

**OFFICE OF THE BOARD OF EDUCATION**

1000 Broadway, Suite 680

Oakland, CA 94607-4099

[ousd.org/boe](http://ousd.org/boe) | [boe@ousd.org](mailto:boe@ousd.org)

510.879.8199 w | 510.879.2299 f | 510.879.2300 TTY/TDD

**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

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**BOARD OF EDUCATION 2018****Aimee Eng**, President, District 2[aimee.eng@ousd.org](mailto:aimee.eng@ousd.org)**Jumoke Hinton Hodge**, Vice President, District 3[jumoke.hintonhodge@ousd.org](mailto:jumoke.hintonhodge@ousd.org)**Jody London**, District 1[jody.london@ousd.org](mailto:jody.london@ousd.org)**Nina Senn**, District 4[nina.senn@ousd.org](mailto:nina.senn@ousd.org)**Roseann Torres**, District 5[roseann.torres@ousd.org](mailto:roseann.torres@ousd.org)**Shanthi Gonzales**, District 6[shanthi.gonzales@ousd.org](mailto:shanthi.gonzales@ousd.org)**James Harris**, District 7[james.harris@ousd.org](mailto:james.harris@ousd.org)

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To: Governing Board

From: Aimee Eng, President

Sub: Annual Organizational Meeting of the Governing Board –January 7, 2019

Date: January 7, 2019

Legislative File Id. No. 19-0003

Introduction Date: 1/7/2019

Enactment No.: 19-0003

Enactment Date: 1/7/2019

By: er

**ACTION REQUESTED**

Conduct Annual Organization Meeting of the Governing Board, on January 7, 2019, electing a President and Vice President of the Governing Board, for a one-year term, and, under Agenda Item No. 19-0003, adopt the other Annual Organizational Meeting Requirements as required by Board By-law 9100, other laws, rules and/or regulations, except Board Member increased compensation.

**BACKGROUND**

Annually pursuant to Governing Board Bylaw 9100, adopted pursuant to Education Code Section 35143, the Board is required to conduct an Annual Organizational Meeting. The Annual Organizational Meeting, in odd-numbered years, is held with the City of Oakland Inauguration when there are members-elect and/or re-elected members of the Board to take the Oath of Office administered by the City Clerk. The Annual Organizational Meeting in even-numbered years, when there are no Oaths of Office administered, is conducted within the District.

At the Annual Organizational Meeting of the Governing Board, the Board shall, among other responsibilities, organize itself for the conduct and exercise of its lawful responsibilities, including but not exclusively, by, electing from among its membership, except student members, a President and Vice President; designating its appointed officers; authorizing signatures; adopting a schedule of Regular Meetings of the year; establishing a Board work plan for the year; designating Board representatives to other entities; and, at its option, increasing Board Member compensation within the limits of Education Code Section 35120.

Aimee Eng

Re: Annual Organizational Meeting of the Governing Board - January 7, 2019

January 7, 2019

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Following the nomination and election of the President and Vice President of the Board for the 2019 term, the Board may meet its other Annual Organizational Meeting requirements by adopting the proposed New Business, Agenda Item 19-0003, incorporating all other legal requirements mandated by law, rule, and/regulation for consideration and action at the Annual Organizational Meeting of the Board, except increased Board Member compensation.

**RECOMMENDATION**

Conduct Annual Organization Meeting of the Governing Board, on January 7, 2019, electing a President and Vice President of the Governing Board, for a one-year term and, under Agenda Item No. 19-0003, adopt the other Annual Organizational Meeting Requirements as required by Board By-law 9100, other laws, rules and/or regulations, except Board Member increased compensation.

