



The Loudoun Education Alliance of Families

August 21, 2023



August 21 Agenda

- Call to Order and Welcome
- Action Item
 - Approval of the May 15, 2023 Minutes
 - Setting Up our Leadership Structure* (Election)
 - Bylaws/Charter Amendment to Article VII - Quorum Vote
- Information Items
 - Orientation for all the new members
 - Policy Review Process
 - FOIA Review
 - 23-24 Agenda Item Discussion
- Question & Answer Session
- Adjourn



Self-Identified Guiding Principles

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



Public Comments

Agenda Specific Comments Only



ACTION ITEM

Approval of Minutes



Action: Approval of the Minutes



Action: Leadership Structure



Leadership Roles

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



LEAF Chair Responsibilities

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

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.



23-24 Leadership Roles

- Chair: TBD
- Vice-Chair of Planning: TBD
- Vice-Chair of Membership: TBD
- Vice-Chair of Communications: TBD
- Secretary: Staff will continue to serve in this role



Action: Bylaws/Charter Amendment

- Bylaws/Charter - Page 11



LEAF Charter and Bylaws

- **Article VII - Quorum (Current Language):**
Greater than or equal to **50%** 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 - Quorum (Proposed Language):**
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.



INFORMATION ITEMS



Information Item: Policy Review Process

JOAN SAHLGREN

Director of Communications
and Community Engagement



Goals of the Policy Review Process

- Compliance with § 22.1-253.13:7 which requires a 5-year review process
- Tracking to ensure that updates are efficient and timely
- Engagement of staff and stakeholders

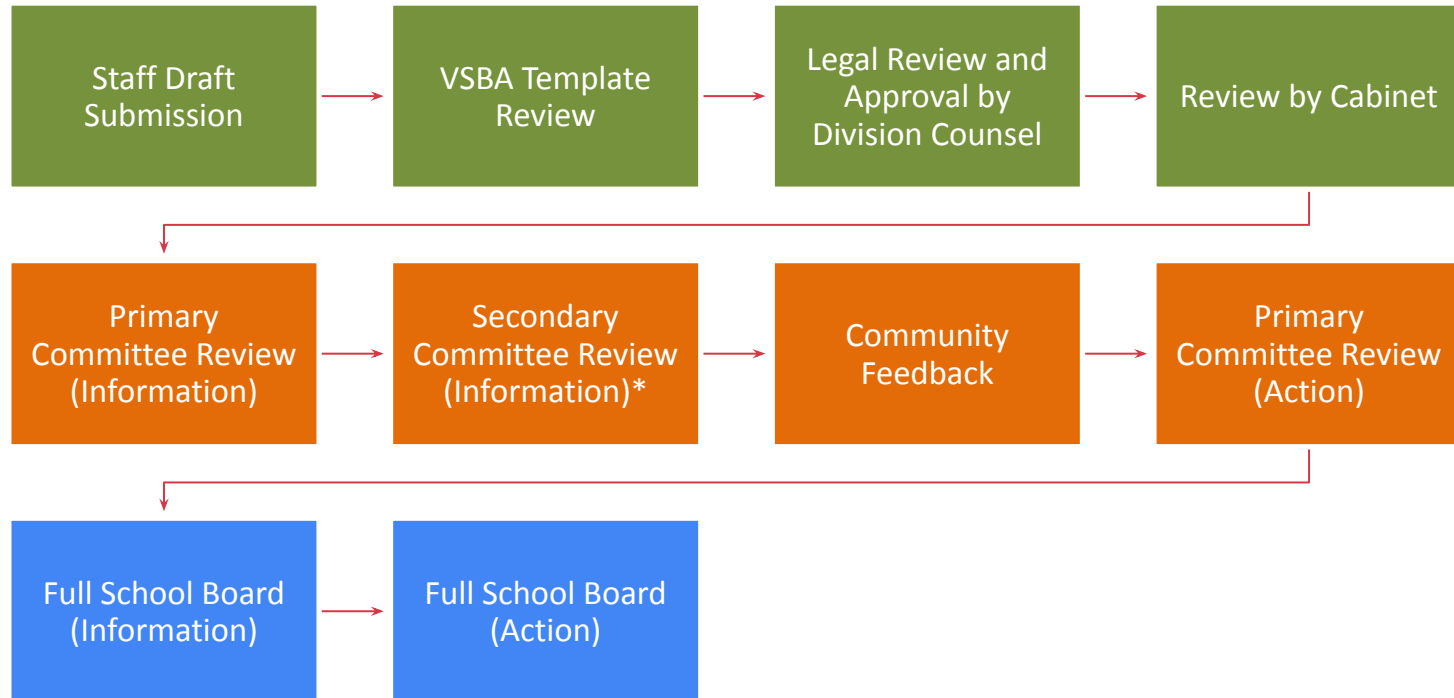


Policy Overview

- Staff Review Process
- Committee and Stakeholder Review and Feedback
- School Board Review and Action

