



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1g

Meeting Date: November 16, 2023

Subject: Approve the Annual Organization Meeting Date of December 14, 2023

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Board of Education/Legal Services

Recommendation: Approve Annual Organization Meeting for December 14, 2023

Background/Rationale: Pursuant to Ed. Code 35143, the Board of Education is required to set an annual organizational meeting “within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing Board members is conducted shall be held during the same 15-day period on the calendar.”

That 15-day period for 2023 is December 1-20, 2023. The day and time of the annual meeting is to be selected by the governing Board at its regular meeting held immediately prior to the first day of such 15-day period, and the Board of Education shall notify the County Superintendent of Schools of the day and time selected.

The designated organizational meeting of the Board of Education is slated for **Thursday, December 14, 2023, at 6:30 p.m.**

Financial Considerations: Family and community Engagement

LCAP Goal(s): N/A

Documents Attached:

1. Notice of Annual Organizational Meeting for Governing Boards
2. Scheduling of Annual Organizational Meeting Form
3. Certificate of Election

4. Education Code Section 35143 and 5017

<p>Estimated Time of Presentation: N/A Submitted by: Lisa Allen, Interim Superintendent Approved by: Lisa Allen, Interim Superintendent</p>
--



10474 Mather Boulevard
P.O. Box 269003
Sacramento, CA 95826-9003
(916) 228-2500 • www.scoe.net

Memorandum

TO: District Superintendents

FROM: David W. Gordon, County Superintendent *Dave*

DATE: October 13, 2023

SUBJECT: ANNUAL ORGANIZATIONAL MEETING FOR GOVERNING BOARDS

Under the provisions of Education Code section 35143, your governing board is required to set an annual organizational meeting in years in which no regular election for governing board members is conducted "on any date in December, but no later than December 20."¹

The period for your 2023 annual
organizational meeting is:
December 1-20

The day and time of your annual organizational meeting are to be selected by your governing board at its last regular meeting held *immediately before the organizational meeting*, and the County Superintendent of Schools shall be notified of the day and time selected.

Following your regular meeting at which you set your annual organizational meeting, please complete and return the enclosed form, notifying us of the date and time of your organizational meeting.

NOTE: Education Code section 35143 requires the County Superintendent of Schools to designate the date and time for the annual organizational meeting if your Board fails to do so. Therefore, it is important that we receive this form no later than 5:00 p.m. on December 1, 2023. If necessary, please send the form to us via fax at 916.228.2403.

After your organizational meeting has been held, please have the enclosed "Certificate of Election of Board President, Clerk, and Board Representative" (**yellow form**) completed, signed, and forwarded to this office. If you have any questions, please call Wende Watson at 916.228.2410.

Enclosures

¹ The time period for holding an annual organizational meeting is determined based on whether a regular election is conducted. Districts conducting a special election in November should schedule their annual organizational meeting between December 8-20 because newly elected board members are seated the *second Friday* of December following the November election. (Ed. Code, § 5017.)

SCHEDULING OF ANNUAL ORGANIZATIONAL MEETING

TO: David W. Gordon, County Superintendent
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

FROM: Sacramento City Unified School District

The annual organizational meeting of this district has been set for:

Date: December 14, 2023

Time: 5:00 p.m. Closed Session; 6:30 p.m. Open Session

Place: Serna Center, 5735 47th Avenue, Sacramento CA

This action was taken during the last regular meeting *immediately preceding* the annual organizational meeting.

I hereby certify that all members and members-elect will be notified in within 15 days before the annual organizational meeting of the date and time selected for the meeting.

Signed: _____
Lisa Allen

Title: Interim Superintendent

Date: November 16, 2023

PLEASE NOTE: If this form is not received by the County Superintendent of Schools by **5:00 p.m. on December 1, 2023**, the County Superintendent shall set the date and time of the annual organizational meeting as required by Education Code§ 35143.

Cal Ed Code § 35143

Deering's California Codes are current through the 2023 Extra Session Ch 1, 2023 Regular Session Ch. 261.

Deering's California Codes Annotated > EDUCATION CODE (Titles 1 — 3) > Title 2 Elementary and Secondary Education (Divs. 1 — 4) > Division 3 Local Administration (Pts. 21 — 25) > Part 21 Local Educational Agencies (Chs. 1 — 5) > Chapter 2 Governing Boards (Arts. 1 — 16) > Article 3 Meetings (§§ 35140 — 35149)

§ 35143. Annual organizational meetings

(a) The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the second Friday in December following the regular election. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held on any date in December, but no later than December 20. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected, in a year in which a regular election for governing board members is conducted, by the board at its regular meeting held immediately before the first day of such 15-day period, or in a year in which no such regular election for governing board members is conducted, by the board at its last regular meeting held immediately before the organizational meeting. The board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days before the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

(b) If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, before the first day of such 15-day period and after the regular meeting of the board held immediately before the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. The county superintendent of schools shall notify in writing all members and members-elect of the date and time.

(c) At the annual meeting the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk.

(d) At the annual meeting each city board of education shall organize by electing a president from its members.

(e) At the annual meeting the governing board of each other type of school district, except a community college district, shall elect one of its members clerk of the district.

(f) As an alternative to the procedures set forth in this section, a city board of education whose members are elected in accordance with a city charter for terms of office commencing in December, may hold its annual organizational meeting required in this section between December 15 and January 14, inclusive, as provided in rules and regulations that shall be adopted by such board. At the annual meeting the city board of education shall organize by electing a president and vice president from its members who shall serve in such office during the period January 15 next to the following January 14, unless removed from such office by majority vote of all members of the city board of education.

History

Enacted Stats 1976 ch 1010 § 2, operative April 30, 1977. Amended [Stats 2021 ch 666 § 24 \(AB 486\)](#), effective January 1, 2022.

