

School Health Advisory Council  
(SHAC)

“The Brackett SHAC”

Brackett ISD

Vision Statement, Mission Statement, Bylaws

## Vision Statement

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

## Mission Statement

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

## Goal

The goal of the Brackett SHAC is to advise BISD 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.

# STUDENT HEALTH ADVISORY COUNCIL (SHAC)

## "THE BRACKETT SHAC"

### **School Health Advisory Council Bylaws**

#### **Article I: Authority**

**Section One: Statute and policy.**

Each school district in the State of Texas is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level health advisory council. The School Health Advisory Council (SHAC) of the Brackett Independent School District (BISD) 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 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 meet annually with the Board of Trustees
- C. To provide advise 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 regularly 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 each year.

## **Article III: Meetings**

### **Section One: Regular Meetings**

The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled. The regular meeting in September shall be considered the first meeting for the year.

### **Section Two: Public Hearings**

Public hearings and other meetings with the public shall 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 may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the Committee Chair.

### **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 presentation or discussion. However, no actions or voting may take place without a quorum.

### **Section Five: Attendance**

Member attendance shall be monitored by the Chairs, 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 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 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 membership composition of the SHAC shall comply with the following:

- A. Parents must live within the district, and must be a custodial parent of guarding of a student currently enrolled in a BISD school.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by BISD.
- 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. High school students may 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 a non-voting capacity.
- G. A representative of the Board of Trustees shall serve in a non-voting capacity.

### **Section Two: Terms of Service**

The term of service for and appointment shall be two years, normally beginning the first SHAC meeting in September. 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 and 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 IV, section three of these bylaws, 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 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 a 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 of Representatives**

The role of the Representative of the Board of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board of 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 of the Board of Trustees.

## **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. Officers will be selected in May or June and installed at the first SHAC meeting in September. No officer shall be an employee of BISD.

### **Section two: Responsibilities**

- A. *The responsibilities of the Chair shall be to:*
  - Preside at all meetings of the SHAC
  - Work with 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 Chair-elect
  - 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
  - With the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
  - 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 VII: Coordinator**

The Facilitator of Health Education 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 and General Counsel of possible member conflicts of interest.
- F. Informing the Chair of member vacancies and attendance problems
- G. Provide staff support in the development and submission of SHAC's annual report.

- H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.