AE:ER:st

c: Kyla Johnson-Trammell

Marion McWilliams

Attachment:

Resolution No. 1819-0134 - Adopting, Consolidating, Complying With Annual Organizational Meeting Requirements and Other Items of Business Necessity, Except Governing Board Member Increased Compensation

**RESOLUTION  
OF THE  
GOVERNING BOARD  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT**

**Resolution No. 1819-0134**

**Adopting, Consolidating, Complying With Annual Organizational Meeting Requirements and Other Items of Business Necessity, Except Governing Board Member Increased Compensation**

**WHEREAS**, Governing Board Bylaw 9100, adopted pursuant to Education Code Section 35143, prescribes that at the Annual Organizational Meeting of the Governing Board, the Board shall, among other responsibilities, organize itself for the conduct and exercise of its lawful responsibilities, including but not exclusively, by, electing from among its membership, except student members, a President and Vice President; designating its appointed officers; authorizing signatures; adopting a schedule of Regular Meetings of the year; establishing a Board work plan for the year; designating Board representatives to other entities; and, at its option, increasing Board Member compensation within the limits of Education Code Section 35120; and

**WHEREAS**, pursuant to Board Bylaws 9130 and 9131, the President of the Board is vested with the authority to appoint members of Committees of the Board and advisory and oversight Committees and Commission(s) of the Board, subject to the advice and consent of the Board,

**NOW, THEREFORE, BE IT RESOLVED**, that the President hereby nominates the person named in **Attachment “A” – President’s Appointments for 2019 Term** - to the position stated therein and that the Board hereby confirms said appointment for Calendar Year 2019, with a term end date of January 8, 2020 at 10:59 A.M.; and

**BE IT FURTHER RESOLVED**, that the appointed officers of the Board, Kyla Johnson-Trammell, Secretary, and Marion McWilliams, General Counsel, pursuant to Board Bylaw 9100 are confirmed; and,

**BE IT FURTHER RESOLVED**, that all appointees, named herein, shall serve in his/her respective capacity until his/her successor is appointed pursuant to Board Bylaws or other Resolution of or action of the Board; and

**BE IT FURTHER RESOLVED**, that the Board hereby adopts as its 2019 Annual Work Plan, delineated as **Attachment “B” – Governing Board 2019 Annual Work Plan**, at minimum,

those matters specified in the 2018-2019 School Year Work Plan – Board of Education (Legislative File No. 18-1752, Enactment No. 18-1440, adopted August 22, 2018) and reserves the right to modify, add or delete work plans, calendared issues, goals and objectives as it may from time to time determine; and

**BE IT FURTHER RESOLVED**, that the Board designates and confirms that a Regular Meeting of the Board, and adopts timelines for preparation, issuance of Agenda and deadlines for submission of all Agenda items and associated documents for Agenda items, as delineated in **Attachment “C” – Governing Board Regular Meeting, Agenda Preparation and Issuance Schedule – January 1, 2019 through January 31, 2020**, shall occur at 4:00 P.M., on the second and fourth Wednesday of each month, except that:

1. In June, an additional Regular Meeting shall be held on the first Wednesday;
2. In July, no Regular Meeting shall be held;
3. In October, the first Regular Meeting shall be held on Thursday, October 10, 2019; and
4. In November and December, a Regular Meeting shall be held only on the second Wednesday; and

each Regular Meeting shall be open to the public, with each Regular Meeting broadcasted and streamed live to the citizens and/or residents of the District and otherwise supported pursuant to the requirements of Board Bylaw 9131; and

**BE IT FURTHER RESOLVED**, that, by virtue of election to office, the actual or facsimile signature of the President of the Board, is authorized for Warrants and Disbursements, pursuant to Education Code Section 42632, and that the signature or facsimile signature of the 2018 Term President is authorized for continued use until the facsimile signature plates of the 2019 Term President are prepared and received, but not in excess of 45 days from the date of the 2019 President’s assumption of office; and, that except as stated herein, all other required District signatories are authorized pursuant to Board Bylaws and/or the most recently adopted Resolution of the Board<sup>1</sup>; and

**BE IT FURTHER RESOLVED**, that the Secretary or other designee shall publish the Annual Regular Meeting Calendar of the Governing Board and the meeting calendar of other District “Brown Act” bodies and advisory committees or bodies to the Board forthwith.

