

**Hanalei Elementary School  
School Community Council  
BYLAWS**

**PREAMBLE**

Act 51, Session Laws of Hawai'i 2004, known as the "Reinventing Education Act of 2004" in part requires "strengthening community involvement through school community councils." In accordance with Act 51, the Hanalei Elementary School Community Council was created to support school improvement and the academic achievement of students through increased community involvement in the school.

**ARTICLE I  
Name and Office**

**SECTION 1. Name**

The name of the Council is the "Hanalei Elementary School Community Council," hereinafter referred to as the SCC or Council.

**SECTION 2. Office**

The office of the SCC for the transaction of its business is located at Hanalei Elementary School, 5-5415 Kuhio Hwy., Hanalei, Hawaii 96714.

**SECTION 3. Address**

The office of the SCC will always be located at Hanalei Elementary School and in the event of Hanalei Elementary School moving to a new location, the SCC office will also change its address to the new location of Hanalei Elementary School.

**ARTICLE II  
Modus Operandi**

**SECTION 1. General**

The SCC will be non-sectarian, and non-partisan. Therefore, it is the policy of the Council to practice non-discrimination with regards to sex, color, religion, age, culture or national origin.

## **SECTION 2. Vision**

The SCC will promote traditional Hawaiian concepts of respect, sustainability, and an understanding of the interconnectedness of the land and people. The Council will operate with the underlying assumption that education is essential to our prosperity as a community, and adherence to these concepts will help ensure future generations produce a symbiotic relationship between educational excellence and environmental stewardship. The SCC will operate in accordance with Hanalei Elementary School's Vision of being an empowered school community providing successful quality education for life-long learning, and promote the School's Mission of empowering the community to take responsibility for meeting the educational needs of all our students and foster a desire for life-long learning.

## **SECTION 3. Core Values**

The SCC will operate in compliance with, and promote, the following core values: Respect, Communication, Responsibility, Community, Humility, Innovation, Sustainability, Courage, Learning, and Growth. All members and officers shall act in accordance with the SCC's core values.

## **SECTION 4. Mission Statement**

Work with the Hawaii Department of Education and maintain, promote, and foster the development of Hanalei Elementary in order to meet the educational needs of students and cultivate a desire for life-long learning.

## **ARTICLE III** **Role, Purpose, Appeal**

### **SECTION 1. Role**

The SCC is to focus their responsibilities on the goals of the school, and in an advisory capacity provide direction, coordination, and communication to improve teaching and learning. The SCC shall not be personally liable for the debts, liabilities, or other obligations of Hanalei Elementary School.

### **SECTION 2. Purpose**

The SCC acts as a caretaker of Hanalei Elementary School and will advance the general welfare of children attending Hanalei Elementary School and support innovative educational experiences that are consistent with the

School's Mission and Vision by:

- Reviewing the School Academic Plan and Financial Plan and either recommend revisions of the plans to the principal, or recommend the plans for approval by the complex area superintendent.
- Reviewing evidence of school progress on the implementation of the Academic Plan.
- Participate in the principal selection and evaluation process.
- Submit requests for waivers to policies, rules, procedures and exceptions to collective bargaining agreements to improve student achievement.
- Provide recommendations for revising or creating new school level policies and procedures;
- Review principal's determination of school's construction, repair, and maintenance needs; and
- Provide opportunities for community input and collaboration.

#### **SECTION 4. Appeal**

The SCC can take reasonable actions to address adverse decisions or delays within the appellate process. Decisions made by the principal may be appealed through the following processes:

**Complex Area Superintendent:** If a decision made by the SCC is set aside by the principal, the SCC may appeal to the complex area superintendent for resolution within ten (10) working days of receipt by the SCC chairperson of the written notice from the principal. The complex area superintendent (CAS) will determine what next steps are necessary, including but not limited to mediation or dispute resolution. The CAS will respond in writing to the SCC within fifteen (15) working days of receipt of the appeal. If the CAS does not respond within the 15 days, the SCC may submit their appeal directly to the Superintendent.

If dispute resolution is necessary, the following process may apply:

The CAS will appoint a dispute resolution team and a team facilitator. The team will meet within one week of receipt of the appeal. The meeting will be open to all members of the SCC. The structure of the meeting will be as follows:

- Dispute resolution team facilitator presents the issue.
- Presentations by SCC members.
- Presentation by the principal.
- Dispute resolution team asks questions.
- Dispute resolution team deliberates and decides in executive session (without SCC or principal present).

