



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 12.1i

Meeting Date: November 17, 2022

Subject: Approve the Annual Organization Meeting Date of December 15, 2022

- 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 15, 2022

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.”

That 15-day period for 2022 is December 9-23, 2022. 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 15, 2022, at 6:30 p.m.

Financial Considerations: None

LCAP Goal(s): Family and Community Empowerment

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

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent

Approved by: Jorge A. Aguilar, Superintendent



Sacramento County Office of Education

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 

DATE: October 5, 2022

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 “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.” (Board members are seated the *second Friday* of December following the November election [Education Code § 5017])

**The 15-day period for 2022
is: December 9 – 23**

The day and time of your annual organizational meeting are to be selected by your governing board at its regular meeting held *immediately before the beginning of the 15-day period*, 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, 2022. 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

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 15, 2022 _____

Time: 4:30 p.m. Closed Session; 6:30 p.m. Open Session _____

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

This action was taken during the regular meeting *immediately preceding* December 9, 2022.

I hereby certify that all members and members-elect will be notified in writing of the time and place of the annual organizational meeting.

Signed: _____

Jorge A. Aguilar

Title: Superintendent _____

Date: November 17, 2022 _____

PLEASE NOTE: If the district does not confirm the scheduling of its annual organizational meeting, the County Superintendent of Schools shall set the date and time of the district's annual organizational meeting as required by Education Code section 35143.

Education Code Section 35143

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 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. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to 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. He shall notify in writing all members and members-elect of the date and time.

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.

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

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.

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 which 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.

Education Code Section 5017

Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his or her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

CERTIFICATE OF ELECTION
OF
BOARD PRESIDENT, VICE PRESIDENT, AND
OTHER BOARD OFFICER OR REPRESENTATIVE

INSTRUCTIONS: *Please complete and forward this certificate to the County Superintendent of Schools immediately following your annual organizational meeting, which must be held between December 9 and December 23, 2022.*

It is hereby certified that at the annual organizational meeting of the governing board of the _____ District, held _____, 2022, the following officers and representatives were elected:

PRESIDENT: _____

Address: _____

VICE PRESIDENT: _____

Address: _____

OTHER BOARD OFFICER OR REPRESENTATIVE: _____
(if any)

Address: _____

Submitted by: _____

Title: _____

Return to: **Wende Watson**
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003