



# Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

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October 14, 2020

SBAS-9383

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 2020. 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: 2020 Dec. 11 through Dec. 25, 2020**

**Due Date:  
Fri., Nov. 27  
Attachment A**

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

**Upcoming years:** 2021 Dec. 10 through Dec. 24, 2021  
2022 Dec. 9 through Dec 23, 2022  
2023 Dec 8 through Dec 22, 2023

**Important Note - EC 43509(a)(1)** For the 2020-21 school year, the governing board of a school district...and the governing body of a charter school shall adopt...by December 15, 2020, with the First Interim Report required pursuant to Sections 1240, 42131, and 47604.33, the local control funding formula budget overview for parents required pursuant to Section 52064.1

## 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:**  
Thurs., 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. School Board Representative to the Santa Barbara County Committee on School District Organization – *Attachment D*

Our office also needs the name of your 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 representative, 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 SBAS'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)

Please note that all of the forms referred to in this packet are available on our website at <https://www.sbceo.org/domain/93>. You will be prompted for authentication. The user name is *districts* and the password is *Escape*. If you have questions, please contact me ext. 5237 or [dcora@sbceo.org](mailto:dcora@sbceo.org).

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attachments

c Dr. Susan C. Salcido  
County Superintendent of Schools