

Pāhoa Elementary School  
School Community Council  
Bylaws

(Revision Dates: April 12, 2011 ; September 20, 2021 ; May 23, 2023 ; October 6, 2023)

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 Pāhoa Elementary School Community Council was created to support school improvement and the academic achievement of students through community involvement in the school.

**ARTICLE I: NAME OF COUNCIL**

The name of this council is the **Pāhoa Elementary School Community Council**, hereinafter referred to as the SCC.

**ARTICLE II: OBJECTIVES**

The objectives of the SCC shall be in accordance with State guidelines and be consistent with policies of the Board of Education.

Section 1. To advise the school regarding the planning, budgeting, implementation and evaluation of the Pāhoa Elementary School Multi-Year Plan: Academic and Financial Plan.

Section 2. To ensure that Pāhoa Elementary School Academic and Financial Plan is aligned with the educational accountability system.

Section 3. To study and review the Pāhoa Elementary School Multi-Year Plan in relation to the educational needs of students.

Section 4. To emphasize the parent as the first teacher of the child and to provide opportunities for all parents to improve their teaching methods through developmental activities.

Section 5. To provide collaborative opportunities for input and consultation.

Section 6. To take other actions as required by the Department of Education. The Pāhoa Elementary School Multi-Year Plan: Academic and Financial Plan shall be developed by the school Principal & school personnel, reviewed by the SCC, and approved by the

Complex Area Superintendent. Principal will provide the SCC with a draft of the proposed Academic Financial Plan no later than a week prior to the scheduled November SCC meeting.

The SCC shall have ongoing responsibility to review the implementation of the plan with the Principal, assess quarterly the effectiveness of the Plan and recommend modifications to the Plan.

The SCC shall carry out all the duties and responsibilities assigned to it by the Hawai'i Department of Education as stated in the current, official School Community Council Handbook.

### **ARTICLE III: MEMBERSHIP AND ELECTION**

Section 1. **Membership Representation.** Pāhoa Elementary SCC shall be comprised of 6 members and 6 alternates (one of each constituent group). Membership shall include the Principal, (1) teacher, (1) non-certificated staff member, (1) student, (1) parent, and (1) community member. There shall also be one alternate member from each role group. All members, with the exception of the Principal, shall be duly elected from their constituent group.

Teacher representatives must be full-time, tenured teachers at Pāhoa Elementary School (Pāhoa Elementary School).

Classified and non-certificated members must be at least .5 FTE employees assigned to Pāhoa Elementary School.

The student members must be free of outstanding obligations and disciplinary actions against him/her and have a minimum 2.0 GPA or equivalent at the time of election and be a member of the Pāhoa Elementary School student body.

The parent representatives must be parents or guardians of Pāhoa Elementary School students for their entire term on the Council.

Community representatives must live and/or work in the Pāhoa Elementary School district or have a vested interest in the success of the students and school (such as an alumni).

**Section 2. Election of Members and Term of Office.** There shall be elections at which the SCC members are elected every two years and shall serve for two years until their successors have been elected and qualified, with the exception of the student representatives who shall be elected annually by the Student Body Government. When the number of candidates is the same number of seats open, we will elect stakeholders by means of acclamation.

All segment alternates shall be elected annually.

Initial elections shall include both 1-year and 2-year terms: succeeding elections shall all be 2-years, so that half of the Council will change in any given year.

The elections will be held no earlier than March 1st and no later than May 31st of each year, with elected members to begin their term of office at the last scheduled SCC meeting of the current school year with outgoing SCC members. At this time outgoing members will conduct an orientation and transition meeting and provide needed SCC materials to the incoming members.

**Section 3. Alternates.** An elected alternate from the same constituent group may be seated in place of an absent SCC member. Any seated alternate shall have voting power for the meeting at which he/she is seated.

**Section 4. Termination of Membership.** The SCC, by affirmative vote of two-thirds of all members of the SCC, may expel a member who is absent from three consecutive meetings without good cause.

**Section 5. Vacancy.** 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 unexpired term may be filled by a special election or by recommendations from the Principal with selection and appointment by the SCC. The decision of which method to use will be determined by 51% of seated members at a duly scheduled SCC meeting. The SCC will attempt to fill all vacancies within two calendar months of a vacancy occurring.

## **ARTICLE IV: OFFICERS**

Section 1. **The Officers** of the SCC shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as the SCC may deem desirable. 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 and until each successor has been properly elected.

Section 3. **Duties.** The duties of the Officers shall be to:

### **Chairperson**

1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the SCC.
2. Prepare an agenda for the next scheduled meeting and provide it to the secretary 10 days prior to the scheduled meeting.
3. Ensure that the agenda is posted 6 days in advance of the next SCC meeting.

### **Vice-Chairperson**

1. Assume the duties of the Chairperson during his/her absence.
2. Perform such other duties as may be assigned by the Chairperson or by the SCC.
3. Provide oversight and support to the SCC committees.

### **Secretary**

1. Receive and handle all mail addressed to the SCC.
2. Keep current roster of SCC members including addresses, telephone numbers, and email.
3. Take minutes of all SCC Executive Board (duly elected officers) meetings and full Council meetings, archive minutes of all SCC full Council, Board, and committee meetings, including attendance and summary reports. Archives will be kept at Pāhoa Elementary School.
4. Coordinate the posting of notices and agendas of public meetings on the school's internet website and in the school's administrative building, as well as send same to all Council members by their preferred method (ie. email, hardcopy, etc).

## **ARTICLE V: COMMITTEES**

There shall be committees by the SCC as may be required to carry on the work of the Council.

Section 1. **Quorum.** The quorum for a committee meeting shall be a majority of its members.

Section 2. **Selection of committee members.** The chairperson and members of committees shall be appointed by the SCC Chair subject to the ratification by the Council.

Section 3. **Reporting responsibilities.** Committee chairs shall present plans of work to the SCC for approval.

Section 4. **Standing Committees.** Standing committees shall include a Budget Committee and a Multi-Year Plan Committee.

## **ARTICLE VI: DUTIES OF MEMBERS**

Section 1. **The duties of members shall be to make decisions based on identified student needs that increase student achievement.**

1. Attend all council meetings on time or inform the Secretary of the expected absence in order that an alternate may be seated.
2. Serve as an Officer of committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings. Each Council member will serve at least one committee or as an Officer.
3. Actively participate in the workshops and training sessions sponsored by the SCC to increase knowledge of the School Community Council's purpose and functions.
4. Make regular reports of SCC proceedings and actions to their own constituent groups, and to bring back recommendations to the SCC.

## **ARTICLE VII: MEETINGS**

Section 1. **Regular Meetings.** Regular meetings of the SCC will be held at least once quarterly, day and time to be determined by the SCC and published.

Section 2. **Community Meetings.** School Community Council conducts at least two school community meetings each year to share information and gather feedback about the Academic and Financial Plan.

Section 3. **Special Meetings.** Special meetings may be called by the Chairperson or by a majority vote of the SCC. A meeting notice and agenda must be posted in a public location at the school and on the school website at least 6 days prior to a special meeting.

Section 4. **Order of Meetings.** All regular and special meetings of the SCC shall be conducted in accordance with Robert's Rules of Order or an appropriate adaptation thereof.

The SCC shared 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 following action shall be taken: the SCC will take a vote with a 50% plus one (1) majority 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 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 elected membership.

#### **ARTICLE VIII: 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 require an affirmative vote of at least 2/3 of the 6 voting members.