



# The Loudoun Education Alliance of Families

**August 19, 2024**



# Month DD, YYYY Agenda

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- **Call to Order and Welcome**
- **Public Comment**
- **Action Items**
  - Approval of the Monday, May 20, 2024 Minutes
  - Officer Elections: Setting Up our Leadership Structure
- **Information Items -**
  - School Board Message from Ms. Lauren Shernoff: School Board Member, Leesburg District
  - New Staff Liaison Introductions (Office of Family and Community Engagement)
  - Orientation for all the new members (Bylaws/Charter)
  - Collaborative Conversation Discussion Activity
    - Update Corner with Ms. Shernoff: Policy Review
    - FOIA and the (new) Misinformation webpage
    - Introduction to working agreements
- **New Business**
- **Adjourn**



# Self-Identified Guiding Principles

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- Neutrality/Impartiality
- Consistency of Communication
- Empathetic
- Student-centered
- Open Mindset
- Trust



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# **PUBLIC COMMENTS**

## **Agenda Specific Comments Only**



# ACTION ITEM

Approval of Minutes



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# ACTION ITEM

## Officer Elections: Setting Up our Leadership Structure



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# Leadership Roles

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- Chair
- Vice-Chair of Planning
- Vice-Chair of Membership
- Vice-Chair of Communications
- Secretary





# 24-25 Leadership Roles

- Chair: **Cheri Colby**
- Vice-Chair of Planning: TBD
- Vice-Chair of Membership: TBD
- Vice-Chair of Communications: TBD
- Secretary: TBD\*



# LEAF Chair Responsibilities

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1. Serve as chair of the Alliance with the powers and duties usually belonging to such a position;
2. Call and preside at meetings of the Alliance;
3. Assure representation of the Alliance at functions as requested by the Alliance or others;
4. Participate in orientation activities for new members;
5. Appoint one of the Vice Chairs to perform their Chair duties when needed;
6. If the position becomes vacant, the officers of the Alliance may appoint a Vice Chair to the position of Chair for the remainder of the term.



# Vice-Chair of Planning Responsibilities

1. Help coordinate and plan programming for general meeting presentations;
2. Consult with the Chair, Vice-chairs and staff to help direct programming to address the group's interests, priorities and two-way communications about them; and
3. Discharge any duties delegated to them by the Chair.



# Vice-Chair of Membership Responsibilities

1. Help with outreach annually to school parental organizations to submit nominees to the School Board;
2. Help keep a record of member attendance in accordance with the bylaws;
3. Shall provide new member orientation; and
4. Discharge any duties delegated to him/her by the Chair.



# Vice-Chair of Communications Responsibilities

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1. Following staff notice of meetings, remind members of scheduled meetings
2. Communicate with membership about the annual nominations process;
3. Develop and maintain a contact list by Cluster of active members to help facilitate member communications with each other as needed.
4. Discharge any duties delegated to him/her by the Chair.



# Secretary

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1. Maintains records of the Advisory Board and ensures effective management of committee records;
2. Take minutes of committee meetings and submit to committee chair and other committee members for review and approval;
3. Participate in other assignments with the committee;
4. Send out calendar reminders to the committee Chairs and representatives;
5. Attend committee meetings held either in person or virtually; and,
6. Discharge any duties delegated to them by the Chair.



# INFORMATION ITEMS



# INFORMATION ITEM: SCHOOL BOARD MESSAGE



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# **INFORMATION ITEM:**

## **New Staff Liaison Introductions**

### **Office of Family and Community Engagement**



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# **INFORMATION ITEM: Bylaws/Charter Orientation for All New Members**



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# Bylaws/Charter

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- Five (5) minute review.
- Sample areas to consider
  - Article II – Purpose
  - Article IV - Organization (Absences and Vacancies)
  - Article V - Responsibilities of Leaf Members
  - Article VI – Meetings
  - Article VII – Quorum



# INFORMATION ITEM: Collaboration Conversations



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# COLLABORATIVE CONVERSATIONS

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- Update Corner with Ms. Shernoff
  - Policy Review
- FOIA, Misinformation and Disinformation
- Family and Community Engagement Office



# NEXT STEPS



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# Next Steps

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- Complete the Meeting Feedback Form
- Phone a Friend...about becoming a LEAF member!
- Collaborations and Connections - Principals and PTA



**ADJOURN**  
*See you in September 16!*



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# The Loudoun Education Alliance of Families

**Meeting Date**

