

September 12, 2017

TO: School District Administrators

FROM: Division of Administration, Finance & Accountability

SUBJECT: Annual Organizational Meeting of School Boards

Education Code section 35143 requires that each school district in Kern County hold an annual organizational meeting within a 15 day period commencing on December 1 and concluding on December 15, 2017. Unless otherwise provided by rule of the governing board, the date and time of the annual organizational meeting shall be selected by the board at its regular meeting held immediately prior to December 1, and the board shall notify the County Superintendent of Schools of the date and time selected. The clerk of the board shall, within fifteen (15) days prior to the date of the annual meeting, notify in writing all members of the date and time selected for the meeting.

If the board fails to select a date and time for the meeting, the Kern County Superintendent of Schools shall, prior to December 1 and after the regular meeting of the board held immediately prior to December 1, designate the date and the time of the annual meeting. The date designated shall be within the period of December 1 and December 15, inclusive. He shall notify in writing all members of the date and time.

Per Education Code section 5017, any trustee elected or re-elected at the November 2017 election does not take office until December 1, at the earliest. Until newly elected trustees take office, their predecessors continue in office.

Once the election results have been certified, the Kern County Clerk – Elections Division will be forwarding to you an oath of office to be administered to newly elected and re-elected trustees.

Every school district governing board consisting of five or more members shall, at its initial meeting and at each annual meeting, elect a president and a clerk from among its members (Education Code sections 35022 and 35143). The governing board of any school district may employ a person, not a member of the board, to act as secretary and bookkeeper for the board (Education Code section 35025) and may delegate to such secretary the duties prescribed in Education Code section 35250.

A city board of education whose members are elected in accordance with a city charter for terms of office commencing in December is also governed by Education Code section 35143.

The governing board of each school district of every kind or class shall annually, at its initial meeting, select one of its members as its representative who shall have one vote for each member to be elected to the county committee on school district organization. The secretary or clerk of the district shall furnish the Kern County Superintendent of Schools with a certificate naming the representative selected by the board (Education Code section 35023).

The enclosed forms shall be completed and returned to the office of John F. Von Flue, Assistant Superintendent, Division of Administration, Finance & Accountability.

**To be returned by November 13:**

1. Notice of Date of Annual Organizational Meeting (yellow postcard).

**To be returned after the organizational meeting:**

1. Certificate of Election of Governing Board Officers (pink postcard).
2. Certificate of Election of Trustee Representative (blue postcard).
3. Signatures of Members of the Governing Board (to be filed annually); (orange postcard).

\*\* (These forms are also available electronically on our website:  
<http://kern.org/finance/district-advisory-services/bulletins>)

Please contact District Financial Services (Vicki Lueck) on (661) 636-4706 if there is a need for any of the following forms:

1. Statement regarding release of payroll warrants (to be submitted annually).
2. Form to notify Kern County Superintendent of Schools office regarding mailing of warrants (if there is a change from the form on file).

For questions or clarification, please call District Advisory Services, (661) 636-4680.

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