

**A Charter and Bylaws for
The Loudoun Education Alliance of Families (LEAF)
A parent advisory group to the Loudoun County School Board**

BACKGROUND: As the primary provider of education in Loudoun County, LCPS seeks to connect and engage with parents outside of their individual student's experience. The School Board seeks to ensure parental concerns are heard and considered as a regular part of policy making. Community feedback helps to ensure decision-making, and actions taken by the Board are in the best interests of our students and the community.

ARTICLE I – NAME

The name of this body shall be the Loudoun Education Alliance of Families for Loudoun County Public Schools ("the Alliance" or "LEAF").

ARTICLE II – PURPOSE

The Loudoun Education Alliance of Families will be an advisory group voice for parents to elevate educational concerns and provide feedback to the board on current or proposed policies or issues facing the School Board.

Responsibilities and goals of LEAF are as follows:

- To be a voice for parents from their school communities providing valuable parental perspective to the School Board.
- To communicate School Board questions, recommendations, or decisions back to their communities.
- To serve as an advisory body, bringing to the School Board's attention existing or emerging issues expressed by parents in their school community.
- To help develop and shape recommendations on improving student experience in schools.

Parents, guardians and primary caregivers of children attending Loudoun County Public Schools are invited to serve on the Alliance for LCPS for a term of one year in duration. LEAF will meet monthly during the school year to advise the School Board and serve as liaisons to their communities.

Parents have a unique understanding of their children's experiences and can offer insights about proposed policies, strategies and educational needs. Members of LEAF will share School Board information back to their respective communities, becoming a two-way conduit for information, helping improve student experience.

ARTICLE III – MEMBERSHIP

Total Members: Membership of LEAF shall be aligned to provide an equal voice to each of the members of the Loudoun County Public Schools community, with one member nominated by each PTA, PTO, PTSO or other parent organization. Nominations for board approval will come from the following sources:

- Each school, led by the school's PTA/PTO/PTSA or other such parent organization, shall nominate one parent for submission as a primary Alliance member and another to serve as alternate. The nominations will be forwarded to the School Board for consideration. Schools represented include the Academies, William O. Robey High School, and The North Star School.

Member selection process:

1. Volunteers who wish to serve may reach out to their school to submit their name for consideration. They may submit directly to the school organization. If the school organization does not exist, then the school Principal may provide nominations.
2. All nominees will be placed on nomination list for a General School Board meeting, first as an information item, and then for approval at the next general meeting. The School Board may approve all nominees or may, at its sole discretion, reject a nominee. All School Board discussion of nominees shall comply with open meetings laws.
3. For the first year, nominations will be required to be forwarded to the Board Chair and Liaison prior to April 20th for inclusion in the April 26th Board Meeting Information Agenda.
4. Out of cycle nominations and approvals are permitted to fill or replace membership.
5. Annually, nominations shall be submitted by each school to the Alliance, which will consolidate the list and submit to the School Board for information prior to the first General School Board meeting in May.

ARTICLE IV - ORGANIZATION

1. Leadership: The School Board Chair or their appointee shall run the meetings until the organization selects its own leadership.
2. Term: Members shall serve a term of one year and may be reappointed. Term shall be aligned with the school year, July 1st through June 30th of the following year. In the first year only, if nominees are appointed before July 1st, their appointment shall carry through the 2022-2023 school year.
3. Qualification: Members may be parents, legal guardians, or other primary caregivers responsible for a student currently attending LCPS.
4. Absences: Regular attendance and participation is expected of all members. Members who miss three meetings without notifying the leadership ahead of time will be removed.
5. Vacancies: Members whose final student in LCPS graduates or discontinues enrollment at LCPS during their term shall vacate their seat. The school as detailed in Article III will nominate a replacement to finish the term. Should a vacancy occur for any other reason, the vacancy shall be filled by the school as detailed in Article III.