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<sup>1</sup> Legislative File No. 18-1677, Enactment No. 18-1303, adopted August 8, 2018  
Governing Board  
Resolution No. 1819-0134  
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**PASSED AND ADOPTED** by the Governing Board of the Oakland Unified School District, at its Annual Organizational Meeting, held this 7th day of January 2019, by the following vote:

PREFERENTIAL ABSTENTION: Yota Omosowho, Josue Chavez (Student Directors)

PREFERENTIAL RECUSED: None

AYES: Jumoke Hinton Hodge, Gary Yee, Shanthi Gonzales, James Harris, Vice President  
Jody London, President Aimee Eng

NOES: None

ABSENT: Roseann Torres

ABSTAINED: None

#### **CERTIFICATION**

I, Kyla Johnson-Trammell, Secretary of the Governing Board of the Oakland Unified School District, respectively, do hereby certify that the foregoing Resolution was duly approved and adopted by the Governing Board of said District at its Annual Organizational Meeting held on the 7th day of January, 2019, with a copy of the Resolution being on file in the Office of the Board of Education of said District.



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Kyla Johnson-Trammell  
Secretary, Governing Board

AE:ER:st

Attachment "A" - President's Appointments for 2019 Term

Attachment "B" – Governing Board 2019 Annual Work

Attachment "C" – 2019-2020 Governing Board Regular Meeting, Agenda Preparation and  
Issuance Schedule

## Attachment “A”

### President’s Appointments for 2019 Term

<b>Education Partnership Committee (4)</b>	<b>Youth Ventures Joint Powers Authority (5)</b>
Aimee Eng (Co-Chair) Jody London Roseann Torres Jumoke Hinton Hodge	Jumoke Hinton-Hodge James Harris Aimee Eng Curtiss Sarikey Kyla Johnson-Trammell
<b>California School Boards Association</b>	<b>Council of Great City Schools (2)</b>
Jody London Gary Yee	Aimee Eng Kyla Johnson-Trammell
<b>Chabot Space and Science Center JPA</b>	<b>Oakland Athletic League</b>
Sara Stone (2 Board Members – Appointments Suspended)	Jumoke Hinton-Hodge
<b>City of Oakland Redevelopment Successor Agency Oversight Board (1)</b>	<b>City of Oakland Community Policing Advisory Board (1)</b>
Kyla Johnson-Trammell	Jumoke Hinton-Hodge
<b>Alameda County School Boards Association (1)</b>	<b>Board Liaison to Measure G Oversight Committee (1)</b>
Roseann Torres	Roseann Torres
<b>Board of Education - Facilities Committee (3)</b>	<b>Board Liaison to Measure N – College and Career Readiness Commission (1)</b>
Jody London, Chair Roseann Torres Gary Yee	James Harris
<b>Board Liaison to Audit Committee (1)</b>	<b>Board Liaison to Measure G1-District-wide Teacher Retention and Middle School Improvement Act Oversight Commission (1)</b>
Shanthi Gonzales	James Harris
<b>Board Liaison to Measures A, B, and J Independent Citizens’ School Facilities Bond Oversight Committee (1)</b>	<b>Board of Education – Budget and Finance Committee (3)</b>
Jody London	Shanthi Gonzales, Chair James Harris Aimee Eng
<b>Board Liaison to Community Advisory Committee (CAC)</b>	<b>Board of Education - Intergovernmental Relations Committee (3)</b>
Jumoke Hinton-Hodge	Jody London, Chair Aimee Eng Shanthi Gonzales

Legislative File Id. No. 18-1752  
 Introduction Date: 8/22/18  
 Enactment No.: 18-1440  
 Enactment Date: 8/22/18  
 By: OS

