



9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

December 7, 2021

**TO:** Superintendents and Presidents  
Governing Board Members  
Los Angeles County School and Community College Districts

**FROM:** Octavio Castelo, Director  
Business Advisory Services

**SUBJECT:** Oath of Office/Governing Board Information

The California Government Code requires that all governing board members execute an oath at the beginning of each new term. Government Code (GC) §1360 specifies:

*“Unless otherwise provided, before any officer enters on the duties of his office, he shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California.”*

Further, GC §1367 provides as follows:

*“No compensation nor reimbursement for expenses incurred shall be paid to any officer by any public agency unless he has taken and subscribed to the oath or affirmation required by this chapter.”*

In addition, per Education Code (EC) §60:

*“The Superintendent of Public Instruction, Deputy and Assistant Superintendents of Public Instruction, secretary of the Superintendent of Public Instruction, members of the Board of Governors of the California Community Colleges, the Chancellor of the California Community Colleges, county superintendents of schools, school trustees, members of boards of education, secretaries and assistant secretaries of boards of education, city superintendents of schools, district superintendents of schools, assistant superintendents of schools, deputy superintendents of schools, principals of schools, and every other officer charged with the performance of duties under the provisions of this code may administer and certify oaths relating to officers or official matters concerning public schools.”*

In compliance with the above requirements, the Los Angeles County Office of Education (LACOE) requests that you complete the following attached documents in order to maintain accurate and complete records regarding your district’s governing board. **Please note that these documents are required to be completed every year by all districts whether or not a**

new roster and oath upon the special election or appointment of the new incumbent. Call our office to obtain guidance about the process involved with the filling of the vacancy.

### **Oath of Office** (Attachment 1)

- Complete this form for newly elected, newly appointed (either to fill a vacancy or in lieu of an election), or re-elected (incumbents) governing board members only. **All incumbents elected to a new term must execute a new Oath of Office form.**
- See sample form (Attachment 1A) and step-by-step instructions (Attachment 1B).

### **2021-22 Governing Board Information** (Attachment 2)

- Complete the requested information for each of your district's governing board members, including identification of board officers and present terms of office. **Please note that the name and residence address for all governing board members is required on this form. This information will only be used to confirm residency within the school district, and will not be provided to the public.**
- Indicate present terms of office **only**. For re-elected governing board members (incumbents), indicate re-elected term dates only, **not** dates for all years of service.
- Identify which board member will be your board's voting representative to elect members to the Los Angeles County Committee on School District Organization at its Fall election, which is held annually in conjunction with a meeting of the Los Angeles County School Trustees Association (LACSTA).
- Provide the date of your district's annual organizational meeting, and the day and time of your regular governing board meetings.
- See sample form (Attachment 2A) and step-by-step instructions (Attachment 2B).

**Note:** Education Code §35143 requires that the annual organizational meeting be held within 15 calendar days of when elected members terms begin, which was moved to the second Friday in December by A.B. 2449 ( December 10, 2021). **This means that districts with November elections must hold their annual organizational meeting *on or after the second Friday in December.*** Districts that are governed by a city charter will hold their annual organizational meeting on the date specified in the charter.

**If your district's annual organizational meeting is held in December, the original documents are due by January 24, 2022. If your district is governed by a city charter, the original documents are due 30 days after the annual election or annual organizational meeting (as specified by the city charter), whichever occurs later.**

Send completed **original** documents to:

Los Angeles County Office of Education  
Business Advisory Services  
Attention: Ms. Anna Heredia  
9300 Imperial Highway  
Downey, CA 90242-2890

This bulletin and its attachments are posted on the LACOE website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the “Search” box in the Bulletins section to locate a specific bulletin by number or keyword.

If you have questions, please contact Dr. Allison Deegan at (562) 922-6336.

AD/EH:ah  
Attachments

Approved:  
Patricia A. Smith  
Chief Financial Officer  
Business Services

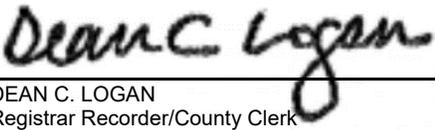
State of California  
County of Los Angeles

I, Dean C. Logan Registrar Recorder/County Clerk of said County, do hereby certify that

\_\_\_\_\_ was duly  Elected  Appointed

of Los Angeles County, at the  Primary  General election held on \_\_\_\_\_, 20\_\_\_\_

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

  
DEAN C. LOGAN  
Registrar Recorder/County Clerk

By \_\_\_\_\_  
Deputy Registrar Recorder/County Clerk  
Octavio Castelo

**-OATH OF OFFICE-**

FOR THE OFFICE OF \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Bus: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE AND TITLE OF PERSON ADMINISTERING OATH)

