
September 8, 2025

TO: School District Administrators

FROM: Division of Fiscal Support

SUBJECT: Annual Organizational Meeting of School Boards / Non-Election Year

Education Code section 35143 requires that each school district in Kern County hold an annual organizational meeting. 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. 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 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, 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 of the date and time.

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. 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, Associate Superintendent, Fiscal Support.

To be returned by November 14th by email to chfabrizio@kern.org:

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

To be returned after the organizational meeting by email to chfabrizio@kern.org:

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 **REVISED Bulletin # 03 – September 8, 2025**: <https://kern.org/fiscal-support/district-advisory-services/bulletins/>**

Please contact District Financial Services (Vicki Lueck) at (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 Christina Fabrizio at (661) 636-4680.

JM:cf

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