

## **School Health Advisory Council (SHAC)**

### **Bylaws**

#### **Article I: Name, Purpose and Vision**

**Section One. Name.** The name of this group shall be the Coppell ISD School Health Advisory Council (SHAC).

**Section Two. Purpose and Limitations.** Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code (TEA), to establish and maintain a district-level school health advisory council as authorized by District policy EHAA(LEGAL) and BDF(LEGAL) and guided by the CISD SHAC bylaws. The SHAC shall be an advisory body and shall serve to provide guidance, recommendations, and other assistance to the Board 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: Vision and Mission**

The vision of the Coppell Independent School District (CISD) School Health Advisory Council (SHAC) is for a future where every CISD student has the opportunity to live a healthy lifestyle, to be physically and emotionally safe, and to reach their full personal health and academic potential.

The mission of the CISD SHAC is to promote sound school policies and practices within CISD that will improve and maintain the health and wellness of its students, faculty, and community. Committee work will mirror CISD's values.

The council's recommendations and practices strive to align with the following components of the Whole School, Whole Community, Whole Child (WSCC) approach to health and learning as developed by the Association for Supervision and Curriculum Development (ASCD) and the Centers for Disease Control and Prevention (CDC):

- Health Education
- Physical Education and Physical Activity
- Nutrition Environment and Services
- Health Services
- Counseling, Psychological, and Social Services
- Social and Emotional Climate
- Physical Environment
- Employee Wellness
- Family Engagement
- Community Involvement

#### **Article II: Responsibilities**

## **Section One. Responsibilities.**

The SHAC shall have the following responsibilities and shall prepare an annual report to the Board of Trustees (Board) as defined by state law and Policy BDF(LEGAL) and EHAA(LEGAL):

- A. Review and provide recommendations concerning the District's policies, procedures, strategies and curriculum appropriate for specific grade levels regarding:
  - a. obesity prevention
  - b. cardiovascular disease prevention
  - c. type 2 diabetes prevention
  - d. mental health concerns
- B. Review and provide recommendations concerning the District's wellness policy and wellness goals as found in Policy FFA(LOCAL) required by the Healthy, Hunger-Free Kids Act of 2010 including:
  - a. Review and consideration of evidence-based strategies and techniques;
  - b. Solicitation of input and involvement from persons knowledgeable of wellness or interested in the wellness plan; and
  - c. Annually review all campus improvement plan goals specific to the District's wellness policy.
- C. Review District policies, procedures and practices to ensure compliance with vending machine and food services guidelines regarding student access to vending machines.
- D. Review District policies, procedures, strategies, and instruction designed to prevent the use of tobacco products and e-cigarettes by students.
- E. Establish a physical activity and fitness planning committee to consider issues relating to student physical activity and fitness. The committee will review and make recommendations to the SHAC regarding:
  - a. Campus procedures to ensure that elementary school through middle school students engage in at least the amount and level of physical activity required by TEA.
  - b. Strategies and evidence-based research to physical activity and improve fitness among students.
  - c. Strategies and evidence-based research regarding daily recess for elementary school students.
  - d. Joint use agreements or collaboration between the District and community organizations or agencies regarding physical fitness and physical activity.
  - e. District procedures to ensure that parents may request in writing their child's physical fitness assessment results at the end of the school year.
- F. Review and provide recommendations regarding human sexuality instruction prior to selection and approval by the Board including:
  - a. Appropriate grade levels and methods of instruction for human sexuality instruction.
  - b. Course materials and instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS).
- G. Review implementation of TEA's coordinated health program at the elementary and middle school level and review changes to District-approved coordinated health program

prior to adoption by the Board.

- H. Report to Board: Texas SHACs are required by law (TEC, Title 2, Chapter 28, §28.004) to submit to their school board, at least annually, a written report that includes:
  - a. Any SHAC recommendation concerning the school district's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the school board;
  - b. Any suggested modification to a SHAC recommendation previously submitted to the school board;
  - c. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report; and
  - d. Any recommendations made by the physical activity and fitness planning subcommittee.
- I. Other roles/responsibilities may include:
  - a. Assisting with the promotion of school health and school health coordination within the school district and in the community.
  - b. collaborating with schools to plan school health programs. Sharing teaching methods, working through obstacles and helping with assessment activities.

**Section Two. Bylaws.** It shall be the responsibility of the SHAC Executive Committee to establish and amend the Bylaws.

### **Article III: Meetings**

**Section One. Regular Meetings:** The CISD SHAC shall conduct at least, but not limited to, four regular meetings per academic year. If a meeting is canceled, all attempts will be made to reschedule for another day during that same month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled.

#### **Section Two. Open Meetings:**

The CISD SHAC will comply with the Open Meetings Act requirements. Specifically, the board must adopt a resolution convening the local SHAC. Seventy-two hours before any meeting the district will post on the district's Internet website the date, hour, place, and time of the meeting.

Minutes, including the subject and content of each deliberation and vote, order, and decision or other action will be posted to the district's Internet website. Audio and video recordings are required and must be posted on the district website no more than 10 days after the meeting.