**Attachment B**  
**Governing Board 2019 Annual**  
**Work Plan**

2018-19 BOE Work Plan			
Goal	Action	Metrics/Deliverables	Due Date
<b>FISCAL VITALITY</b>			
<b>1. Develop and Adopt a Local Control Accountability Plan and a fiscally sound budget that supports the LCAP and monitor district's finances.</b>	A. Pass a resolution to provide guidance to the Superintendent and a plan to address and eliminate the district's structural deficit and submit it to Alameda County Office of Education by February 2019 (per Resolution 1819-0041 – Confirming Oakland Unified's Commitment to Fiscal Solvency).	- Resolution -Specific Plan	-October 2018 -January 2018
	B. Adopt a balanced budget and LCAP which is approved by the Alameda County Office of Education.	-Adopted Budget	-June 2019
	C. Develop and adopt a long-term planning policy (and specific targets for the Reserve for Economic Uncertainty) to ensure the Board has accurate multi-year assumptions and information to make immediate and near-term fiscal decisions.	-Long-term planning policy	-March 2019
	D. Provide ongoing monitoring and oversight on the Superintendent's progress and implementation of key FCMAT recommendations by receiving regular updates on improved internal controls.	-FCMAT updates at each mandated fiscal reporting	-September, December, March, May, June 2019
<b>QUALITY COMMUNITY SCHOOLS</b>			
<b>2. Revise, amend, and monitor the implementation of board policies and plans that are relevant to the Superintendent's Work Plan with a focus on improved student outcomes.</b>	A. <b>Blueprint for Quality Schools:</b> Adopt a citywide plan for a Community of Schools that represents a financially sustainable district with quality schools (defined by Board approved metrics and indicators) and feeder patterns in every Region that is responsive to changing demographics.	-Adopted Citywide plan aligned with multi-year vision for policy updates	-November 2018 (draft); January 2019 (final)

	<p>B. <b>Policy Development and Revisions:</b> In alignment with the Board approved Community of Schools citywide plan and Theory of Action, work with Superintendent to create a multi-year plan to prioritize foundational district policy updates and/or administrative regulations for: Asset Management Plan, Quality School Development, School Governance, Enrollment, Charter Authorization, Equity, Results-Based Budgeting policies. <b>In 2018-19, Board policy priorities will be: Asset Management Plan, Quality School Development, and Results Based Budgeting</b> (administrative regulations).</p> <p>C. <b>Blueprint for Quality Schools:</b> Monitor Cohort 1, approve Cohort 2 of the Blueprint for Quality Schools recommendations from the Superintendent and Community.</p> <p>D. <b>Student Performance:</b> Monitor student data and student performance aligned with LCAP goals.</p> <p>E. <b>Facilities:</b> Adopt revised Measure J spending plan, a Facilities Master Plan and build a coalition of support for a potential March 2020 bond and commence the work.</p> <p>F. <b>Legislative Agenda:</b> Develop and support statewide legislative efforts that meet the goals established by the BOE.</p>	<p>-Adopted Asset Management Plan -Revised Quality School Development -Results Based Budgeting (admin regs)</p> <p>-Blueprint Cohort 2 identified</p> <p>-Regular updates on LCAP goal areas -Approved Facilities Master Plan -Support letters to aligned bills</p>	<p>-February to May 2018</p> <p>-April (Blueprint study session); June (approval)</p> <p>-Ongoing in BOE meetings and LCAP study sessions -February 2019 -Spring 2019</p>
<b>ORGANIZATIONAL RESILIENCE</b>			
<b>3a. Improved communications to rebuild public trust.</b>	<p>A. Work with Superintendent to ensure improved Board and district communications and earlier engagement with key stakeholders to inform key priorities for 2018-19 year.</p>	<p>-Special Committee for Fiscal Vitality -Partner with staff to host at least one Board Town Hall across the City</p>	<p>-Ongoing</p>



<b>4. Facilitate team-building and leadership training for all members, superintendent, general counsel.</b>	<ul style="list-style-type: none"> <li>A. Update revised Board/ Superintendent communications protocol for 2018-19.</li> <li>B. On-board new board leadership and board member(s) and ensure appropriate training and support.</li> <li>C. Transition Board self-evaluation survey in-house and administer and review survey annually.</li> <li>D. Complete Board governance training to understand best practices in our oversight roles.</li> <li>E. Review and revise the Governance Handbook to include new member agreements and new communications protocol.</li> </ul>	<ul style="list-style-type: none"> <li>- Updated protocol</li> <li>-Midyear retreat</li> <li>-Survey results (with historical data)</li> <li>-Governance training sessions</li> <li>-Updated Governance Handbook</li> </ul>	<ul style="list-style-type: none"> <li>-August 2019</li> <li>-December 2018 or January 2019</li> <li>-June 2019</li> <li>-Ongoing</li> <li>-September 2018</li> </ul>
<b>5. Evaluate the Superintendent and General Counsel's performance.</b>	<ul style="list-style-type: none"> <li>A. Adopt a new instrument to be used for Superintendent evaluation for 2018-19 school year.</li> <li>B. Complete a mid-year progress report with the Superintendent and General Counsel.</li> <li>C. Complete an end of the year performance review with the Superintendent and General Counsel.</li> </ul>	<ul style="list-style-type: none"> <li>-New evaluation instrument</li> <li>-Mid-year evaluations and review</li> <li>-End of year evaluation and review</li> </ul>	<ul style="list-style-type: none"> <li>-August 2018</li> <li>-December 2018</li> <li>-June 2019</li> </ul>
<b>6. Ratify multi-year agreements with all bargaining units.</b>	<ul style="list-style-type: none"> <li>A. Provide clear guidance on bargaining principles to lead negotiating team.</li> <li>B. Schedule study session(s) and prioritize regular updates on the progress of the negotiations to ensure contract negotiations are on track to be completed in the 2018-19 school year.</li> </ul>	<ul style="list-style-type: none"> <li>Approved contracts with bargaining units</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>

