



Placer County Office of Education  
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Gayle Garbolino-Mojica, County Superintendent of Schools

## Memorandum

Important Board Agenda Item

Date: October 15, 2021  
To: District Superintendents  
From: Gayle Garbolino-Mojica, County Superintendent of Schools  
RE: Annual Organizational Meeting

This memorandum is a reminder to conduct your annual organizational meeting in December for the purpose of selecting your board officers. I have attached for your reference Education Code Sections 35143 and 5017 which govern the scheduling of this annual organizational meeting. Please refer to any policy or bylaw for any procedures otherwise adopted by your board.

**This year the 15-day window period established by statute to hold the annual organizational meeting begins on Friday, December 10, 2021, and runs through Saturday, December 24, 2021.**


Please note that the date and time of the annual organizational meeting must be selected by your governing board at the regular board meeting held immediately prior to December 10, unless otherwise provided by a policy or bylaw of the governing board. In the event the board does not select a day and time for the annual organizational meeting at the regular meeting referenced above, state law requires that I must do so before the 15-day window period begins on December 10.

**Please return this memorandum via email to ([sarcuri@placercoe.org](mailto:sarcuri@placercoe.org)) on or before November 30, 2021, with the information requested below.** If you have a regular board meeting scheduled in December prior to when your board is scheduled to set the date of its organizational meeting, please let my office know before November 30.

Thank you and please contact me if you have any questions.

GGM/sea  
Attachments  
cc: District Executive Assistants

### 2021 Annual Organizational Meeting

School District: Tahoe Truckee Unified School District  
Date and Time of Annual Organizational Meeting: December 15, 2021  
Signed:  OCT 20 2021  
Title: Superintendent Chief Learning Officer