

School Health Advisory Council Bylaws

School Health Advisory Council (SHAC)

Bylaws

Approved: May 15, 2023

Revised: May 21, 2018

Article I: Name of Organization

Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district level school health advisory council. The name of the organization shall be the Schulenburg Independent School District (ISD) School Health Advisory Council hereinafter referred to as the "SHAC".

Article II: Purpose

The purpose of SHAC is to serve in an advisory capacity, and provide recommendations, guidance, and other assistance to the Schulenburg ISD Board of Trustees in order to enhance and promote students' physical, emotional, and social development. It shall perform such functions as are prescribed by regulations, but shall not have any of the powers and duties reserved by law to the school board.

Article III: Membership

Section 1: Voting members:

The SHAC member representation will be comprised of no more than 25 and no less than 10 members confirmed annually by the school board. These shall be voting members. A majority of the members must be custodial parents/guardians of a current student enrolled in Schulenburg ISD who are not employed by the district.

The remaining voting members must be from the following groups:

- A. Teachers, administrators, students, health care professionals
- B. Business, community, law enforcement, senior citizens
- C. Nonprofit organizations.
- D. Member of Schulenburg ISD School Board

Section 2: Non-voting members:

The following district personnel shall serve as non-voting, district resources to the SHAC:

- A. School nurse (SHAC coordinator)
- B. Physical Education coach
- C. Director Food Services
- D. Guidance Counselor
- E. Superintendent

Section 3: Terms:

Voting members shall serve for a period of 2 years, with terms being staggered so that a rotation occurs for half of the committee each year. There shall be no limit on the number of terms a member may serve, other than listed in these by-laws.

Section 4: Vacancies:

A vacancy shall be filled by appointment and must meet the composition requirements of the council. Confirmation of the appointment shall be by a simple majority vote of the council and must be approved by the Board of Trustees.

Article IV: Officers and Their Duties

Section 1: Terms of Service:

The SHAC shall elect four officers. These include Chairmen, two, one of which must be a parent, Secretary and Media Representative. Officers will be elected during the month of April, and will serve a 1 year term which will start at the September meeting. An officer may continue may repeat terms as often as is elected.

School Health Advisory Council Bylaws

Section 2: Officer Duties:

- A. Co-Chairmen: The duties of the co-chairmen shall include
 - a) Preside at meetings, (preferably the parent co-chair)
 - b) Members, ex-officio, of all committees
 - c) Develop agenda items with the coordinator
 - d) Appoint committee chairs
 - e) Appoint all committees whose composition, or method of selection, is not provided for elsewhere in State Statute or these bylaws
 - f) Notify all members of upcoming meeting dates
 - g) Inform SHAC members of relevant training
 - h) Assure that communication is maintained and presented to the SISD Board of Trustees
 - i) All other duties ordinarily pertaining to the office
- B. Secretary: The duties of the secretary shall include
 - a) Preside at meetings in the absence of both co-chairs
 - b) Record minutes
 - c) SHAC correspondence
 - d) Send minutes to SHAC coordinator within 7 days following a meeting, to be disseminated to the entire council.
- C. Duties of the Media Representative shall include:
 - a) Post a copy of the SHAC agenda and meeting minutes on the SHAC's webpage on the SISD website for public viewing.
 - b) Send article to the local newspaper following each meeting as well as advertising any events related to the SHAC

Article V: Meetings

Section 1: Regular Meetings.

Regular meetings shall be scheduled at established dates four times per school year. The meetings will be held the 2nd Wednesday of the month in September, November, February and April. Changing the meeting dates may be done if necessary due to unusual circumstances and must be decided jointly by the SHAC coordinator and a school administrator.

Section 2: Specials Meetings.

Special meetings shall only be called if jointly agreed by the SHAC Coordinator and a school administrator.

Section 3: Agendas

Members should receive a tentative agenda with a request of suggested topics at least 4 days before a meeting.

Section 4: Minutes

A copy of all meeting minutes shall be made available for public view on the SHAC page on the district website.

Section 5: Duration of Meetings

The meetings shall be started at the designated start time. Every effort should be made by the presiding officer to conduct all business in an organized and efficient manner in order to complete all business in 60 minutes. Time should not be a factor in discussing and making informative decisions concerning the school community.

Section 6: Attendance

Member attendance shall be monitored by the SHAC coordinator who will notify the Co-chairs. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Coordinator if they know they cannot attend a meeting.