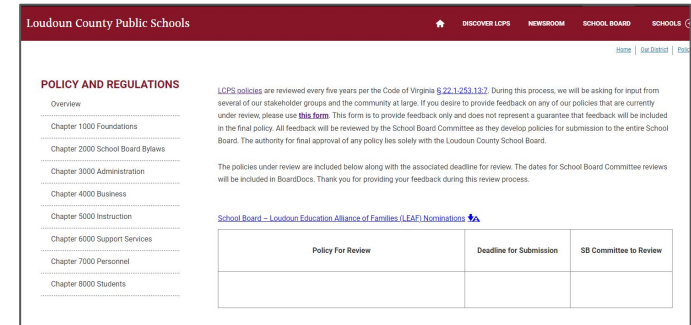


Policy Review Process



Policy Review Feedback

- Special Education Advisory Committee (SEAC)
- Minority Student Achievement Advisory Committee (MSAAC)
- Equity Committee
- Loudoun Education Alliance of Families (LEAF)



The screenshot shows the "Loudoun County Public Schools" website. The main heading is "POLICY AND REGULATIONS". Below it is a list of policies for review, including Overview, Chapter 1000 Foundations, Chapter 2000 School Board Bylaws, Chapter 3000 Administration, Chapter 4000 Business, Chapter 5000 Instruction, Chapter 6000 Support Services, Chapter 7000 Personnel, and Chapter 8000 Students. To the right of the list is a text block explaining the review process and a link to the "School Board - Loudoun Education Alliance of Families (LEAF) Nominations" page. Below the text is a table with three columns: "Policy For Review", "Deadline for Submission", and "SB Committee to Review".

Policy For Review	Deadline for Submission	SB Committee to Review



Policy Review in 2023-2024

Policies that come up for review because

- 5 year review process
- New legislation
- Changes and updates (ex. Policy 1020, Strategic Framework)

LCPS Policy 1020, Strategic Framework - Review Feedback Form

As part of the policy review process, LCPS staff will gather feedback through this form to share with the appropriate School Board committee for consideration. Thank you for providing valuable feedback.

****This form is to provide feedback only and does not represent a guarantee that feedback will be included in the final policy. All feedback will be reviewed by the School Board Committee as they develop policies for submission to the entire School Board. The authority for final approval of any policy lies solely with the Loudoun County School Board.****

 daniel.w.smith@lcps.org (not shared) [Switch account](#) 

* Required

What committee or organization do you represent? *

Choose ▼

What draft policy are you reviewing today? Please list the policy number that is scheduled for review. *

Your answer

Questions I have about this policy. Please include policy line numbers.

Your answer

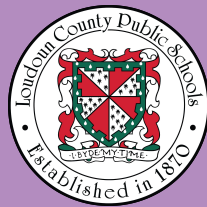


Information Item: FOIA

DAN ADAMS

Acting Public Information Officer





Virginia Freedom of Information Act – LCPS Training

August 16, 2023

What is the Virginia Freedom of Information Act?



The **Virginia Freedom of Information Act** (VFOIA) is the state law governing access by citizens of Virginia and representatives of the media to public records and to meetings of public bodies. VFOIA provides that, with some specific exemptions and exceptions, all meetings of public bodies shall be open to the public and all public records open for public inspection. All public meetings and records are presumed open unless an exemption is properly invoked.



What is the Virginia Freedom of Information Act?

The Act was created in 1968 to ensure that Virginia citizens have access to government records and meetings. Since then, the Act has been reviewed and amended numerous times. The Act governs the notice and conduct of school board meetings as well as the disclosure, upon request, of school division records. The law also requires school board members to read and become familiar with the Act and contains training requirements for FOIA Officers and elected school board members.



What is a Public Record Under FOIA?

A “public record” is any writing or recording, in any format, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. For example, public records may be in the form of:

- Handwritten notes
- Typewritten documents
- Electronic files
- Audio or video recordings
- Photographs
- Other written or recorded media.



What is a VFOIA Request?

- Any request for public records is considered a FOIA request.
- The request does not have to make reference to FOIA in order to invoke its provisions or impose the time limits for response by a public body.
- A request for public records has to be made to the custodian of the records and identify the requested records with “reasonable specificity.”
- **General Rule:** Public records must be disclosed, upon proper request, unless release is specifically exempted.



Who May Request Records Under FOIA?