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**BOARD OF EDUCATION 2018****Aimee Eng, President, District 2**[aimee.eng@ousd.org](mailto:aimee.eng@ousd.org)**Jumoke Hinton Hodge, Vice President, District 3**[jumoke.hintonhodge@ousd.org](mailto:jumoke.hintonhodge@ousd.org)**Jody London, District 1**[jody.london@ousd.org](mailto:jody.london@ousd.org)**Nina Senn, District 4**[nina.senn@ousd.org](mailto:nina.senn@ousd.org)**Roseann Torres, District 5**[roseann.torres@ousd.org](mailto:roseann.torres@ousd.org)**Shanthi Gonzales, District 6**[shanthi.gonzales@ousd.org](mailto:shanthi.gonzales@ousd.org)**James Harris, District 7**[james.harris@ousd.org](mailto:james.harris@ousd.org)**Attachment “C”****GOVERNING BOARD****REGULAR MEETING, AGENDA PREPARATION AND ISSUANCE SCHEDULE****JANUARY 1, 2019 THROUGH JANUARY 31, 2020**

(Revised)

Board Meeting Date	Agenda Posted and Available to the Public	Agenda (Draft) Available to the Board	Board Agenda Management Meeting	Board Office Agenda Item Submission Date Deadline <sup>1</sup>
<b>January 7, 2019 (City Inauguration<sup>2</sup> and AOM)</b>	January 4, 2019	December 28, 2018	December 21, 2018	December 18, 2018 (Board Office and Legal Staff only)
January 9, 2019	January 4, 2019	December 28, 2018	December 21, 2018	December 18, 2018
January 23, 2019	January 18, 2019	January 11, 2019	January 8, 2019	January 1, 2019
February 13, 2019	February 8, 2019	February 1, 2019	January 29, 2019	January 22, 2019
February 27, 2019	February 22, 2019	February 15, 2019	February 12, 2019	February 5, 2019
March 13, 2019	March 8, 2019	March 1, 2019	February 26, 2019	February 19, 2019
March 27, 2019	March 22, 2019	March 15, 2019	March 12, 2019	March 5, 2019
April 10, 2019	April 5, 2019	March 29, 2019	March 26, 2019	March 19, 2019
April 24, 2019	April 19, 2019	April 12, 2019	April 9, 2019	April 2, 2019
May 8, 2019	May 3, 2019	April 26, 2019	April 23, 2019	April 16, 2019
May 22, 2019	May 17, 2019	May 10, 2019	May 7, 2019	April 30, 2019
June 5, 2019	May 31, 2019	May 24, 2019	May 21, 2019	May 14, 2019
June 12, 2019	June 7, 2019	May 31, 2019	May 28, 2019	May 21, 2019
June 26, 2019	June 21, 2019	June 14, 2019	June 11, 2019	June 4, 2019

<sup>1</sup> If any date herein falls on a District holiday, the due date is the first workday thereafter.<sup>2</sup> 2019 Joint City-District Inauguration of New and/or Re-elected Board Members, City Council, City Auditor, Mayor

