

# DUNHAM ELEMENTARY SCHOOL (K–5)

## SCHOOL SITE COUNCIL BYLAWS

Tucson Unified School District  
ARS §15-351 | Arizona Open Meeting Law

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### MISSION STATEMENT

The Dunham Elementary School Site Council is a representative body of parents, staff, and community members who work together to support student achievement, advise the principal, and guide school-level decisions, including the use of undesignated tax credit funds.

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### I. PREAMBLE

#### A. School Community

The Dunham School Community includes students, parents/guardians, teachers, staff, and community partners served by Dunham Elementary School.

#### B. Authority

In accordance with Arizona Revised Statute §15-351 and Tucson Unified School District Governing Board policy, the site-based leadership team shall be known as the Dunham Elementary School Site Council.

#### C. Purpose

The School Site Council shall:

1. Support the school mission and student success
  2. Promote collaboration among stakeholders
  3. Serve as a shared decision-making and advisory body
  4. Providing a forum for school-related concerns
  5. Support district goals and priorities
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### II. MEMBERSHIP COMPOSITION

#### Voting Members

- 3–5 Parents or Guardians

- 3–5 Certified Staff Members
- 1 Classified Staff Member
- 1 Community Member
- Principal
- Facilitator (voting member)

### **Representation Goals**

When possible, membership will reflect:

- Grades K–2 and 3–5
  - School programs
  - Student demographics
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## **III. SELECTION OF MEMBERS**

1. Certified staff are elected by certified employees using an equitable process.
  2. Parent representatives are selected through an inclusive process coordinated by the parent stakeholders, the principal, and the facilitator.
    - The number of parents and certified members must be equal.
  3. The community member is appointed by the principal with School Site Council input.
  4. The classified member is selected by classified staff.
  5. The principal serves as a permanent member of the Council.
  6. The Facilitator is elected in March, serves as a voting member, and receives training prior to the new school year.
  7. Vacancies are announced in January; selections are completed by March.
  8. New members attend the May meeting for transition. Terms begin August 1.
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## **IV. TERMS OF SERVICE**

1. Members shall serve two-year terms beginning August 1 and ending July 31.
  2. There shall be no limitation on the number of consecutive terms a member may serve.
  3. Vacancies should be filled prior to the start of the new school year, when possible.
  4. In the event a vacancy cannot be filled, the current member may continue to serve until a replacement is appointed.
  5. Regular attendance is expected. Three (3) unexcused absences may result in a review of membership status by the Site Council.
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## **V. MEETINGS AND OPERATIONS**

1. The School Site Council meets a minimum of four (4) times per school year.
  2. Meetings are open to the public and governed by Arizona Open Meeting Law.
  3. Agendas are posted at least 24 hours in advance.
  4. Meeting notices, agendas, and minutes are posted in a public location on campus.
  5. A quorum (50% of members) is required to conduct business.
  6. Decisions are made by consensus when possible or by simple majority vote.
  7. The Facilitator presides over meetings; an alternate may be designated.
  8. A Secretary records attendance, discussions, decisions, and votes.
  9. Draft minutes are posted within three (3) days and replaced with approved minutes.
  10. Committees may be formed as needed and must follow open meeting requirements.
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## **VI. CALL TO THE AUDIENCE**

- Total time limited to 10 minutes
  - Each speaker limited to 2 minutes
  - Council responses may include clarification, staff review, or placement on a future agenda
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## **VII. PRINCIPAL INTERVIEW PROCEDURES (IF APPLICABLE)**

1. The Facilitator selects an interview committee with balanced representation.
  2. Interview questions are developed with staff and council input.
  3. Procedures follow TUSD guidance and equity principles.
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## **VIII. ANNUAL NORMS REVIEW**

The School Site Council will review and establish meeting norms each August to promote respectful and effective collaboration.

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## **IX. AMENDMENTS**

1. Amendments may be submitted in writing prior to the January meeting.
2. Proposed amendments are posted for 25 days for review.
3. Approval requires a majority vote of:
  - Parents
  - Certified staff
  - Classified staff

4. All groups must approve for ratification.