Within one week of the meeting, the dispute resolution team will communicate its recommendation in writing to the CAS and the CAS will respond in writing to the SCC immediately upon receipt of the dispute resolution team recommendation.

**Superintendent:** If the CAS fails to respond within the prerequisite 15 days, or an appeal made to the complex area superintendent is rejected, denied, or adverse to the SCC, the SCC may within ten (10) working days of receipt of the written notice from the CAS (or expiration of the 15 day response period), submit an appeal to the superintendent. The appeal is sent to the state SCC Office for processing. The superintendent will review the information and decision from the CAS and make a determination. A written response will be provided to the SCC within fifteen (15) working days of receipt of the appeal.

**Board of Education:** If the superintendent fails to respond within the prerequisite 15 days, or the appeal made to the superintendent is denied, the SCC may submit an appeal to the Board of Education within 10 working days of receipt of the adverse decision (or expiration of the 15 day response period).

## **ARTICLE IV** **Membership and Election**

### **SECTION 1. General**

The elected individuals of the SCC shall be called Council Members and collectively known as the SCC. Fifty percent (50%) of the members are from school staff, and 50% are from parents, students, and community representatives. Alternates are optional.

### **SECTION 2. Membership Representation**

The SCC shall be comprised of at least 6 members. Membership shall include the Principal, Teacher Representatives, Non-Certificated Staff Representatives, and 1 student, Parent Representatives, and Community Representatives. There may also be one alternate member from each group. The principal's alternate shall be the Teacher in Charge. The Alternates shall sit in for absent Representatives at meetings and fill any vacancies on the SCC.

All members, with the exception of the principal and the student representative, shall be duly elected from their constituent group, or in the case of community representatives, by the parents.

(A). **Teacher Representatives** must be members of bargaining unit 5 assigned to Hanalei Elementary School.

- (B). **Classified and Non-Certificated Members** must be working at Hanalei Elementary School.
- (C). The **Student Member** shall be appointed by the Student Council.
- (D). The **Parent Representatives** must have a child in Hanalei Elementary or be a legal guardian of a child during their entire term to qualify as a parent representative.
- (E). **Community Representatives** must be longstanding Hanalei community members or have an interest in the success of the students and school.

### **SECTION 3. Election of Members and Term of Service**

There shall be elections at which the SCC members and alternates are elected every two years and shall serve for two years until their successors have been elected and qualified. Council terms shall be staggered so that only half of the Council may change in any given year. The elections will be held no earlier than March 1<sup>st</sup> and no later than May 31<sup>st</sup> of each year, with elected members to begin their term of office at the first regular meeting in August.

Elected members shall be eligible for re-election to the same office. Should there be no one wishing to hold an office, the incumbent may take the office for additional terms as necessary.

### **SECTION 4. Vacancies**

Any vacancy on the SCC shall be filled for the remainder of the un-expired term through the appointment of a duly elected alternate. If the composition of the SCC falls below legal requirements and no alternates are available, vacancies for the un-expired term may be filled by a special election or by recommendations from the principal with selection and appointment by the SCC.

### **SECTION 5. Resignation of Membership**

Any Council Member may resign effective upon giving written notice to the principal.

### **SECTION 6. Termination of Membership**

The SCC, by affirmative vote of two-thirds of all the members of the SCC, may expel a member who is absent from three consecutive meetings without good cause.

**ARTICLE V**  
**Officers and Principal**

**SECTION 1. Positions**

The Officers of the SCC shall be a Chairperson, Vice Chairperson, Secretary, and such other officers as the SCC may deem necessary. The principal may not be the chairperson.

**SECTION 2. Election and Term of Office**

The officers of the SCC shall be elected every year by majority vote of the SCC members and shall serve for one year or until each successor has been properly elected.

**SECTION 3. Duties**

All assigned duties may be delegated.

**Chairperson:**

(A). Preside at all meetings and sign letters, plans, reports, and other communications as directed by the SCC.

