the District (exclusive of adapted physical education) will be a maximum of ~~twelve (12)~~ **fourteen (14)**. No special day class shall exceed a per class maximum of eighteen (18) pupils. **On or about the 15th day of October, December, February and April, the Assistant Superintendent, Office of School Support Services, shall meet with the Association to review the special day class average and maximums.**

DATE: 11/20/14

DATE: 11/20/14



FOR THE DISTRICT



FOR TALB



Documentation of Mandatory Meetings



General Education Teachers, Special Education Teachers, and DIS Providers

Please document the amount of time spent in mandatory meetings before and after your duty day, during each school month. (Duty day is defined in the TALB contract, Article V.A.) At the end of each school month submit this form to your Principal. Keep a copy for your own records. It is imperative that all mandatory meetings (IEP, SST, Staff meetings) be verified by the administrator/designee present at the meeting. If you work at multiple sites, please turn in a form for each site. Additionally, the PRINCIPAL must sign on the indicated line at the bottom of each form (verification that these meetings were mandatory). Once signed, this form must be sent to the Superintendent's office for processing.

Name: _____ Position: _____ Site: _____

<u>Date</u>	<u>Type of Meeting</u>	<u>Signature (designee, principal, district personnel)</u>	<u>Start Time</u>	<u>Finish Time</u>	<u>Duration</u>

Total	_____	hours	_____	minutes
	-	4	_____	minutes
		_____	hours	_____
		_____	hours	_____
			minutes	_____

Minus four (4) hours per TALB contract
Equals total number of hours beyond contract

Principal's Signature _____