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August 28, 2023

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 8 and concluding on December 22, 2023. 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 8, 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 8 and after the regular meeting of the board held immediately prior to December 8, designate the date and the time of the annual meeting. The date designated shall be within the period of December 8 and December 22, inclusive. The district shall notify in writing all members of the date and time.

In even numbered years when school board elections occur, newly elected trustees can take office beginning on the second Friday in December. Until the new trustees take office, their predecessors continue in office (Education Code section 5017).

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 Jonathan Medina, Assistant Superintendent, Division of Administration, Finance & Accountability.

**To be returned by November 17th:**

1. Notice of Date of Annual Organizational Meeting (fillable form)

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

1. Certificate of Election of Governing Board Officers (fillable form).
2. Certificate of Election of Trustee Representative (fillable form).
3. Signatures of Members of the Governing Board (to be filed annually); (fillable form).

\*\* (The fillable forms are also available electronically on our website. Click on **Bulletin # 02 – August 28, 2023**: <https://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.

JM:cf

Enc.

**NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING DATE Meeting**

**shall be held within the period of December 8 and December 22, 2023**

Please be advised that our Annual Organizational Meeting of the Governing Board will be held on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

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**Wet Signature**

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**Name**

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**Title**

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**District**

**Please mail to:**

Kern County Superintendent of Schools  
Attn: Christina Fabrizio  
Division of Administration, Finance & Accountability  
1300 17<sup>th</sup> Street – City Centre / 5th Floor  
Bakersfield, CA 93301

**SIGNATURES OF MEMBERS OF THE GOVERNING BOARD**

of the \_\_\_\_\_ School District

**These signatures are required to be on file in the Office of the County Superintendent of Schools  
(E.C. 42633, 85233)**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Wet Signature

**Signatures of all other persons authorized to sign orders in the name of the board:**

\_\_\_\_\_  
Print Name /Title

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name /Title

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Wet Signature

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Wet Signature

**Verification:** These signatures were executed in my presence this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Wet Signature** \_\_\_\_\_

**Immediately following the meeting, mail to:**

Kern County Superintendent of Schools  
Attn: Christina Fabrizio  
Division of Administration, Finance & Accountability  
1300 17<sup>th</sup> Street – City Centre/5th Floor  
Bakersfield, CA 93301

**CERTIFICATE OF ELECTION OF TRUSTEE REPRESENTATIVE**

This will certify that at the Annual Organizational Meeting of the \_\_\_\_\_  
\_\_\_\_\_ School District,  
\_\_\_\_\_ was duly elected to be the  
“Trustee Representative” of said school district, and as such is authorized to cast one vote for  
each member to be elected to the Kern County Committee on School District Organization at the  
Annual Fall Trustees Meeting.

\_\_\_\_\_ was elected as alternate.

\_\_\_\_\_  
**Clerk of the Board (Wet Signature)**

Dated: \_\_\_\_\_, 20\_\_\_\_

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Kern County Superintendent of Schools  
Attn: Christina Fabrizio  
Division of Administration, Finance & Accountability  
1300 17<sup>th</sup> Street – City Centre/5th Floor  
Bakersfield, CA 93301

## CERTIFICATE OF ELECTION OF GOVERNING BOARD OFFICERS

We hereby certify that at the annual meeting of the Governing Board of the \_\_\_\_\_  
\_\_\_\_\_ School District, held \_\_\_\_/ \_\_\_\_/ \_\_\_\_, the following  
officers were elected (please include term of office, i.e. 2020-2024):

President	Street Address <hr/>	Term
	City / Zip Code / Phone number	
Clerk	Street Address <hr/>	Term
	City / Zip Code / Phone number	
Member	Street Address <hr/>	Term
	City / Zip Code / Phone number	
Member	Street Address <hr/>	Term
	City / Zip Code / Phone number	
Member	Street Address <hr/>	Term
	City / Zip Code / Phone number	
Member	Street Address <hr/>	Term
	City / Zip Code / Phone number	
Member	Street Address <hr/>	Term
	City / Zip Code / Phone number	

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