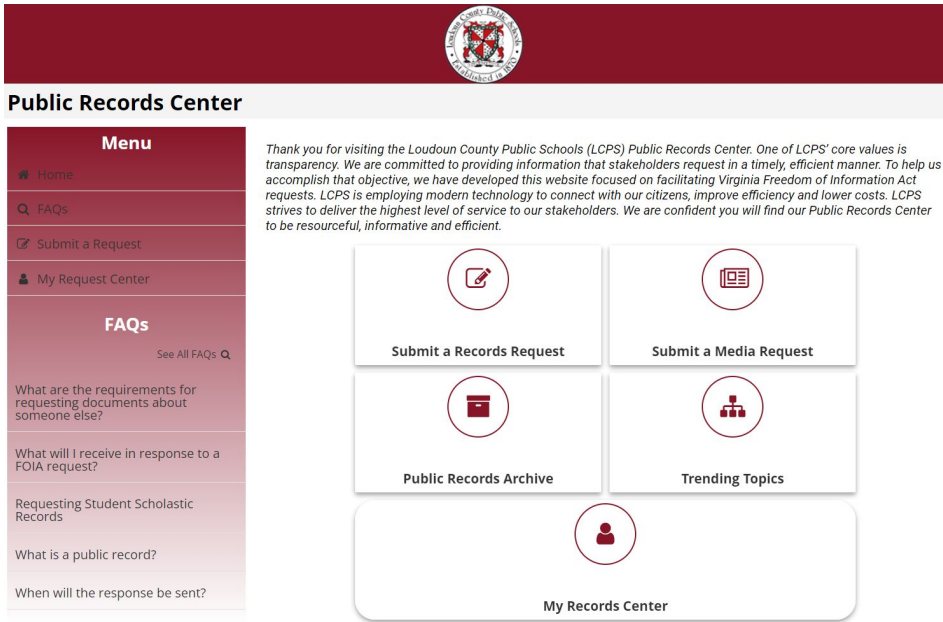
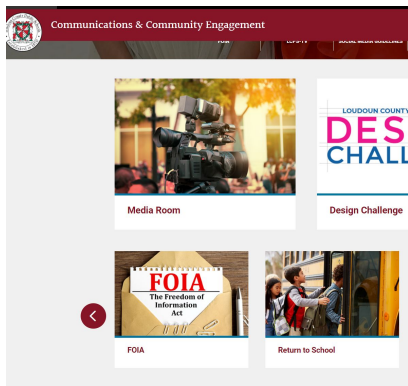
- Citizens of the Commonwealth
- Representatives of newspapers and magazines with circulation in the Commonwealth
- Representatives of radio and television stations broadcasting in or into the Commonwealth.



Filing a VFOIA With LCPS

lcpsfoia@lcps.org

<https://www.lcps.org/foia>



How Long Does a Public Body Have to Reply to a Request?

- A public body must respond within five (5) working days of receipt of the request.
- Count the day **after** receipt as Day 1. Failure to respond to a request for records shall be deemed a denial of the request and constitutes a violation of FOIA.
- A seven (7) working day extension can be implemented if the public body requires more time to respond.



Common Exemptions to Releasing Records

- Personnel Records
- Student Records or Other Identifiable Information
- Closed Meetings
- Vendor Proprietary Information
- Attorney-Client Privilege
- Attorney Work Product
- Tests & Examinations
- Cost Estimates of Real Property



Cost for Producing Requested Records

Code of Virginia § 2.2-3704(F), (H) and (I)

- The public body may make reasonable charges for its actual costs incurred in accessing, duplicating, supplying or searching for any requested records.
- Requesters may be charged for work, which is estimated based on the hourly wages of those, retrieving, reviewing and copying the requested material.



Things to Remember About VFOIA

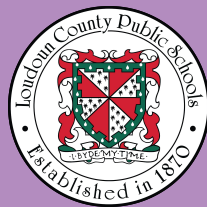
- Remember a VFOIA request does not have to be in writing.
- If a community member is asking detailed questions, it should be regarded as a VFOIA.
- Remember everything on a public server is publicly accessible.
- Avoid long email chains.



LCPS VFOIA Contacts

- **Dan Adams** – Acting Public Information Officer (FOIA Officer)
- **Joan Sahlgren** – Director, Communications & Community Engagement (CCO)
- **www.lcps.org/foia**





Questions About VFOIA?

August 16, 2023

Information Item: 23-24 Agenda Items



Information Item: 23-24 Agenda Items

- What are topics of interest for the 23-24 school year?
- What questions do you have?



Debrief and Next Steps



Adjournment

- All LEAF Meeting Materials on the Website
www.lcps.org/leaf
- Next LEAF Meeting: September 18
- Guest: Superintendent Aaron Spence

Meeting Feedback



<https://bit.ly/leaffeedback>

