

School Health Advisory Council (SHAC)



Vision Statement, Mission Statement, Bylaws

Revised and Approved November 9, 2010

Implementation – August 1, 2011

EL PASO INDEPENDENT SCHOOL DISTRICT (EPISD) SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

Vision Statement

All EPISD students will reach their full personal, health, and academic potential.

Mission Statement

The mission of the EPISD SHAC is to ensure that all children in the EPISD, grades PreK-12, will have healthy bodies and minds through sequential health education, practices, and modeling of good health behaviors.

Goal

The goal of the EPISD SHAC is to advise EPISD decision-makers regarding students' needs and assets related to health knowledge and skills, regarding policies and procedures that impact student health, and regarding the health of the school environment. The EPISD SHAC hereby incorporates the provisions of TAC Education Code 28.004 into its goals and objectives.

As Amended and Restated on November 9, 2010

Implemented August 1, 2011

STUDENT HEALTH ADVISORY COMMITTEE (SHAC)

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 El Paso Independent School District (EPISD) is specifically authorized by the Board of Trustees in District policy.

Section Two: Limitation

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 described 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 to establish and amend the Bylaws. The Board of Trustees may consider the advice and counsel of the SHAC Executive Committee and the SHAC coordinator in this regard.

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 meet periodically 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 2 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 regularly with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program and other SHAC initiatives and areas of interest.
- 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 April 30 of each year.

Article III: Meetings

Section One: Regular Meetings

The SHAC shall schedule a minimum of six regular meetings per school year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the month; however, rescheduling is not required as long as SHAC meets a minimum of four times per school year. The regular meeting in August shall be considered the first meeting for the 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 full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Chair shall limit the time given to speakers. Committee meetings may be closed to the public at the discretion of the Committee Chair, however open meetings are preferred and are to be encouraged as much as reasonably possible.

Section Four: Quorum

A quorum shall be 16 or a 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. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Chair or 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. Only voting members may vote and each voting 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 full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Committee and Coordinator.

Article IV: Membership

Section One: **Membership Criteria**

The SHAC shall consist of voting and non-voting members. Any SHAC member who employed by EPISD shall be a non-voting member. All other SHAC members, except as specifically limited below, shall be voting members. The membership composition of the SHAC be as follows:

- A. Parents must live within the district, and must be a custodial parent or guardian of a student currently enrolled in a district school.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by EPISD.
- 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. The Board of Trustees may delegate this authority to appoint to the SHAC Executive Committee.
- D. A minimum of two high school students from EPISD shall serve on the committee.
- E. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- F. The Superintendent or designee shall serve in an ex-officio (non-voting) capacity.
- G. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.

Section Two: **Terms of Service**

The term of service for an appointment shall be two years, normally beginning the first SHAC meeting in August. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment. Campus level staff and students shall serve a one-year term. Members may serve multiple terms.

Section Three: **Confirmation by Board of Trustees**

The Board of Trustees shall annually appoint at least five members to the SHAC subject to the membership criteria set forth in these Bylaws. The Board of Trustees may authorize the Coordinator and the Executive Committee to grant membership status to

such other persons who may be appointed by a school principal to represent that principal's school or who have attended at least three of the prior five SHAC meetings.

Section Four: Vacancies

The Board of Trustees delegates to the SHAC Executive Committee the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section Five: Conflict of Interest

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct or indirect monetary 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 Six: The Role of the Superintendent

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

Section Seven: 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 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 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 Eight: Size of Council

The SHAC will consist of at least 16 and no more than 50 parent and community voting members. The SHAC may have such other members as may be approved or appointed by the Board of Trustees and/or the SHAC Executive Committee. The Coordinator shall maintain a list of members and their voting status.

Article V: Officers

Section One: Terms of Service

The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms in any one office. Officers will be selected in February, March or April of any given year and shall be installed at the final SHAC meeting for that year, usually the May meeting. No officer shall be an employee of EPISD.

Section Two: Responsibilities

- A. The responsibilities of the Chair shall be to:
- Preside at all meetings of the SHAC.
 - Appoint committees as necessary.
 - Serve as ex officio member of all Committees-without vote except the Nominating committee.
 - Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.
 - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.
- B. The responsibilities of the Vice – Chair shall be to:
- Preside at SHAC meetings in the absence of the Chair.
 - Serve as ex officio member of all committees without vote except the Nominating committee.
 - Serve as Chair-elect if possible.
 - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, District policy, and direction of the Board.
- C. The responsibilities of the Secretary shall be to:
- Preside at meetings when both the Chair and Vice-Chair are absent.
 - Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
 - Review and approve minutes of all meetings of the full SHAC.
 - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, District policy, and direction of the Board.

Article VI: Executive Committee

Section One: Membership

The Executive Committee shall consist of the officers, chairs of all standing committees, and the immediate Past Chair.

Section Two: Meetings

The Executive Committee shall meet only when needed. Meetings may be called by any two members of the Executive Committee. Meeting shall be held at such times and places as determined by the SHAC Chair.

Article VII: Committees

Section One: The Nominating Committee

The Nominating Committee shall be a standing committee consisting of three to five members of the SHAC. Nominating Committee members shall be appointed by the

Chair in consultation with the Executive Committee. The Immediate Past Chair shall oversee the nominating committee. The nominating committee will be responsible for filling SHAC officer vacancies, subject to the vote of the full SHAC.

Section Two: Substantive Standing Committees

There will be one standing committee for each of the following substantive areas: Wellness, Communications, Human Sexuality, Needs Assessment, and Environmental. All Committee chairs shall report to the SHAC through the Executive Committee, Chair, and /or Vice-Chair.

- A. The Chair and the Vice-Chair shall oversee the activities of all standing committees. The Vice-Chair shall insure that no important function is unfulfilled.
- B. Each committee chair shall be appointed by the Chair with the advice of the Vice-Chair; and the composition of each committee shall be as approved by the Executive Committee. Committee chairs shall be voting SHAC members. If a committee has co-chairs, only one co-chair must be a voting SHAC member.
- C. Each committee chair, subject to the approval of the Chair, may appoint the members of their committees, designate subcommittees and appoint their subcommittee chairs and members.
- D. Each committee chair shall determine the term of office of its subcommittee members. For each committee established jointly with other organizations, the Executive Committee shall approve the manner in which its chair, its members, any subcommittees, and the terms of office of individuals serving on the committee or subcommittees, are determined.
- E. Standing committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for 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.
- F. Committee meetings that are open to the public are strongly recommended, but not required. Public input is invaluable to SHAC goals and purposes and is encouraged.
- G. Standing committee members are not required to be voting SHAC members. EPISD employees may be appointed to committees. School Health Services staff may also be appointed to committees.
- H. The Coordinator will serve as a resource for all committees.
- I. Committee Chairs will be members of the SHAC. If the committee chair is not a parent of an EPISD student, a parent will be designated as co-chair.
- J. Committees should strive for representation reflecting the diversity of the community served by EPISD.
- K. Standing committees should be comprised of at least five members.

Section Three: Ad Hoc Committees

The Chair may establish and appoint Ad Hoc committees, as he/she deems necessary and appropriate in consultation with the Executive Committee.

Article VIII: Coordinator

The Director of Health and Wellness or the Director of Health Services shall serve as the Coordinator for the SHAC. Responsibilities of the Coordinator 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. Informing the Chair of member vacancies and attendance problems.
- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and General Counsel of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.