



Herbert Hoover Middle School School Site Council By-Laws (Revised May 2025) Article I



Duties of the School Site Council

The School Site Council of Hoover Middle School, hereinafter referred to as the School Site Council or SSC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement, hereinafter referred to as SPSA, from stakeholders.
- Review and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the SPSA and expenditures to the governing board for approval.
- Monitor implementation of the SPSA with the Principal, teachers and other school staff members.
- Approve modifications to the SPSA whenever the need arises.
- Evaluate the progress made toward school goals to raise the academic achievement of all students two times during the school year (in January and April or May—if May meeting is held).
- Carry out all other duties assigned to the School Site Council by the District Governing Board and by state law.

Article II

Members

Section A: Composition

The School Site Council shall be composed of 10 members, selected by their peers. The School Site Council must maintain parity between school personnel and parents/guardians/community members. The composition of SSC membership shall consist of:

- Three Classroom Teachers
- One Other School Personnel. The school Principal or their designee shall be an ex officio fifth member of the School Site Council.
- Five parents, legal guardians, or community members - One of these non-school personnel should be the SELAC or DELAC representative if possible.
- The Principal may select a student(s) who will be reporting members.

Council Size	Principal	Classroom Teachers	Other School Personnel	Parent/Community Members
10	1	3	1	5

Constituencies may elect alternates.

School Site Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

School Site Council members shall be elected for a two-year term.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

Membership will terminate for any member not in good standing with San Jose Unified School District or Hoover Middle School.

Membership will automatically terminate for any member who is absent from three consecutive School Site Council Meetings without a valid reason.

Membership will terminate for any member who submits their resignation in writing to the Chairperson and Principal.

Section E: Vacancy

Any vacancy on the School Site Council occurring during the term of a duly elected member shall be filled by School Site Council appointment for the completion of the vacating member's term. Prior to appointing a School Site Council member, the School Site Council shall notify the applicable constituency of the vacancy and call for nominations. Constituencies will have at least one week to respond. The School Site Council will finalize the appointment at its next meeting.

Article III

Officers

Section A: Officers

The officers of the School Site Council shall be a Chairperson, Vice-Chairperson, Secretary, and other officers the School Site Council may deem desirable. The Chairperson and Vice-Chairperson positions shall be filled by parents. The position of Secretary may be held by a staff member.

The Chairperson shall:

- Preside at all meetings of the School Site Council.
- Sign all letters, reports and other communications of the School Site Council.
- Perform all duties incident to the office of the Chairperson.
- Have other such duties as are prescribed by the School Site Council.
-

The Vice-Chairperson shall:

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in their absence.

The Secretary shall:

- Keep minutes of all regular and special meetings of the School Site Council.
- Transmit true and correct copies of the minutes of such meetings to the Principal so that they may upload it to a designated file repository for Hoover Middle School SSC, and then email it to the School Site Council members.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the School Site Council.
- Keep a register of the names, addresses and telephone numbers of each member of the School Site Council, the Chairpersons of School Advisory Committees, and others with whom the School Site Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the School Site Council.

In the event of an election of four officers, the fourth officer shall serve in the role of Parliamentarian.

The Parliamentarian shall:

- Ensure the School Site Council adheres to Robert's Rules of Order.
- Substitute for the Secretary in their absence.

This position is optional and can be a staff member

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the School Site Council and shall serve two year terms.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all the School Site Council.

Section D: Brown Act Training and Best Practices

The officers shall undergo a standard Brown Act Training session, delivered personally or via video so that they are familiar with Brown Act policies and procedures as they relate to SSC business. Officers shall notify the Secretary of their compliance with this training via e-mail before they are eligible to vote at the next meeting.

Article IV

Meetings of the School Site Council**Section A: Meetings**

The School Site Council shall meet at a time and day that is mutually agreed upon at the first meeting of the year. Monthly meetings will be placed on the school's public calendar on the Hoover website. Special meetings of the School Site Council may be called by the Chairperson or by a majority vote of the School Site Council. There shall be a minimum of 6 meetings per school year.

Section B: Place of Meetings

The School Site Council shall hold its regular meetings at the Hoover Media Center or, in the event of emergency, via appropriately secure video- or tele-conference. Alternate meeting places may be determined by the Chairperson or by majority vote of the School Site Council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: Hoover Website, Hoover Calendar, and the currently implemented School-to-Home Communication Program/Application..

All required notices shall be delivered to the School Site Council members no less than 72 hours in advance of the meeting, personally or by email.

Section D: Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the School Site Council. A majority of the members of the School Site Council shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the School Site Council shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with Robert's Rules of Order or an adaptation thereof approved by the School Site Council.

Section F: Meetings Open to the Public

All meetings of the School Site Council, and of committees established by the School Site Council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Section G: Agenda Management

Meeting agendas are set prior to the meeting. In order to add an item to a meeting agenda, SSC voting members may contact the Chairperson or the Principal. If the item is found to be within the scope of the duties of the SSC, the item will be added to the upcoming agenda.

Section H: Meeting Transparency

All approved School Site Council meeting minutes will be posted on the Hoover website to function as a public record of meetings held. Approved minutes should be posted with 72 hours of approval by the School Site Council and will be kept for three years..

Article V

Committees

Section A: Subcommittees

The School Site Council may establish subcommittees of its own membership to perform duties as needed. The SSC may abolish said subcommittees as needed. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the School Site Council.

Section B: Membership

Unless otherwise determined by the School Site Council, the Chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.

Section C: Terms of Office

The School Site Council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own governance consistent with these bylaws or rules adopted by the School Site Council, or policies of the District Governing Board.

Section E: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the School Site Council. The act of a majority of the members present shall be the act of the committee, should a quorum not be in attendance.

Article VI

Amendments

An amendment of these bylaws may be made at any regular meeting of the School Site Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to School Site Council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.