ARTICLE V – RESPONSIBILITIES

1. Responsibilities of LEAF Members:
 - Attend LEAF meetings.
 - Provide constructive input and feedback from a parental perspective on a variety of school division initiatives and programs.
 - Help identify methods to communicate effectively and provide outreach to parents and legal guardians of students in their schools, including those who may not be fluent in English.
 - Suggest topics for information or presentations helpful to LEAF to further inform parents of programs and opportunities for students. Share this information back to their school communities.
 - Review upcoming policies and provide feedback to the School Board or Board Committee. Feedback shall be consolidated by the Alliance for distribution to school board members.
 - The ability to communicate directly with board members shall be retained by Alliance members.
 - The Alliance shall serve as an advisory, not a decision-making body, making recommendations and encouraging brainstorming.
 - Welcome and respect the opinions and feedback of all parents involved on LEAF.
 - Facilitate communication between and among the parents and parent organizations from different schools across their cluster.
 - When possible, serve as a conduit for sharing innovations and best practices from around their cluster or school for the benefit of the division.
 - Maintain the confidentiality of personally identifiable information of students in accordance with the Family Educational Rights and Privacy Act, 20 USC 1232g.
2. Responsibilities of School Board Chair:
 - Appoint a School Board member to be a liaison to LEAF, attend LEAF meetings for board member feedback, and report back to LEAF on implementation of recommendations.
 - Until membership has been established, the Chair will schedule monthly meetings February through May and August through November.
 - Schedule a 15-minute presentation/Q&A window for the organization to bring forward discussion items to the full school board (semi-annually).
3. Responsibilities of LEAF Staff Liaison:
 - Work with the School Board Chair to schedule LEAF meeting agendas for the calendar year, coordinate meetings schedule, and communicate with Alliance and School Board members.
 - Assist with an orientation to be held at LEAF's first meeting each year, to include Virginia Freedom of Information Act ("VFOIA") information and guidance for membership.
 - Coordinate with the School Board Chair on issues, initiatives, or programs requested by the Alliance to be presented or discussed at meetings.
 - Coordinate any presentations from staff or other identified subject matter experts to LEAF meetings.
 - Track any recommendations back to appropriate groups/staff for action at the direction of the School Board Chair.

ARTICLE VI – MEETINGS

- LEAF will meet monthly during the school year at the Administration Building located at 21000 Education Court, Ashburn, VA.
- Due to the size of the group, and possible public attendance, room availability and scheduling may cause the meeting times and days of the week to vary. Meetings will be (recorded) and available to the public.

- *Open Meetings*: Meetings will be open to the public with a period of public comment related to agenda for that meeting. Public comment will be as directed by the Alliance leadership.
- *Notice*: Notice of regular meetings, along with the agenda, shall be available to the members three (3) days prior to the scheduled meeting date except in unforeseen circumstances in VFOIA compliance.
- *Schedule*: The inaugural meeting will occur prior to the conclusion of the 2022 School Year. Meeting Dates for the 2022-2023 School Year are planned for: August, September, October, November, February, March, April, and May.
- *In-Person Participation*: Subject to the limitations below, meetings must be conducted in person.
- *Electronic Participation in Light of Disability or Other Medical Condition*: When participation by a member (i) with a disability or other medical condition or (ii) who is providing care for a family member with a medical condition:
 1. The member must notify the chair of the public body on or before the day of the meeting of the inability to attend due to a temporary or permanent disability or other medical condition that prevents physical attendance or a required need to care for a family member with a medical condition that prevents physical attendance; and
 2. The fact of a member's disability or other medical condition or a family member's medical condition that requires the member to provide care for such family member must be recorded in the minutes, but the member's specific disability or medical condition or the family member's specific medical condition will not be recorded in the minutes.
 3. The member's remote participation must be in accordance with the electronic participation process described herein; and
 4. Participating remote members' voices must be heard by all.

When such individual participation is due to a personal matter, such participation is limited by law to two meetings each calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

This process shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

ARTICLE VII – QUORUM

Greater than or equal to 25% of the voting members shall constitute a quorum. Each member, less the Chair and the Liaison, shall be counted for quorum and shall have a vote.

ARTICLE VII – AMENDMENTS

These Bylaws may be amended at any regular meeting by not less than two-thirds of the total Members of the Alliance, provided that advance notification is provided. A copy of the proposed amendment(s) shall be distributed to the members no later than the previous regular meeting.

ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order, revised, shall govern the conduct of the Committee's meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these Bylaws.