State of California  
County of Los Angeles

I, **Dean C. Logan, Registrar-Recorder/County Clerk** of said County, do hereby certify that

George Smith ① was duly  elected  appointed  
Governing Board Member of the Famous School District

of Los Angeles County, at the  primary  general election held on November 2, ②, 2021

WITNESS my hand this 10th day of December, 2021. ③

**SAMPLE**

④ Dean C. Logan  
DEAN C. LOGAN  
Registrar-Recorder/County Clerk

By ⑤ \_\_\_\_\_  
Deputy Registrar-Recorder/County Clerk  
**Octavio Castelo**

**-OATH OF OFFICE-**

FOR THE OFFICE OF Governing Board Member of the Famous School District

I, George Smith ⑥, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

⑦ George Smith  
Signature

Subscribed and sworn to before me this  
⑧ 10 day of December 2021

Address: ⑩ 4611 Spirit Avenue  
Downey, CA 90242

Telephone: (562) 868-2121

⑨ Dr. Paul Jones  
(SIGNATURE AND TITLE OF PERSON ADMINISTERING OATH)  
Dr. Paul Jones - Superintendent

Bus: None

**\*\*SAMPLE FORM FOR INSTRUCTIONAL PURPOSES ONLY\*\***

**Los Angeles County Office of Education  
Business Advisory Services  
OATH OF OFFICE\*  
Step-By-Step Instructions for Filling Out Form  
(per circled numbers on sample form)**

**NOTE: Please type all requested information on form. DO NOT HAND PRINT.**

- ① **First and last name as he/she will be sworn in for newly elected, newly appointed (either to fill vacancy or in lieu of election), or re-elected (incumbents) governing board members only.** Place an  to indicate whether the board member was elected or appointed to the position. Indicate whether the member is a governing board or trustee member of said district.
- ② Place an  to indicate whether he/she became a member at the “primary” or “general election” held and the date of the election. If the member is appointed at the district’s board meeting, line through “~~primary/general election~~” and type “Board Meeting” above the line then indicate the date that the meeting was held.
- ③ Date that the member is sworn into his/her position.
- ④ Original forms from the Los Angeles County Registrar-Recorder/County Clerk’s (Registrar-Recorder) office have Mr. Dean Logan’s signature already preprinted on the form. **(No information required on this line.)**
- ⑤ Mr. Jeff Young, as the designated Deputy Registrar-Recorder/County Clerk, will sign the Oath of Office form after it is returned from your district. **(No information required on this line.)**
- ⑥ **First and last name (no nicknames) as he/she will be sworn in is required on this line. Should be same as ①.**
- ⑦ After oath has been administered, board member will sign his/her name **exactly** as it appears on line ⑥. **NOTE: Registrar-Recorder’s office will not accept/record forms without the original signature and if the original signature is not identical to the typed name in line ⑥. They also will not accept/record xerox copies of signed forms.**
- ⑧ Indicate date the oath is administered.
- ⑨ Original signature of the person administering the oath is required on this line. Also type the name and title of the person administering the oath below the signature line.
- ⑩ Board member’s **residence** address, personal telephone number, and business telephone number (if available) are required on these lines.

**Return form to:** Los Angeles County Office of Education  
Business Advisory Services  
Attention: Ms. Anna Heredia  
9300 Imperial Highway  
Downey, CA 90242-2890

**\* Form will be submitted to the Registrar-Recorder’s office for recording and no information will be provided to the public.**

## GOVERNING BOARD INFORMATION

Please enter the name, current residence address, telephone numbers, email address, and present term of office for officers and members of the governing board of your district, which are effective as a result of your annual organizational meeting. If your board is elected on a trustee area basis, please indicate the trustee area number for each board member.

<b>DISTRICT:</b>	<b>SCHOOL YEAR:</b>
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President Name:	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

Vice President Name (If Installed):	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

Clerk Name:	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

Name:	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

Name:	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

Name:	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

Name:	Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	Email Address:

**Representative to elect members to the Los Angeles County Committee on School District Organization  
(Education Code §§35023/72403)**

**Name:** \_\_\_\_\_ was elected at the annual organizational meeting as this governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November.

### GOVERNING BOARD MEETING INFORMATION:

Date of Annual Organizational Meeting: \_\_\_\_\_

Board Meeting Day: \_\_\_\_\_ Time: \_\_\_\_\_

Signature of Superintendent/Secretary to the Governing Board: \_\_\_\_\_

**Return form to:**  
 Los Angeles County Office of Education  
 Business Advisory Services  
 Attention: Ms. Anna Heredia  
 9300 Imperial Highway  
 Downey, CA 90242-2890

## GOVERNING BOARD INFORMATION

Please enter the name, current residence address, telephone numbers, email address, and present term of office for officers and members of the governing board of your district, which are effective as a result of your annual organizational meeting. If your board is elected on a trustee area basis, please indicate the trustee area number for each board member.

