



In the Name of God Most Gracious, Most Merciful

المركز الإسلامي بمدينة لوييفيل
The Muslim Community Center of Louisville

The School Committee Guide 2009

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Article 1

Mission and Scope of Operation

The School Committee(s) of the Muslim Community Center are advisory entities with jurisdictions and scope of functions as specified in the bylaws of the MCC organization. The Board of the MCC organization may assign a single committee to serve more than one school at the MCC organization.

Article 2

School Committee Structure

The School Committee shall be formed of professionals and community activists with expertise, dedication and interests in school education and Islamic teachings and culture. The committee shall be formed of five (quorum is three) or seven members (quorum is five). Members of the School Committee shall select a coordinator during the first formal meeting of the committee. All members of the School Committee shall have equal voting power. All actions of the Committee shall be governed by majority rule. The coordinator shall break tie votes in all committee meetings with quorums.

Article 3

Confidentiality of School Records

The School Committee shall work with the Principal and Staff in a cooperating and constructive fashion to ensure higher levels of academic performance of the school, propagate its agenda within the community, and promote a friendly and professional atmosphere at the school conducive to education and child developments. The School Committee shall not interfere in the daily operation of the school and shall adhere to good business practices including confidentiality of the school records.

- a) The School Committee shall have the right to review all records of the school that do not constitute breach of confidentiality. The Coordinator shall make all requests to review records, on behalf of the committee, to the Principal.
- b) The School Committee shall not interfere with the scheduling or daily functions of the school and shall not act as an adversary to the school administration.
- c) All meetings of the School Committee shall pose no burden on the school staff or facilities during the normal school hours.
- d) The School Committee shall not take any adverse action against the school in any form including propagating misinformation, unlawful communications and dissemination of school records without formal and written permission of the school administration and the Board of the MCC Organization, and all acts against the mission of the school or the MCC organization. All such actions will be considered illegal and against the health of the MCC Organization.

Article 4

Committee Reports and Communications

The School Committee shall hold regular bi-monthly meetings and may hold emergency or special meetings with consent of the majority of its members. Meetings without quorums shall be considered informal. The coordinator shall prepare written summaries, on behalf of

the committee, of all the meetings with quorums, and shall submit the committee discussions and recommendations to the President of the Board of the MCC organization. The committee may ask for a formal meeting with the Board of the MCC organization through a formal and written request to the President of the Board. The MCC Board shall consider such requests during its earliest scheduled meeting.

- a) The School Committee shall have the right to review all non-confidential school documents, devise and suggest improvements to these documents in order to enhance and maintain the school status with respect to main stream schools in Kentucky and nationwide.
- b) Committee reports shall receive all due attention by the Board of the MCC Organization.

Article 5 Resignation of Committee Members

A committee member may resign at any time by informing the Coordinator of the School Committee and the school principal. The Board of the MCC organization shall appoint replacements in accordance with the MCC bylaws.

Article 6 Compensation

Committee members shall receive no compensation for their efforts and activities with the MCC organization. Members of the committee shall be embarrassed with all expenses incurred as part of the function of the committee. Reimbursement requests shall be made through the Treasurer of the MCC Organization.

Article 7 Ratifications

The guide established in the aforementioned articles is in accordance with the bylaws of the MCC Organization and has been approved by the Board of The MCC Organization in its meeting on April 17, 2009.

Ghias Arar, MD
Secretary, MCC Organization