

Date: October 31, 2024

To: **District Superintendents, CBOs & Directors**

From: Joan Laursen, Director III, District Business & Advisory Services

Subject: **Annual Organization Meeting of District Governing Boards**

The attached forms, described below, should be completed for each district governing board's annual organizational meeting and filed as noted:

1. Notification to the County Superintendent of Date & Time of Annual Organizational Meeting

Pursuant to Education Code (EC) Section 35143, the district's governing board shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the organizational meeting shall be within a 15-day period that commences with the second Friday in December following the regular election. For this year, ***the second Friday in December is December 13, 2024.***

In years with no such regular election, the organizational meeting shall be held on any date in December no later than December 20. EC Section 35149 states that this organizational meeting is deemed a regular meeting. Please file the attached notification form with ACOE.

Recommendation: in order to satisfy the requirements of the ECs listed above ***AND*** EC 42131(a)(1), requiring the governing board to certify within 45 days after the close of the reporting period whether the district is able to meet its financial obligations, ACOE recommends that this be taken into consideration when developing the governing board meeting calendar for each fiscal year.

Depending on when the second Friday in December falls in the calendar, districts may need two board meetings in order to: 1) approve and submit the First Interim Budget Report no later than December 15th (or following business day if the 15th is a weekend or holiday); and 2) conduct the annual organizational meeting. Please share with the appropriate staff.

2. Registry of Public Agencies Filing

Government Code Sections 53050 and 53051 require a statement to be filed whenever there is a change in the officers or members of a district's governing board (within 10 days after a change). In these instances, please file the attached Statement of Facts as follows:

- Original: Mail to the Secretary of State, using the address included on the form.
- Copy: To the Alameda County Clerk-Recorder's Office, 1106 Madison St., 1st Floor, Oakland, CA 94612
- Copy: To the Alameda County Office of Education

3. Signature Cards

EC Section 42632 requires that signatures of all governing board members and signatures of persons authorized by the governing board to sign orders for Payroll Warrants and Disbursements must be filed with the County Superintendent of Schools.

Attached are sample resolutions that can be used for this purpose. (An additional form has been included for any mid-year additions or changes.) If no changes have occurred from the prior year, please complete the appropriate box at the end of each resolution.

Forms being provided to ACOE can be sent to the following address:

Liliana Rocha Garcia
Alameda County Office of Education
313 W. Winton Avenue, Room 348
Hayward, CA, 94544-1198

If you have any questions, feel free to contact Administrative Assistant, Liliana Rocha Garcia, at lrocha@acoe.org.

Thank you.

Attachments: Notification to ACOE of Annual Organizational Meeting
Registry of Public Agencies (Form SF-405)
Signature Card – Payroll, Warrants & Disbursements
Signature Card – Official Documents & Reports
Signature Card – Board Members
Signature Card – Mid-Year Revisions
Signature Card – Checklist, Mid-Year