

**WAIMEA MIDDLE PUBLIC CONVERSION CHARTER SCHOOL**

**LOCAL ADVISORY PANEL BYLAWS (FINAL)**

Amended & Approved on May 16, 2017

**ARTICLE I - NAME**

The organization shall be called the Waimea Middle Public Conversion Charter School (WMS) Local Advisory Panel (LAP).

**ARTICLE II - PURPOSE**

1. To help engage and empower WMS students, families and the entire school-community in supporting the Vision, Mission, Schoolwide Learning Results, and I KAIR Core Values of WMS as defined by the school's continuous improvement plans.
2. To advise the Board of Directors of the Ho'okako'o Corporation (HC) in support of academic progress for all students and development of the whole child at WMS.

**ARTICLE III - LAP MEMBERSHIP**

The LAP shall consist of not less than 13 members appointed by the Board of Directors (Board) of HC and who are representative of the Waimea Middle School community and consistent with any requirements relating thereto in HC's Bylaws.

LAP membership shall include:

- Three (3) family members of WMS students.
- Three (3) certificated teachers of WMS as represented by Bargaining Unit 5.
- Two (2) classified employees of WMS.
- Five (5) community members with meaningful Waimea community ties and representing a broad range of expertise possibly including education, youth development, wellness, finance and resource development, legal and/or facilities development and maintenance to help the school implement its continuous improvement plans. The WMS Principal and Vice Principal (both ex officio).
- The school's Director of Community Development (ex officio).
- The HC Executive Director or designee (ex officio)
- HC Board member(s) (ex officio)

All non-ex officio members of LAP, which includes certificated and classified staff and family representatives, are elected by their respective stakeholder groups and then recommended by the Principal to the HC Board of Directors for final approval.

Community members of LAP are recommended by the Principal and LAP to the HC Board, taking into consideration expertise needed by the school. Community members are appointed by the HC Board.

The term of appointment of non-ex officio members shall be two years. Members may serve three terms.

The terms of non-ex officio members shall be staggered.

Vacancies on the LAP and a vacancy of the LAP Chair shall be filled by a majority vote of the

**Waimea Middle Public Conversion Charter School**

**LOCAL ADVISORY PANEL BYLAWS – Amended & Approved on May 16, 2017.**

HC Board at the next meeting of the Board following the vacancy based on stakeholder elections, as applicable, and recommendation from the Principal and LAP.

In the event of an anticipated absence at a LAP meeting, members are asked to notify the LAP Chair or Principal or Director of Community Development. LAP membership may be terminated with two consecutive unexcused absences or a total of four absences, though absences may be made up by attending other LAP or school events.

Procedures shall be developed detailing LAP stakeholder elections and to prevent conflict of interest concerns, etc. as deemed necessary.

**ARTICLE IV – POWERS AND DUTIES OF THE LAP**

The powers of LAP shall be in accordance with the LAP Charter adopted by HC Board of Directors.

The duties of LAP are to advise the HC Board of Directors on the subjects described below in Section IV. A, and to take the actions described in Section IV. B.

**A. Advisory Role**

- Participate in the development of and provide input on implementation and revision of WMS' continuous school improvement plans at least annually.
- Review and provide advice at least semi-annually on the school budget and its alignment with WMS' continuous school improvement plans.
- Review and provide input and support regarding school academic outcomes and performance.
- Provide input on changes in policies to support improved student achievement. This includes working with the Principal and teachers to provide input on setting academic progress and attendance goals.
- Provide advice about school, family and community opportunities and/or concerns.
- Advise and participate in recruitment and recommendations for hiring of the school's Principal and Vice Principal as called for by HC's administrative recruitment process.

**B. Actions**

- Hold regularly scheduled meetings with a quorum in attendance.
- Serve as a communication link between the school, families, community and the HC Board.
- Advocate, support and work closely with the Principal and HC Executive Director to increase family and community engagement in student achievement and school life.
- The LAP Chair and other members shall meet periodically with WMS students and the Principal and/or Vice Principal to seek student input on school policies, procedures, expectations, climate, etc. to improve student learning and achievement.

**Waimea Middle Public Conversion Charter School**

**LOCAL ADVISORY PANEL BYLAWS – Amended & Approved on May 16, 2017.**

- To avoid personal liability, LAP members shall report all school personnel matters or concerns to the Principal who shall be responsible for follow up including informing the HC Board. If any LAP member is dissatisfied with the Principal's actions or feels uncomfortable reporting the matter to the Principal, he/she will bring the issue to the HC Board.
- Develop and adopt/amend Bylaws consistent with the WMS LAP Charter subject to the approval of the HC Board of Directors.
- Implement a Conflict of Interest Policy to appropriately avoid conflicts and the appearance of conflicts consistent with HC's Conflict of Interest Policy and best practices.
- Hold and/or participate in school-community meeting(s) to share student academic progress and further engage stakeholders.
- Recruit and recommend family and community members with specialized expertise or resources to be considered for LAP membership and/or school support, and recommend them to the Principal and/or HC Board.
- Participate in committees or work groups convened by the school and/or HC in areas such as policy, planning, school leadership recruitment, accreditation and evaluation in keeping with WMS' continuous school improvement plans. LAP committees, subcommittees and work groups shall follow these same ByLaws.
- Perform such additional activities and consider other matters as the Principal and/or HC Board deem necessary or appropriate.

