California Department of Education

School District Organization Handbook

September 2019

# APPENDIX L SAMPLE INITIAL AGENDA FOR THE GOVERNING BOARD OF A NEW SCHOOL DISTRICT

NOTES:

The guidance in this handbook is not binding on local educational agencies or other entities. Except for statutes, regulations, and court decisions that are referenced herein, the handbook is exemplary, and compliance with it is not mandatory (see California *Education Code* Section 33308.5).

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## SAMPLE INITIAL AGENDA FOR THE GOVERNING BOARD OF A NEW SCHOOL DISTRICT

LOS ANGELES COUNTY OFFICE OF EDUCATION

Division of Business Advisory Services

Regionalized Business Services

“MANHATTAN BEACH” UNIFIED SCHOOL DISTRICT

FIRST MEETING OF THE GOVERNING BOARD

**AGENDA**

November 23, 1992

7:00 p.m.

Manhattan Beach City Elementary School District

Boardroom

1501 Redondo Avenue

Manhattan Beach

### I. Opening Procedures

A. Call to Order by Dr. Stuart E. Gothold, County Superintendent of Schools

B. Pledge of Allegiance

C. Attendance

1. Governing Board Members—Roll Call

• Kathy Campbell

• Gary Collins

• Barbara Dunsmoor

• Bernard O’Connor

• Mary Rogers

2. Guests and Visitors

3. Staff Members

D. Introductory Remarks and Swearing-In Ceremony

Administration of oaths of office of the newly elected governing board members by Dr. Stuart E. Gothold.

E. Comments from the Public

Any person wishing to speak on any item on the agenda or any other relevant matter will be heard at this time.

### II. Action Items

F. Election of Officers

Pursuant to *Education Code* sections 35022, 35102, and 35143, the governing board shall elect a president from among its members who shall serve until the following annual organizational meeting.

Pursuant to *Education Code* sections 35102 and 35143, the governing board shall elect a clerk from among its members who shall serve until the following annual organizational meeting.

G. Naming of District

Pursuant to *Education Code* sections 35000, 35102, and 35140, the governing board shall name the new district.

H. Election of Representative for the Los Angeles County Committee on School District Organization

Pursuant to *Education Code* Section 35023, the governing board shall select one of its members as its representative, who shall have one vote for each member to be elected to the county committee provided by *Education Code* Section 4000 et seq.

I. Setting of Regular Meeting Dates, Time, and Location

Pursuant to *Education Code* Section 35140, the governing board shall establish the date, time, and location for holding regular board meetings.

### III. Closed Session—Personnel Matters

Pursuant to *Government Code* Section 54956.9, the governing board will discuss hiring a superintendent of the school district.

### IV. Information Items

### V. Adjournment