

**Chiefess Kapi'olani 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 Chiefess Kapi'olani 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 OF COUNCIL

The name of this Council is the Chiefess Kapi'olani Elementary School Community Council, hereinafter referred to as the SCC.

ARTICLE II: OBJECTIVES

The objectives of the SCC shall be consistent with State Statute, policies of the Board of Education, and the State Strategic Plan and be aligned with the school's mission and vision. 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 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 Chiefess Kapi'olani Elementary SCC shall be comprised of 6 members. Membership shall include the principal, 1 teacher, 1 non-certificated staff member, and 1 student, 1 parent, and 1 community member. 50% representation from school staff and 50% representation from the parents, students, and community will be maintained. There shall also be one alternate member from each group. Requirements of SCC members include the following:

- 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.
- Teacher representatives must be members of bargaining unit 5 assigned to Chiefess Kapi'olani Elementary School
- Classified and non-certificated members must be school employees assigned to Chiefess Kapi'olani Elementary School
- The student members must be free of outstanding obligations and disciplinary actions against them and have a minimum 2.0 GPA at the time of election.
- The parent representatives must be primary caregiver(s) (legal, custodial, grandparent, foster parent) of CKES students for their entire term on the council.
- Community representatives must live and/or work in the CKES district or have an interest in the success of the students and school (such as alumni).

Section 2.

Election of Members and Term of Office. 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 first regular meeting in August. 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, with the exception of the initial year. Initial elections shall include both 1-year and 2-year terms; succeeding elections shall all be for 2-year terms, so that only half of the council will change in any given year.

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 they are seated. (Alternates are welcome to attend any SCC meeting. They may participate in discussion, but will only vote when they are an officially seated role representative.)

Section 4.

Nominations. Announcements will be made to request nominations for the SCC through the school's website, school newsletters, community newspapers, bulletins, etc. The process will encourage qualified candidates to run. Nomination information will include:

- Deadlines and the location for submitting nomination forms.
- Identification of contact persons responsible for the nomination process.

- Informational meetings for all interested candidates regarding qualifications, roles and responsibilities of SCC members, and procedures for nominations and elections.
- SCC Candidate information may be posted on the school's website and in school newsletters, etc.
- Provide opportunities for candidates to be introduced to the school community.
- Provide equal time for candidates to publicize their campaigns.

Section 5.

Voting. The voting process will include:

- Determination of a date for voting and method for counting ballots
- Publicizing the election
- Preparation and distribution of the ballots
- A method of counting ballots to insure fairness and integrity
- A formal announcement of winners to all candidates

Section 6.

Announcement of Elected Members. A public announcement of the election results to the school community will be made. The announcement will be posted on the school's website or in a newsletter.

Section 7.

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.

Section 8.

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 principal with selection and appointment by the SCC.

ARTICLE IV: OFFICERS

Section 1.

Officers. 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. 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 SCC.
 2. Prepare an agenda for each meeting, provide the agenda to the Secretary, and ensure that the agenda is posted 6 days in advance of each SCC meeting.
- **Vice-Chairperson**
 1. Assume the duties of the Chairperson during their 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 a current roster of SCC members including contact information.
 3. Keep the minutes of all meetings including attendance and summary reports.
 4. Coordinate the posting of the notices and agendas of public meetings on the school's internet website and in the school's administrative building, as well as the sending to all council members.

ARTICLE V: DUTIES OF MEMBERS

Section 1.

The duties of members shall be to:

1. Attend all council meetings on time or inform the secretary of the expected absences in order that an alternate may be seated.
2. Serve as an officer or committee member when so appointed or elected, unless unable to fulfill the requisite duties and attend all committee meetings. All council members will serve on at least one committee, if committees are created.
3. Actively participate in workshops and training sessions to increase knowledge of the SCC's purpose and functions.
4. Be responsive to school community members on matters for which the SCC has responsibility.
5. Post all 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 SCC as may be required to carry on Council work.

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 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: 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 (It is strongly recommended to hold monthly meetings).

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 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. 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.

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.

Section 5.

Public Comment. There will be a time on the agenda set aside for public attendees to comment on the agenda.

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 requires an affirmative vote of at least 2/3 of the members.

SIGNED BY: Jadee Oda
 NAME _____
 NAME _____

Signatures of other SCC members:

Tyson Tyson Klasi Vice-Chair DATE: 10-24-2022
 NAME ROLE group

Whitney Aragaki Whitney Aragaki Parent DATE: 24 October 2022
 NAME ROLE group

Keating Kim Keating Kim student DATE: 10/24/22
 NAME ROLE group

Principal Principal DATE: 10/24/22
 NAME ROLE group

NAME ROLE group DATE: _____

NAME ROLE group DATE: _____

NAME ROLE group DATE: _____

NAME ROLE group DATE: _____

NAME ROLE group DATE: _____

Complex Area Superintendent Esther Kenehalu print name

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

APPROVED 12/2/22 DATE _____ SIGNATURE _____