

Iraan-Sheffield ISD

School Health Advisory Council

School Health Advisory Council Bylaws

Article I: Authority

Section One: Statute and Policy. 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 School Health Advisory Council (SHAC) of the Iraan-Sheffield ISD is specifically authorized by the Board of Trustees in District policy.

Section Two: Limitations. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees as is specifically listed in State law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the District.

Section Three: Bylaws. It shall be the responsibility of the Board of Trustees, upon the advice and counsel of the SHAC, to establish and amend the Bylaws.

Article II: Responsibilities

According to State law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities.

- A. To hold regular meetings.
- B. To report annually with the Board of Trustees.
- C. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- F. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- G. To advise and consult with the district in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of Trustees on or before June 30 of each year.

Article III: Meetings

Section One: Regular Meetings. The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC officers, shall hold four meetings a school year.

Section Two: Public Hearings. Public hearings and other meetings with the public should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC coordinator.

Section Three: Open Meetings: All meetings of the SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Chair may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the SHAC coordinator.

Section Four: Quorum. A quorum shall be the majority of the current membership, as approved by the Board of Trustees. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

Section Five: Attendance. Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. Members are encouraged to contact the Coordinator if they know they cannot attend a meeting.

Section Six: Decision-making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

Section Seven: Agendas. Agendas shall be provided for all SHAC meetings. Agenda items shall be determined by the Coordinator.

Article IV: Membership

Section One. Membership Criteria. The membership composition of the SHAC shall comply with the following:

- A. Parents must live within the District, and must be a custodial parent or guardian of a student currently enrolled in a District school. Parents may not also be employees of the District.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by ISISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economy diversity of the District.
- E. The Superintendent Representative shall serve in an ex-officio (non-voting) capacity.
- F. A representative of the Board of Trustees shall serve in an ex-officio (non-voting) capacity.

Section Two. Terms of Service. Members may serve multiple terms.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint all members to the SHAC.

Section Four. Vacancies. The Board of Trustees delegates to the SHAC Committee, pursuant to Article II of these By-laws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section Five. Change in Member Status. If the status of a member changes, the SHAC Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the SHAC Coordinator may allow the member to continue to serve in the current position. If not otherwise prohibited under Section Two (A) of the Article.

Section Six. Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

Section Seven. The Role of the Superintendent. The Superintendent and SHAC will work cooperatively. The Superintendent will ensure staff support as is necessarily and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section Eight. Role of the Board Representative. The role of the Representative of the Board of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Two: Confirmation by Board of Trustees.

Section Three: Vacancies. The Board of Trustees delegates to the SHAC Chair and Coordinator, the responsibility to fill any vacancies that may occur after the Board confirms the Committee.

Section Four: Change in Member Status. If the status of a member changes, the Chair and Coordinator may allow the member to continue to serve in the current position.

Section Five. Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership;

however, any such individual shall refrain from participation without vote in the deliberations and activities of the SHAC.

Article V: Officers

The SHAC members will appoint a Chair to serve.

Section One: Responsibilities

- a. The responsibilities of the Chair shall be to:
 - Preside at the meetings.
 - Work directly with the Coordinator to compile agendas for meetings.
 - Perform other responsibilities at the direction of the Board.

Article VI: Coordinator

The school nurse shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator include:

- a. Ensure that adequate facility arrangements are secured for meetings.
- b. Provide members with agendas and materials at meetings.
- c. Serve as custodian of SHAC records.
- d. Inform the Chair of possible member conflicts of interest.
- e. Provide other assistance at the direction of the Board of Trustees.

Vision Statement: The Iraan-Sheffield is dedicated to providing an environment and an educational program in which each student can develop and become a health, mature and responsible citizen.

Mission Statement: The Iraan-Sheffield ISD School Health Advisory Committee is dedicated to providing an environment and an educational program in which each student can develop and become a mature responsible citizen.