(B). Prepare an agenda for each meeting, and provide the agenda to the Secretary. The agenda shall be posted 6 days in advance of each SCC meeting. The posting must be in a public location at the school, and on the School Documents Online (SDO) Website and/or School Website.

(C). Provide notice to all council members of upcoming meetings

**Vice-Chairperson:**

(A). Assume the duties of the Chairperson during his/her absence.

(B). Perform such other duties as may be assigned by the Chairperson or by the SCC.

(C). Provide oversight and support to the SCC committees.

**Secretary:**

(A). Receive and handle all mail addressed to the SCC.

(B). Keep a current roster of SCC members including contact information.

(C). Keep the minutes of all meetings including attendance and summary reports.

(D). Coordinate the posting of notices and agendas in a public location at Hanalei Elementary.

**Principal:**

(A). Present Principal Reports (defined in the Hawaii DOE SCC Timeline)

and relevant school business and communications to other Council members.

(B). Keep the SCC roster up to date by inputting names of SCC members for the appropriate year (within 6 days of election results or membership changes) on the SDO and/or School Website.

(C). Ensure that all meeting agendas are posted 6 days in advance of each SCC meeting on the SDO and/or School Website.

(D). Ensure all minutes of SCC meetings are posted on the SDO and/or School Website within 6 days after approval of the minutes by the Council.

## **ARTICLE VI** **Committees**

### **SECTION 1. GENERAL**

The SCC may create Committees to carry on the work of the Council.

### **SECTION 2. Quorum**

The quorum for a committee meeting shall be a majority of its members.

### **SECTION 3. Selection of committee members**

The chairperson and members of committees shall be appointed by the SCC Chair, and are subject to ratification by the Council.

### **SECTION 4. Reporting responsibilities**

Committee chairs shall present plans of work to the SCC for approval.

### **SECTION 5. Standing Committees**

Standing committees may be created as needed to support the ongoing functioning of the Council. Such committees will be listed in this section of the Bylaws.

## **ARTICLE VII** **Duties and Rights of Members**

### **SECTION 1. General**

(A). Attend all Council meetings on time or inform the Secretary of the expected absences in order that an alternate may be seated.

(B). Serve as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings.

(C). Be responsive to school community members on matters for which the SCC has responsibility.

## **SECTION 2. Spirit of Openness**

The SCC shall post agendas and minutes, and allow others into meetings.

## **SECTION 3. Member's Inspection Rights**

Every member shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind.

## **SECTION 4. Self-Assessment Survey**

All SCC members shall complete the DOE online self-assessment survey at the end of each school year.

## **SECTION 5. Principal Survey**

The SCC shall complete a principal review at the end of each school year. The entire SCC, except for the principal, should contribute and participate in the Principal Survey.

# **ARTICLE VIII** **Meetings**

## **SECTION 1. Regular Meetings**

Regular meetings of the SCC will be held at least once per month, with the day and time determined by the members of the SCC at its first meeting of the year.

## **SECTION 2. Special Meetings**

Special meetings may be called by the Chairperson or by a majority of the SCC members. A meeting notice and agenda must be posted in a public location at the school and on the SDO Website and/or School Website at least 6 days prior to a special meeting.



### **SECTION 3. Order of Meetings**

All regular and special meetings of the SCC shall be conducted using parliamentary procedures or an appropriate model of facilitation. For example, in order to take action: A SCC member will make a motion. That motion must be seconded by another member. Then the Chairperson calls for a vote of those in favor and against. The Chairperson then states whether the motion has been approved or denied.

The SCC decision-making process shall be conducted with the intention of reaching consensus. In the event the SCC reaches an impasse which prohibits business from being conducted, the SCC will take a vote with a 50% + 1 majority of those present required for the decision to be approved. In the event of a tie vote, the chairperson casts a second vote to break the tie.

### **SECTION 4. Voting Rights**

Only elected Representatives will have the right to vote at meetings. Alternates do not have the right to vote unless sitting in for an absent Representative or upon filling a vacancy.

### **SECTION 5. Quorum**

No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% plus one (1) of the membership.

## **ARTICLE IX AMENDMENTS**

These bylaws may be amended by the SCC. The proposed amendments must have been presented and discussed at one previous regular meeting for which the necessary notice of meeting and agenda were posted. Passage of amendments to the bylaws requires an affirmative vote of at least 2/3 of the members.