



November 29, 2017

Dear Parents:

**LOS ANGELES LEADERSHIP  
PRIMARY ACADEMY**

Established 2011 •Dual  
Immersion

2670 Griffin Avenue  
Los Angeles, CA 90031  
(213) 381-8484  
Fax (213) 381-8489

Arina Goldring  
*Executive Director*

Antonio Sanchez  
*Principal*

Nereida Lopez  
*Assistant Principal*

We are excited to be posting our Parent Council officer positions. We will be holding elections for the positions of President, Vice-President, Treasurer, and Secretary/Historian next week. It is essential that parents have a voice at our school and I would personally like to encourage you to participate in Parent Council. If you would be interested in running for an officer position, please email your self-nomination to Ms. Segovia (Parent Center representative) at [msegovia@laleadership.org](mailto:msegovia@laleadership.org). Or you may send the tear off down below with your nomination. The council meets every two weeks after school hours. For clarity, you will find the job descriptions for each position attached to this message. The schedule for nominations and voting is as follows:

**LOS ANGELES LEADERSHIP  
ACADEMY**

Established 2002 •WASC  
Accredited

Arina Goldring  
*Executive Director*

11/29-12/1/17 - Nominations for Postions  
12/4-12/6/17 - Voting for Positions  
12/12 3:30pm - Parent Council Meeting with elected officials

**Middle School**

2670 Griffin Avenue  
Los Angeles, CA 90031  
(213) 381-8484  
Fax (213) 381-8489

Antonio Sanchez  
*Principal*

Nereida Lopez  
*Assistant Principal*

Respectfully,  
Mr. Sanchez

**High School**

234 East Avenue 33  
Los Angeles, CA 90031  
(323)227-7719  
Fax (323) 227-7721

Cynthia Cuprill  
*Principal*

-----Tear off-----

Nomination for the parent council officer:

\_\_\_\_\_  
Position:  
\_\_\_\_\_

## Parent Council Job Descriptions

The **President** shall:

- Preside at all meetings of the association;
- The President shall serve as the primary contact to the principal and represent the organization at meetings outside the organization.
- Coordinate the work of the officers and committees of the Parent Council in order that the Purposes of the Council may be promoted.
- Shall be an authorized signatory for all checks, contracts, and other documents.

The **Vice President** shall:

- Act as aide to the president;
- Perform the duties of the president in the absence or inability of that officer to serve;
- Perform such other duties as may be assigned by the association.

The **Treasurer** shall:

- Have custody of all the funds of the association;
- Keep a full and accurate account of receipts and expenditures;
- Make disbursements as authorized by the president,
- Present a financial statement at every meeting of the association and at other times when requested by the Council
- Be present at events where money will be collected
- Assure that policies and best practices are followed with regards to funds

The **Secretary/Historian** shall:

- Record the minutes of all meetings of the association;
- Maintain an up-to-date membership list;
- Perform other duties as assigned.

The **Faculty Representative** shall:

- Shall serve as a liaison between the Council and Staff
- She/he shall perform other duties as may be prescribed by the Parent Council from time to time