School Health Advisory Council Bylaws

Article VI: Committee

Section 1: The Executive Committee

The Executive Committee is comprised of the 4 officers and the SHAC coordinator.

Section 2: The Nominating Committee

The Nominating Committee shall be a standing committee consisting of four members of the SHAC serving one-year terms. The SHAC coordinator will serve as a permanent member of this committee. Members of this committee shall be appointed by the co-chairs at the February meeting with duties to start immediately.

Section 3: Standing Committees

A. Each of the following areas of the Coordinated School Health Program shall be reviewed at the beginning of each school year, and any other time a condition occurs that warrants review. In the event of a concern, there shall be a committee formed of at least 4 SHAC members to review the situation and bring it to the SHAC for action at any time the SHAC membership determines a need to combine committees to better meet the needs of the SHAC, it has the authority to do so. All committee chairs shall report directly to the SHAC through the Executive Committee, and the SHAC coordinator. The committees are:

1) Nutrition/Food Service. The focus of this committee is on the school meal program, ensure that it is appropriate, appealing and nutritious while following the mandates of the Texas Nutrition Policy.

2) Physical Education. The focus of this committee is the physical activity of all the students in the district. This includes promoting lifelong physical activity that will improve mental and physical health, classroom behavior as well as brain function.

3) Counseling and Psychological Services. The focus of this committee is on the mental health needs of the students, targeting prevention, and promoting healthy behavior in order to enhance healthy student development.

4) Family/Community Involvement. The focus of this committee is to assure an integrated approach to encourage the school, parents and the community to partner to enhance the health and well-being of students.

5) School Health Education. The focus of this committee is ensure that students are being provided with a planned, sequential, K-12 curriculum that addresses the physical, mental, emotional and social dimensions of health, through one of the approved Coordinated School Health Programs.

6a) School Health Services. The focus of this committee is to ensure that Health services for students are offered by qualified professionals as well as other allied health personnel from within the school and the community in order to assess, protect and promote health.

6b) Health Promotion for Staff. This committee focuses ways to provide opportunities for school staff to improve their health status, which in turn will help morale and often transfers to a greater commitment to the health of the students.

7) Healthy School Environment. This committee focuses on the physical and aesthetic surroundings and the psychological climate and culture of the school.

B. All committees shall report directly to the SHAC through the Executive Committee.

C. The co-chairs shall oversee the activities of all standing committees as available

D. Each committee chair shall be appointed by the Co-chairs and the composition of each committee shall be approved by the Executive Committee.

E. Committee chairs are required to be members of the SHAC, either voting or non-voting.

F. Each committee chair, subject to the approval of the Co-Chairs, may appoint members of their committees.

G. Standing committees should be comprised by at least 3, but no more than 5 members.

School Health Advisory Council Bylaws

- H. Standing committees serve the SHACs decision-making process. They are the focal point for SHAC activity. Broad community participation is sought of committees. They gather information, analyze available data, make recommendations to the SHAC, and report to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote.
- I. Committees should strive for representation reflecting the diversity of the community served by SISD.

Section 4: Ad Hoc Committees

The Co-chairs may establish and appoint Ad Hoc committees as deemed necessary and appropriated in consultation with the executive committee.

Article VII: Parliamentary Authority

The current edition of Robert's Rules of Order shall govern the SHAC in all cases where they are not in conflict with these bylaws.

Article VIII: Amendments

The bylaws may be amended, replaced or added to, or new bylaws may be adopted by a majority vote of a quorum. Changes to the bylaws must be recommended to the membership at one meeting and voted on at the next meeting, with the exception of the final meeting of the school year. Every April, the bylaws should be reviewed and changes may be voted on. Approval of bylaw amendments shall require a two-thirds affirmative vote by the members in attendance.

Article VII: Quorum and Voting Procedures

The presence of one-half plus one member shall constitute a quorum. Motions may be made and voted on by the Voting Members in attendance. Each voting member shall be entitled to one vote. If a quorum is not present, and the issue is one that cannot be tabled until the next meeting, votes may be cast by proxy, if the officers and the SHAC coordinator decide it is necessary.

Article VIII: Communications:

The Schulenburg ISD Nurse shall be responsible for communications for the SHAC. Responsibilities shall include:

- A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Serving as custodian of all SHAC records.
- D. Promoting public awareness of the SHAC and maintaining a database of Persons interested in service as SHAC members.
- E. Maintaining Attendance records and informing the Co-chairs of member Vacancies and attendance problems.