



Placer County Office of Education  
360 Nevada Street, Auburn, CA 95603  
(530) 889-8020 • Fax (866) 840-2941 • [www.placercoe.org](http://www.placercoe.org)

Gayle Garbolino-Mojica, County Superintendent of Schools

## Memorandum

Important Board Agenda Item

Date: October 19, 2023  
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 8, 2023 and runs through Saturday, December 23, 2023.**

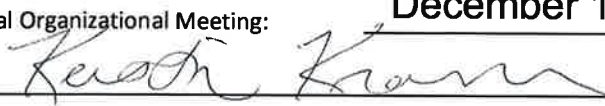
Please note that the date and time of the annual organizational meeting must be selected by your governing board at the regular board meeting held immediately prior to December 8, unless otherwise provided by a policy or bylaw of the governing board. In the event the board does not select a day and time 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 8.

Please return this memorandum via email to ([kchase@placercoe.org](mailto:kchase@placercoe.org)) on or before November 30, 2023, 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

2023 Annual Organizational Meeting

School District: Tahoe Truckee Unified School District  
Date of Board Meeting When Meeting Date Was Set: November 15, 2023  
Date and Time of Annual Organizational Meeting: December 13, 2023  
Signed:   
Title: Superintendent Chief Learning Officer