**ARTICLE V – CONFLICTS OF INTEREST**

Members of the WMS LAP shall at all times act in the best interest of WMS and HC and in a manner consistent with their duties, which include, but are not limited to, serving and protecting the best interests of WMS students, and being loyal to WMS and HC. Members should exercise particular care to avoid conflicts -- or the appearance of conflicts -- between their own interests (including the interests of their family members and other related parties) and the interests of WMS or HC. A Conflict of Interest procedure shall be adopted.

**ARTICLE VI - MEETINGS OF THE LAP**

1. LAP shall meet no less than quarterly and more often as members of LAP, the Principal, or the HC Board deem necessary.
2. All meetings shall be open to the public, except where personnel or other sensitive issues are discussed.
3. Meetings shall be conducted in compliance with all state laws applicable to LAP. LAP meeting notices, agendas and approved minutes shall be made available to LAP members, the school's faculty and staff, HC as the local school board, and interested school-community members, and shall be posted on the school website no less than six calendar days prior to its public meetings.
4. LAP shall follow best practices when conducting meetings in accordance with charter school sunshine law requirements and student and human resource privacy laws,

**Waimea Middle Public Conversion Charter School**

**LOCAL ADVISORY PANEL BYLAWS – Amended & Approved on May 16, 2017.**

policies and contracts. LAP members shall maintain the confidentiality of discussions, records, and all information until such time as disclosure is appropriate.

5. Quorum: At least a majority of the non-ex officio members of LAP and a representative of each category, minus one category, shall constitute a quorum for the transaction of activities and conducting meetings. The Principal and the HC Executive Director or designee shall not be required to be present for purposes of quorum.
6. LAP shall maintain written minutes of its meetings, which shall be circulated as a draft within 15 days after the meeting to facilitate review and follow-up.
7. LAP meeting minutes, upon approval, shall be provided to all LAP members and shall be posted on the school and HC website.
8. Special meetings may be called by the LAP Chair, Principal, the HC Executive Director or the HC Board. Special meetings may be conducted by conference telephone call and/or video conference, if necessary.
9. In the case of an emergency, notices may be waived by the HC Board, the Executive Director of HC, or by the Principal.
10. LAP members are expected to attend regular meetings in person. Under exceptional circumstances, a member may participate by conference telephone call and/or video conference with the consent of the Chair and Principal.
11. In the event that a matter requires immediate attention, the LAP can meet with 24 hours notice by the Chair or the Principal. The meeting may be in person or by telephone or video conference or email communication. A quorum shall be required for decision making. Decisions made under these circumstances shall be ratified at the next regularly scheduled LAP meeting and be retroactive to the date of the unscheduled meeting.

**ARTICLE VII – GOVERNANCE**

1. LAP -- in collaboration with the Principal – shall nominate a Chair who serves subject to approval of the HC Board. The Chair shall be a community member.
2. The LAP Chair shall meet regularly with the Principal to plan and prepare for LAP business, may attend an annual training organized by HC, and may attend with the Principal at least one HC Board meeting every school year to report on plans for the year and progress made with student academic progress, and family and community engagement.
3. The LAP Chair and Principal may hold an annual retreat of LAP members to review the performance of LAP in the past year, develop plans and measures of performance for the new school year, and review the LAP Charter, Bylaws, meeting procedures and calendar.
4. The LAP Chair and Principal, working with the HC Executive Director, may hold an annual training for LAP members on roles, responsibilities, challenges and opportunities.

**ARTICLE VIII - DECISION MAKING**

1. Every effort will be made to reach decisions by consensus.
2. If consensus cannot be reached, decisions will be made by a vote requiring 2/3 of the members present for approval. Voting privileges are as follows:
  - Certificated Staff: 3 votes
  - Classified Staff: 2 votes
  - Family Members: 3 votes
  - Community Members: 5 votes

**Waimea Middle Public Conversion Charter School**

**LOCAL ADVISORY PANEL BYLAWS – Amended & Approved on May 16, 2017.**

3. In their absence, non-ex officio members may designate a proxy from their respective role group, or may designate the Principal as proxy. The proxy shall present to the Chair a written statement from the absent member at the start of the meeting.

**ARTICLE IX - AMENDMENTS**

1. These ByLaws may be amended by a majority vote of the LAP. Proposed amendments must be submitted to each member at least one calendar week prior to a regular meeting.
2. These ByLaws are recommended by the Principal subject to the approval of the Ho'okako'o Board.

**#####**

**Amended November 11, 2004**

**Amended October 20, 2005**

**Amended Jan. 12, 2006**

**Amended May 15, 2008**

**Amended Jan. 09, 2013**

**Amended & Approved by WMS LAP May 16, 2017**

**Approved by WMS Principal: May 16, 2017**

**Approved by HC Board: 2017**