

Manana Elementary School
School Community Council (SCC)
BYLAWS
(Updated 09/2021)

Our Vision

Manana School is a professional, positive, and caring environment where student needs are met by addressing the whole child.

Our Mission

Manana Staff will provide standards-based instruction integrated with the General Learner Outcomes to empower students to become safe, respectful and responsible members of our increasingly global society.

Our Beliefs

- Students learn at different rates and in various ways
- Learning experiences should be meaningfully connected to oneself and applied to life
- Personal accountability is important for success

PREAMBLE

Act 51, Sessions 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 Manana Elementary School Community Council was created to support improvement and the academic achievement of students through increased community involvement in the school.

Article I: NAME OF COUNCIL

The name of this organization shall be the Manana Elementary School Community Council (SCC), hereafter known as the “Manana SCC”.

Article II: OBJECTIVES

The objectives of the Manana SCC shall be consistent with the State Statute, be consistent with policies of the Board of Education, and be aligned with the school’s vision and mission.

Objectives include:

- Review 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.
- Review evidence of school progress on the implementation of the Academic Plan and align the plan with the educational accountability system under HRS 302A-1004.
- 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 repair and maintenance needs; and
- Provide opportunities for community input and collaboration.

Article III: MEMBERSHIP AND ELECTION

Section 1. Membership Representation

The Manana SCC shall include:

- a. Administrator, the principal
 - b. Minimum of one **(1) Classified** staff member
 - c. Minimum of two **(2) Certificated** members and a
 - d. Minimum of two **(2) Parents** , one **(1) Community member**
- A **parent** has at least one student attending Manana Elementary School
 - A **community member** lives, works or volunteers within the Pearl City community
 - **Student Member** shall be the Student Council President as elected by the student body

Section 2. Termination of Membership

- The Manana SCC shall oversee nominations/elections of individuals to fill vacancies
- All representatives will serve as unpaid volunteers
- If a member misses three consecutive meetings without good cause, he/she may be expelled by affirmative vote of two-thirds of all the members of the Manana SCC.

Section 3. Term of Office

Representatives shall serve for two (2) years until their successors have been elected and qualified, with the exception of the initial year. Initial elections shall include both one-year and two-year terms; succeeding elections shall all be for two-year terms, so that only half of the Council will change in any given year

Section 4. Nominations

Announcements will be made to request nominations for the SCC through the school’s website, school newsletters, community newspapers, bulletins, etc.

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 un-expired term may be filled by a special election or by recommendations from the principals with selection and appointment by the SCC.

Section 6. Announcement of Elected Members

A public announcement of the election results to the school community council will be made. The announcement will be posted on the school’s website or in a newsletter.

ARTICLE IV: OFFICERS

Section 1. Officers

The officers of the Manana 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. Duties

The duties of the officers shall be:

- **CHAIRPERSON**
 1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the Manana SCC.
 2. Prepare an agenda for each meeting, provide the agenda to the Secretary, and ensure that the agenda is posted six (6) days in advance of each SCC meeting.

- **VICE-CHAIRPERSON**

The Vice-Chairperson will serve as the facilitator in the Chairpersons absence

- **SECRETARY**

The Secretary shall be responsible for maintaining a full record of the proceedings at all Council meetings and distribute correspondences to the Council and maintain record for public viewing within five days after the meeting is completed

- **STUDENT MEMBER**

The student member shall be the Student Council President. In the event that the President is not available, the Vice President will become the alternate

ARTICLE V: DUTIES OF MEMBERS

Section 1.

The duties of members shall be to:

1. Each Manana SCC member will be responsible for sharing information and gathering input from their respective representative group (i.e. classified, certificated, parent, etc.) to provide feedback to the School Community Council, however representatives “vote” is done individually.
2. All members will represent themselves in a professional and caring manner that will enhance the mission of improving student achievement and maintaining a positive school culture. Be responsive to school community member on matters for which the Manana SCC has responsibility.
3. Attend all Manana SCC meetings on time or inform the secretary of the expected absences in order that an alternate may be seated.
4. Post all Manana SCC information (member, roster, agendas, minutes) to the school’s Community Engagement Webpage in a timely manner. All meeting agenda and notices must be posted at least 6 days prior to the meeting.

ARTICLE VI: COMMITTEES

Committees shall be created by the Manana 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 Manana SCC Chair subject to the ratification by the Council.

Section 3. Reporting responsibilities

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

Section 4. Standing Committees

Standing committees may be created as needed to support the ongoing functioning of the Manana SCC.

_____ DATE: _____

_____ DATE: _____

_____ DATE: _____

These bylaws have been reviewed and are consistent with the requirements of Act 51.

_____ DATE: _____
Complex Area Superintendent