

Brandon Koger
Principal



Jennifer Gardner
Asst. Principal

5317 Glover Lane, Milton, Florida 32570 • (850) 983 – 5630
<https://hobbsmiddleschool.com/>

HMS School Advisory Council 2022.23 By-Laws

I. Purpose of SAC

- A. Hobbs Middle School shall establish a School Advisory Council (SAC) to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the School Improvement Plan (SIP) required pursuant to Section 1001.452 Florida Statutes.
- B. The School Advisory Council shall not assume any of the powers or duties now reserved by Florida Statutes for the District School Board or its administrative or instructional staff.

II. Responsibilities, Duties and Functions of Council

- A. Review the results of any needs assessments conducted by the school administration.
- B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. The school advisory council shall be the sole body responsible for final decision-making relating to implementation of the provisions of ss.1001.42 (16) and 1008.345.
- C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
- D. Monitor students' and the school's progress in attaining goals and by evaluating the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
- E. Prepare and distribute information to the public to report the status of implementing the School Improvement Plan, the performance of students and educational programs, and progress in accomplishing the school goals.
- F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.

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- G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
- H. Provide input on the annual school budget and the use of school improvement funds and assist in the preparation of the school budget.
 - 1. Approve School Improvement Fund expenditures either through a budget process or individual expenditures as provided by regulation of the Santa Rosa County School Board and Florida law. The School Advisory Council determines how the funds are spent in support of the School Improvement Plan.
- I. Make recommendations on the waiver of Florida Statutes or State Board of Education rules which allow school personnel to establish innovative educational practices and methods.
- J. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
- K. Act as a liaison between the school and the community.
- L. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.
- M. Identify other duties and functions of the School Advisory Council.

III. Council Membership

- A. The School Advisory Council will have a minimum of 16 members.
 - 1. A majority of the members (51% or greater) must be persons who are not employed by the school.
 - 2. If ethnic or economic balance of student body to SAC Committee members is not met with the SAC election, the SAC Committee or Principal may appoint additional members to make up the appropriate ethnic and economic balance.
- B. The following groups will be represented on the Council:
 - 1. Principal (Administration)
 - 2. Teachers
 - 3. Educational Support Employees
 - 4. Parents
 - 5. Business and Community Representatives

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- C. Proportionate representation from each peer group will achieve an appropriate balance of numbers.
1. Principal (Administration)..... 1 member
 2. Teachers 4 members
 3. Educational Support Employees..... 1 member
 4. Parents..... 7 members
 5. Business and Community Representatives..... 3 members
- D. The following members will be elected to the Council by ballot, by their peers, prior to the first meeting of the school year, which will be conducted within the first grading period.
1. Teachers
 2. Educational Support Employees
 3. Parents
- E. Business and community members of the School Advisory Council shall be selected by the Council from a list of nominees prepared by the school principal. After Council approval, they will be invited to serve on the Council for a two year term.
- F. Length of term of Members:
1. Principal (Administration) – continuous term
 2. Teachers – two year term
 3. Educational Support Employee – two year term
 4. Parents – Vacancies will be filled by parents who will serve one-year or two-year terms. (At time of election 8th grade parents will serve 1 year, 6th & 7th grade parents will serve two years.)
 5. Business and Community Members - two-year term
 6. Appointments – As needed to comply with state statutes
- G. Yearly submission of Council members will be made to the superintendent in accordance with School Board Policy.

IV. Attendance and Replacement of Members

- A. Members with two consecutive unexcused absences from a properly noticed meeting shall be replaced.
1. An excused absence may be prearranged by contacting the secretary or principal.

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B. Vacancies

1. A vacancy shall be filled from within the respective constituent group that the vacancy occurs for the remainder of the unexpired term.
2. Vacancies occur with resignation, absenteeism as described above, and when school employees are transferred.

V. Officers

A. The officers of the School Advisory Council will include:

1. Chairperson
2. Vice-Chairperson
3. Recording Secretary

B. The officers will be elected by the Council members at the final advisory council meeting of the year to serve during the next school year.

C. The term of office will be one year.

D. SAC officers will be elected from the current SAC membership. Election to an office will automatically extend the SAC membership for the duration of the term.

E. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the elected members of the council, notice of such election having been given. In case a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall assume the Chair for the remainder of the term and a Vice-chairperson will be elected.

F. Duties of Officers

1. The Chairperson shall
 - a. Preside at all meetings of the council and executive committee.
 - b. Perform such duties as prescribed in these bylaws or assigned by the council.
 - c. Coordinate the work of the officers and committees.
 - d. Vote on matters only on instances where there is a tie in a membership vote in order to break the tie.
 - e. Set meeting agenda with Principal and secretary.

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2. The Vice-Chairperson shall
 - a. Act as aide to the Chairperson.
 - b. Perform the duties of the Chairperson on the absence or disability of that officer.
 - c. Perform such duties as may be delegated to him/her.
3. The Secretary shall
 - a. Record the minutes of all meetings of the Council.
 - b. Perform such duties as may be delegated to him/her including:
 - Press Releases
 - Meeting Agendas w/ Principal and Chairperson
 - SAC Notebooks

VI. Meetings

- A. The School Advisory Council will meet at Hobbs Middle School at least four times each school year. The Council shall determine the date, time and place of the meetings.
- B. An agenda for the meeting shall be advertised to the school community at least seven (7) calendar days in advance of the scheduled meeting, with at least three (3) days advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
 - If a member wishes to bring a matter to vote, he/she should advise the secretary, chairperson, or principal 8 days prior to the meeting.
 - The secretary will send the agenda to members and place agendas in the school office for pick-up by the general public in the front office.
- C. School Advisory Council meetings will be advertised at least seven days in advance of each meeting. The means of advertisement may include the local newspaper, the school newspaper, the school marquee, and the school web site.
- D. All meetings will be open, public, and subject to Florida Statutes.
- E. The School Advisory Council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution. Each School Advisory Council shall record minutes of each meeting of the council. A copy of the minutes of each meeting shall be submitted to the appropriate grade level director in a timely manner. Minutes of the meetings will be submitted to the School Board, maintained on file, and open to all.

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- F. The records and minutes of the School Advisory Council will be available for public inspection at the school during normal business hours. All members of the school community shall be advised of the availability of the records for inspection.

VII Voting

- A. Votes may only be taken if a quorum is present. A quorum is defined as a majority of the membership of the Council.
- B. At least a three-day written, advance notice must be given to all council members when a matter is coming before the council that requires a vote.

VIII Amendments

- A. Any bylaws may be subject to review and revision by the School Advisory Council and may be amended only upon a vote of the majority of the total membership.
- B. Proposed revisions may not supersede School Board policy and Florida statutory requirements.
- C. Revised bylaws must be submitted to the School Board for approval prior to being implemented.

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