



Pamela Dall <pdall@saugusUSD.org>

## LACSTA Call for Nominees

1 message

LACSTA <lacsta@lacoe.edu>

Fri, Apr 7, 2017 at 11:51 AM

Reply-To: lacsta@lacoe.edu

To: pdall@saugusUSD.org



### 2016-2017 Executive Board

Eugene Krank, President  
Hawthorne School District

Shelley Ryan, Vice President  
San Marino Unified School District

John Vargas, Secretary/Treasurer  
El Cerrito Community College District

### Directors

Bob Buesch, Director  
Garvey School District

Barbara Dickerson, Director  
Citrus Community College District

Barbara Gaines, Director  
Antelope Valley Community College District

Ed Gildard, Director  
Monterey Unified School District

Louise Jaffy, Director  
Santa Monica Community College District

James Osterling, Director  
Pasadena Area Community College District

Gloria Ramos, Director  
Cerritos Valley Union High School District

Larry Rodriguez, Director  
Walnut Valley Unified School District

Laura Santos, Director  
Mt. San Antonio Community College District

### Past Presidents

Michal Ali  
Compton Unified School District

Nicholas Aquino  
Los Nietos School District

Donald LaPlante  
Downey Unified School District

Steven Ustuga  
Claremont Unified School District

Ann Phillips  
Lanham School District

Joseph Probst  
Charter Oak Unified School District

Suzan Solomon  
Newhall School District

Sharon Slay  
South Whittier School District

Scott J. Swamin  
Los Angeles Community College

Linda S. Webb  
Pasadena Area Community College District

### Executive Staff

Frank Kwan  
Executive Director

Susan Bishop  
Executive Assistant

April 7, 2017

TO: LACSTA Members

FROM: Eugene Krank, President

SUBJECT: Call for Nominees

The Los Angeles County School Trustees Association is seeking interested candidates who wish to serve on the Executive Board for the 2017-2018 year. The Executive Board provides leadership information, workshops and programs to the membership. The Executive Board holds three to four meetings a year in addition to the three general association meetings.

The Executive Board is composed of a president, vice president, secretary/treasurer, and ten directors. Each director serves at large and is elected for a two-year term, from the May Meeting to the May Meeting of the second succeeding year. Directors may serve two consecutive terms. Officers are limited to a non-consecutive term. Position descriptions are posted on the LACSTA webpage ([www.lacoe.edu/lacsta](http://www.lacoe.edu/lacsta)).

An application has been emailed to each board member of your district. All of the officer positions and five director positions are open. Any member may apply for one of the open positions. Please designate on the application whether you are applying for an officer position or for a director position. Applications will be reviewed on April 24, 2017, by the Nominating Committee. A slate of nominees will be presented to the Association in late March. Elections will occur on May 22, 2017.

The application procedure is to submit a biographical sketch and statement of interest (form attached) to the LACSTA Nominating Committee, 9300 Imperial Highway, Downey, CA 90242 - Attention: Salvador Macias, EC-103 or by email at [lacsta@lacoe.edu](mailto:lacsta@lacoe.edu).

For questions, contact Susan Bishop, at (562) 922-6500.

**APPLICATIONS ARE DUE APRIL 24, 2017 - 10 a.m.**

EK:fk:sb/Attachment



Los Angeles County Office of Education

9300 Imperial Highway EC103, Downey CA, 90242

# LACSTA OFFICER & COMMITTEE CHAIR ROLES & RESPONSIBILITIES GUIDELINES

## President

- Establish a Board Meeting Schedule at beginning of year
- Preside over Board meetings and conduct through parliamentary procedure
- Facilitate open dialogue from Board and members at large on issues of concern and importance
- Establish Board Meeting agendas
- Assign subcommittees as needed
- Work collaboratively with the LACOE Superintendent and staff to achieve common interests of education
- Ensure adherence to ByLaws
- Handle other duties as assigned by the Executive Board

## Vice President

- Chair the Programs Committee
- Recommend Association programs to the Executive Board
  - Develop procedure to select and recommend LACSTA programs
  - Work with LACOE staff to identify the programs requiring LACOE support
- Solicit ideas for programs from membership and others
- Coordinate publicity and program arrangements with LACOE staff
- Evaluate programs after completion to determine success and to look for ways to improve future programs
- Work with other officers to provide leadership for the Association
- Handle duties of the President in his/her absence from meetings or events
- Serve as Acting President in case of vacancy in the office of President
- Handle other duties as assigned by the President or the Executive Board

## Treasurer

- Chair Budget/Finance Committee
- Prepare Financial Reports for Executive Board Review/Approval
  - Review LACSTA financial documents. I.e., bank statements, and prepare monthly report
  - Work with LACOE staff to prepare financial signature authority
- Prepare Projected/Actual Budget
  - Analyze Revenue and Expenditures and make recommendations to Executive Board to support Association activities and programs
  - Review Membership Reports and work with Executive Board to maximize membership
  - Submit preliminary Budget Report to Executive Board prior to General Association meeting
- Prepare and Review Association Minutes
- Handle other duties as assigned by the President or the Executive Board

## Directors

- Attend all scheduled Executive Board meetings unless excused
- Communicate LACSTA information and encourage all board members to participate in LACSTA activities
- Join one or more LACSTA committees
- Contribute input and constructive recommendations to ensure LACSTA member districts are engaged and valued

2014-2015



**PLEASE RETURN BY: April 24, 2017 by 10 a.m.**

**APPLICATION**  
2017-2018 Elections

☐ **Officer**

Indicate which Officer position: ☐ **President**, ☐ **Vice President**, ☐ **Secretary/Treasurer**

☐ **Director**

<b>Name:</b> _____	<b>District:</b> _____
<b>Mailing Address:</b> _____	
<b>Phone Numbers: Residence</b> (____) _____	<b>Business</b> (____) _____

*Please write a short biographic sketch of 100 words or less. You might wish to include your background in education or related public service:*

*Also, please state your reasons for wishing to serve:*

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Please use additional pages if needed, and return (via U.S. mail, JET, or email) to:

LACSTA - Nominating Committee - Susan Bishop  
Los Angeles County Office of Education, EC-103  
9300 Imperial Highway, Downey, CA 90242  
Email Address: [Lacsta@laoe.edu](mailto:Lacsta@laoe.edu)

LACSTA, 9300 Imperial Highway, Downey, CA 90242

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