Board Meeting Date	Agenda Posted and Available to the Public	Agenda Available to the Board	Board Agenda Management Meeting	Board Office Agenda Item Submission Date Deadline
<b>JULY – ANNUAL RECESS OF THE BOARD OF EDUCATION AND ALL OTHER LEGISLATIVE BODIES</b>				
August 14, 2019	August 9, 2019	August 2, 2019	July 30, 2019	July 23, 2019
August 28, 2019	August 23, 2019	August 16, 2019	August 13, 2019	August 6, 2019
September 11, 2019	September 6, 2019	August 30, 2019	August 27, 2019	August 20, 2019
September 25, 2019	September 20, 2019	September 13, 2019	September 10, 2019	September 3, 2019
October 10, 2019 <sup>3</sup>	October 4, 2019	September 27, 2019	September 24, 2019	September 17, 2019
October 23, 2019	October 18, 2019	October 11, 2019	October 8, 2019	October 1, 2019
November 13, 2019	November 8, 2019	November 1, 2019	October 29, 2019	October 22, 2019
December 11, 2019	December 6, 2019	November 29, 2019	November 26, 2019	November 19, 2019
<b>January 6, 2020<sup>4</sup></b> <b>(AOM)</b>	January 3, 2020	December 27, 2019	December 17, 2019	December 10, 2019 (Board Office and Legal Staff Only)
January 8, 2020	January 3, 2020	December 27, 2019	December 17, 2019	December 10, 2019
January 22, 2020	January 17, 2020	January 10, 2020	January 7, 2020	December 31, 2019

<sup>3</sup> Date revised at 2019 Annual Organizational Meeting from October 9, 2019, Yom Kippur, to October 10, 2019

<sup>4</sup> AOM – Annual Organizational Meeting of the Governing Board

# **OAKLAND UNIFIED SCHOOL DISTRICT**

## **Board Bylaw**

### **BB 9100**

#### **Board Bylaws**

#### **Organization**

##### Annual Organizational Meeting

The Governing Board shall hold in public an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and vice president from its members, except student members;
2. By this rule designate its appointed officers as follows: the Superintendent of Schools or designee who shall serve as Secretary of the Board, and designate a Parliamentarian; the General Counsel of the District shall be the Counsel of the Board;
3. Authorize signatures;
4. Establish a schedule of regular meetings for the year;
5. Establish a Board Work Plan for the year;
6. Designate Board representatives to other governmental agencies, community organizations and other entities; and
7. Increase annual compensation, at its option, within the limits of Education Code Section 35120

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

## Election of Officers

The Board shall elect one of its member's president and vice president, respectively. An elected officer's term shall be for one year from the date of the annual organizational meeting of the Board and until his/her successor has been elected. In the event of a vacancy in an elected officer position, the Board shall immediately elect a successor to fill the unexpired officer term. In the event of a vacancy in an appointed office, the Board may appoint a successor or an acting officer until it appoints a permanent officer.

The Board shall hold its Annual Organizational Meeting in a City of Oakland Inaugural Year for Board Members at an Hour Noticed on the first Monday following the first day of January, provided the term of a newly elected or reelected member has commenced and said member has taken the required Oath of Office and in a City of Oakland Non-Inaugural Year for Board members at any Hour Noticed on the first Monday following the first day of January.

In any year in which a new or a re-elected board member is sworn into office, the annual meeting shall be held concurrently with that of the City Council during the City of Oakland's Inaugural Ceremony at the place and site of such ceremony. In other years, the annual meeting shall be held in the Board Room of the District.

### Legal Reference:

#### EDUCATION CODE

5017 Term of office

35143 Annual organizational meeting date and notice

35145 Public meetings

#### GOVERNMENT CODE

54953 Meetings to be open and public; attendance

#### ATTORNEY GENERAL OPINIONS

68 OPS. CAL. ATTY. GEN. 65 (1985)

59 OPS. CAL. ATTY. GEN. 619, 621-622 (1976)

Charter of the City of Oakland

10/27/04; Revised 4/10/2013; eff 7/01/2013; 11/19/14A; 12/10/14A

**State of California**

**EDUCATION CODE**

**Section 35143**

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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.

(Enacted by Stats. 1976, Ch. 1010.)

**State of California**

**EDUCATION CODE**

**Section 42632**

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42632. Each order drawn on the funds of a school district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders.

(Enacted by Stats. 1976, Ch. 1010.)