<b>DISTRICT:</b> ① Famous School District		<b>SCHOOL YEAR:</b> 2021-22	
President Name: Ms. Carmen Stay ②		Trustee Area No.: 4	<b>PRESENT TERM</b>
Current Address: 4444 Cornerstone Avenue		From: 12/20 ④	
City: Downey	State: CA	ZIP Code: 90242	To: 12/24
Home Phone: 562-922-6272	Cell Phone: 562-333-6111	Email Address: cstay@hotmail.com	
Vice President Name (If Installed): Mr. George James		Trustee Area No.: 2	<b>PRESENT TERM</b>
Current Address: 3677 Hello Avenue		From: 12/18	
City: Downey	State: CA	ZIP Code: 90242	To: 12/22
Home Phone: 562-922-6336	Cell Phone: 562-555-3111	Email Address: GJ@roadrunner.com	
Clerk Name: Mr. Joe Cass		Trustee Area No.: 3	<b>PRESENT TERM</b>
Current Address: 123 Education Avenue		From: 12/18	
City: Downey	State: CA	ZIP Code: 90242	To: 12/22
Home Phone: 562-867-5309	Cell Phone: 562-922-6272	Email Address: JosephC@newhub.com	
Name: Ms. Lucy Jones		Trustee Area No.: 1	<b>PRESENT TERM</b>
Current Address: 321 University Place		From: 12/20	
City: Downey	State: CA	ZIP Code: 90242	To: 12/24
Home Phone: 562-922-6272	Cell Phone: 562-922-6336	Email Address: LJones321@hotmail.com	
Name: Ms. Deborah Smith		Trustee Area No.: 5	<b>PRESENT TERM</b>
Current Address: 4566 Duarte Avenue		From: 12/18	
City: Downey	State: CA	ZIP Code: 90242	To: 12/22
Home Phone: 562-788-3636	Cell Phone: 562-887-6363	Email Address: DebSmith3@roadrunner.com	
Name:		Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:	
City:	State:	ZIP Code:	To:
Home Phone:	Cell Phone:	Email Address:	
Name:		Trustee Area No.:	<b>PRESENT TERM</b>
Current Address:		From:	
City:	State:	ZIP Code:	To:
Home Phone:	Cell Phone:	Email Address:	

**Representative to elect members to the Los Angeles County Committee on School District Organization  
(Education Code §§35023/72403)**

**Name:** Ms. Lucy Jones ⑤ was elected at the annual organizational meeting as this governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November.

### GOVERNING BOARD MEETING INFORMATION:

Date of Annual Organizational Meeting: December 21, 2021 ⑥

Board Meeting Day: 1st & 3rd Tuesday ⑦ Time: 7:00 p.m.

Signature of Superintendent/Secretary to the Governing Board: \_\_\_\_\_ ⑧

**Return form to:** ⑨  
 Los Angeles County Office of Education  
 Business Advisory Services  
 Attention: Ms. Anna Heredia  
 9300 Imperial Highway  
 Downey, CA 90242-2890

**Los Angeles County Office of Education  
Business Advisory Services**

**2021-22 GOVERNING BOARD INFORMATION\*  
Step-By-Step Instructions for Completing the Form**

**NOTE: Please type all requested information on form. DO NOT HAND WRITE.**

- ① Name of school district.
- ② Name and current **residence** address for all governing board members is required in this section. The officers for president, vice-president, and clerk should be listed first, followed by other board members.
- ③ Residence and cellular telephone numbers are required in this section. If the member does not have a residential or cellular telephone number, please indicate this by typing the word “none.”
- ④ Indicate present term of office only. If the governing board member is elected/appointed on a trustee area basis, indicate the trustee area number. **NOTE: For re-elected governing board members (incumbents), only indicate re-elected term dates not all years of service dates.**
- ⑤ Indicate the name of the governing board member elected as the board’s voting representative to elect members to the Los Angeles County Committee on School District Organization at the annual election in October/November.
- ⑥ Indicate the date of the district’s annual organizational meeting. **NOTE: Most districts will hold this meeting in December. Districts that are governed by a city charter will hold their annual organizational meeting on the date specified by the city charter.**
- ⑦ Indicate the day and time the district holds their regular board meetings.
- ⑧ Original signature of the district’s superintendent/governing board secretary.
- ⑨ Form must be returned to the Los Angeles County Office of Education immediately following the district’s annual organizational meeting.

**\* Information on this form will only be used to confirm residency within the school district, and will not be provided to the public. Any public requests for this information will be referred to the district superintendent’s office.**