



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

October 25, 2021

SBAS-9468

TO: Community Colleges
K-12 School Districts

ATTENTION: Presidents/Superintendents
Chief Business Officials

FROM: Denice Cora, Administrator
School Business Advisory Services

Action Required

SUBJECT: **Annual Governing Board Organizational Meeting & Authorized Signature Forms, Board Resolutions**

Education Code Sections 35143 and 72000 require the governing board of each school district and community college district to hold an annual organizational meeting within 15 days of the second Friday in December 2021. At that meeting, the board schedules next year's regular meetings, selects officers, and adopts board authorized signatures. The steps listed below outline what is necessary to meet requirements.

Please complete all documents and return to our office by the due dates shown below:

1. Select the day and time of the annual organizational meeting – *Attachment A*

Please advise our office when the annual organizational meeting will be held this year.

This year: 2021 Dec. 10 through Dec. 24, 2021

Due Date:
Fri., Nov. 26
Attachment A

For calendar planning purposes, please take note of the dates below for scheduling organizational meetings in upcoming years.

Upcoming years: 2022 Dec. 9 through Dec 23, 2022
 2023 Dec 8 through Dec 22, 2023
 2024 Dec 13 through Dec 27, 2024

2. Governing Board Meeting Schedule – *Attachment B*

One function of the annual organizational meeting is to set the date, time, and place for all regular board meetings in the upcoming year. After the organizational meeting, please complete the schedule and return.

Due Date:
Fri., Dec. 31
Attachments B-H

3. Governing Board Member Organization – *Attachment C*

Another purpose of the annual organizational meeting is to elect officers. 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. The governing board of each community college shall organize by electing a president from its members, and a secretary. Please complete this form and return.

4. Representative to the SBC Committee on School District Organization – *Attachment D*

Our office also needs the name of your school board representative to the County Committee on School District Organization. The sole function of the board representative is to nominate and elect the eleven members of the Santa Barbara County Committee on School District Organization. Education Code Section 35023 specifies that the representative must be a member of your governing board and must be selected at your annual organizational meeting. Board representatives will be directly notified by our office when they need to nominate and elect, with courtesy copies sent to their superintendents. You may name an alternate, but there is no requirement that you do so. Please complete this form and return.

5. Authorized Signature Forms and Board Resolutions – *Attachments E through H*

Districts are required to update their authorized signature forms on file with School Business Advisory Services (SBAS) annually. These **original wet-ink** signatures authorize the individuals to sign orders in the board's name and must therefore be board approved. SBAS uses forms E through H to verify information and validate signatures on the documents we audit and release from our office. In addition, attached are sample resolutions for board delegation of authority to make cash and budget transfers for both K-12 school districts and community colleges. Even if there have been no changes in board membership or staff, we require an annual update. Please complete this form and return.

- **Board Authorized Signatures** - Whenever there is a change in board authorized signatories, please complete new forms and submit to SBAS with the date of board approval.
- **Release of Commercial and Payroll Warrants and Personnel to Act as District agents** - For changes in personnel during the year, please complete ***Attachment F(1) or G(1)***.

Timely revisions help prevent delays in our office's ability to audit and release district documents. Thank you for submitting promptly.

6. Statement of Facts: Roster of Public Agencies Filing – *Form Attached*

Government Code Section 53051(b) requires public agencies to file an amended Statement of Facts with the Secretary of State within ten days of an annual organizational meeting. Submit directly to the State of California Secretary of State, in accordance with the directions noted on the form.

Due Date:
10 days after
organizational
meeting
(form attached)

If you have questions or need assistance, please contact Amada Dulay at ext. 5201 adulay@sbceo.org or me at ext. 5237 dcora@sbceo.org.

attachments

c Dr. Susan C. Salcido, County Superintendent of Schools