

Kaimuki Middle  
School Community  
Council  
By-Laws

(Revised October 19, 2017)

Preamble:

The SCC's purpose is to support the vision and mission statement of Kaimuki Middle School through advising the principal on specific matters that affect student achievement and school improvement.

Article I: Name of the Council

Kaimuki Middle School Community Council (KMSSCC)

Article II: Objectives

- Advisory to the principal
- Review, provide input, and approve/disapprove the Academic and Financial Plans
- Ensure consistency with the educational accountability system
- Provide input and collaboration by the school community
- Participate in the selection and evaluation of the principal as designated by the DOE

Article III: Membership and Election

Section 1: Membership Representation

- The school staff would be made up of 4 individuals: principal, 2 teachers, and 1 non-certificated staff
- The non-school staff would be made up of 4 individuals: 2 students, 1 parent and 1 community member

A total of 8 members shall make up the SCC. Alternates selected according to Sections 2 and 4 shall take office and have the power to vote upon the permanent departure of the incumbent. Alternates shall represent the incumbent during a temporary absence but do not have the power to vote.

Section 2: Election of Members and Term of Office

Elections, when necessary, shall be done by June 1<sup>st</sup> of the school year previous to the SCC member assuming position. For the parent and student member positions, the elections shall be done no later than **twelve** weeks after the beginning of the school year.

Terms of Office shall be from July 1 to June 30 of the following year.

Terms of Office for school positions are as follows:

- Principal shall serve for the life of his/her principalship
- Teachers shall serve for a two year term
- Non-certificated staff shall serve for a two year term

Terms of Office for non-school staff are as follows:

- Students shall serve for one year
- Parent shall serve for two years
- Community member shall serve for two years
- Student members shall be elected by the student body, except when not practicable

- Parent member and community member shall be elected by parents, except when not practicable
- If more than the minimum number of candidates run for the parent or community member positions, then those receiving the lesser number of votes shall serve as alternates

### Section 3: Termination of Membership

Membership on the SCC may be terminated by a majority council vote if a member

- Fails to attend 70% of scheduled meetings or
- Misses 2 consecutive scheduled meetings or
- is convicted of a crime during member's term in office

### Section 4: Vacancy

In the event of an unexpired term vacancy on the SCC, the SCC shall recruit and appoint a member to fill the vacancy, with the exception of teachers. Teacher role group will designate alternates as part of the election process. In the event that no election took place because of a lack of candidates, the principal shall recruit and appoint a representative.

## Article IV

### Section 1: Officers

The KMSSCC will have:

- Chairperson
- Vice-chairperson
- Secretary

### Section 2: Election and term of office

Selected officers shall serve for one year.

### Sections 3: Duties

- Chairperson shall facilitate and coordinate meetings to include preparing agendas and securing facility.
- Vice-chairperson shall notify and confirm member attendance and serve as chairperson in the absence of the chair.
- Secretary shall take, distribute and post agendas and minutes of each meeting.

## Article V: Committees

The SCC reserves the right to establish ad hoc committees to assist with SCC actions.

## Article VI: Duties of Members

The duty of each member of the KMSSCC is to provide good stewardship of the school and to make decisions based on the best interest of students. Members should conduct themselves at meetings in a cooperative and collaborative manner.

Article VII: Meetings

Section 1: Regular Meetings

KMSCC will conduct monthly meetings, as needed, during the regular school year.

Section 2: Special Meetings

Special meetings may be called by the Chairperson with the authorization of the SCC.

Section 3: Order of Meetings

Meetings will follow stated agenda and will be facilitated by the chairperson. The SCC endeavors to make decisions by consensus. When this is not possible, decisions will be made by simple majority of the members in attendance.

Section 4: Quorum

A quorum will be established when three-quarters of the SCC is in attendance.

Article VIII: Amendments

By-laws may be amended by a simple majority vote by the SCC.

\_\_\_\_\_  
Mr. Frank Fernandes, Principal

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Mrs. Corey Ajimine, Teacher

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Mr. Keoni Dunn, Teacher

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Mrs. Sandi Yamagata, Parent

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Mrs. Jo-Greta Ramos, Non-Certificated Staff

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Ms. Stella Lee, Student

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Mr. Nathan Yoshida, Student

\_\_\_\_\_  
, Community