#### **Section Three. Meetings involving curriculum review and SHAC recommendations:**

During the initial two meetings of the SHAC, the public must be allowed to comment before any curriculum recommendations are adopted. Before any curriculum is adopted, the curriculum materials must be available. The curriculum materials must be based on the advice of the SHAC, be grade and subject appropriate, and reviewed by academic experts in the subject and level for which the curriculum materials are intended.

**Section Four. Quorum:** A quorum shall be the current membership in attendance at the meeting with a minimum of 8 members. 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. Voting:** Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, voting members (Article VI A) shall reach a decision by majority vote present at the SHAC meeting. Each member shall be entitled to one vote per item. A quorum will be required for each vote. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

**Section Six. Attendance:** Member attendance shall be monitored by the Chairs, who shall work with members to try to resolve any attendance problems. Non-attendance for two within a one-year period may result in removal. Members are encouraged to contact the Chair or District SHAC Advisor if they know they cannot attend a meeting.

**Section Seven. Agendas:** Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Executive Committee.

## **Article IV: Membership**

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

- A. Member appointments shall occur at the start of each school year prior to the first meeting.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District and who are not employed by CISD.
- C. The Board of Trustees may appoint five voting members annually. The appointees may represent one or more persons from the following groups:
  - a. District teachers
  - b. District administrators
  - c. District students
  - d. health care professionals
  - e. members of the business community
  - f. law enforcement representatives
  - g. senior citizens
  - h. clergy
  - i. representatives of nonprofit health organizations
  - j. representatives of local domestic violence programs
  - k. representatives of other groups residing in or serving the Coppell ISD area.
- D. Parent members should represent elementary, middle school, and high school grade levels.
- E. Permanent district membership includes a representative from the following district departments: Child Nutrition, Physical Education, Counseling Services, and Curriculum.
- F. Member qualities shall include the demonstration of interest in youth, awareness of the community, professional ability, and commitment of time. Membership shall strive to reflect the diversity of the District.

**Section Two. Terms of Service:**

The term of service for an appointment shall be one year, normally beginning the first SHAC meeting of the school year. Members may serve multiple terms. Members are expected to attend all regular meetings and will serve on committees as needed.

**Section Three. 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 Four. Vacancies:** The Executive Committee has the responsibility to fill any vacancies that may occur.

**Section Four. The Role of the Superintendent.** The Superintendent and SHAC will work cooperatively. The Superintendent will designate a staff member to serve as the SHAC Advisor to ensure staff support as is necessary and reasonable. The Advisor will participate in the deliberations and activities of the SHAC.

**Section Five. Role of the CISD Board Representative(s):** The role of the Representative(s) of the Board of Trustees is to observe without a vote in deliberations and activities of the SHAC. The Board Representative(s) shall not speak on behalf of the Board of Trustees. The Board Representative(s) may actively participate in discussions by providing guidance that may be appropriate and by responding to questions to the best of their ability. The Board Representative(s) will provide updates, verbal or written, to the Board of Trustees; however, these updates shall not supplant the annual report to the Board of Trustees.

**Section Six. Size of Council.** The SHAC will consist of no less than 10 members and shall not exceed 30 members.

**Article V: Committees**

Committees shall serve the SHAC's decision-making process. Broad participation may be sought for committees to gather information, analyze available data and make recommendations to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote. Committees shall report directly to the SHAC.

**Section One. Executive Committee.** The Executive Committee shall consist of the Parent Chair, Parent Chair-Elect, District Advisor, and superintendent or designee. The District SHAC Advisor shall serve as an ex-officio member. The Superintendent or designee may serve as an ex-officio member.

**Section Two. Physical Activity and Fitness Planning Committee.** The Physical Activity and Fitness Planning Committee shall comprise at least three members. The committee chair shall be

appointed by the committee members.

**Section Three. Special Committees.** Special committees may be formed to carry out specific actions or duties of the SHAC. The committee chair shall be a member of the SHAC and be appointed by the Chair in consultation with the Executive Committee. Special committee members are not required to be SHAC members.

Ongoing CISD special committees include:

- Nutritional Wellness
- Physical Wellness
- Social/Emotional Wellness and Mental Health

Each special committee shall be chaired by at least one custodial parent or guardian of a student currently enrolled in the district, and who is not employed by CISD. All committee chairs shall report directly to the Executive Committee. The Parent Chair and the District Advisor shall oversee the activities of all standing committees. The composition of each standing committee shall be approved by the Executive Committee and strive to reflect the diversity of the community served by SHAC.

## **Article VI: Officers**

**Section One. Terms of Service:** The Executive Committee shall appoint a Parent Chair to serve a two-year term. The Parent Chair may not serve more than one term in the same office unless otherwise determined by the Executive Committee. The Parent Chair may not be an employee of CISD. The Parent Chair-Elect shall be identified at the beginning of the Parent Chair's second year to begin shadowing during the Chair's final year. The superintendent or designee shall appoint a district staff member to serve as Advisor.

### **Section Two. Officer Responsibilities.**

The responsibilities of the Parent Chair shall be to:

- A. Preside at all SHAC meetings.
  - a. Appoint committees as necessary.
  - b. Work directly with the Executive Committee and the District Advisor to compile agendas for all SHAC meetings.
  - c. Serve as a voting member.
  - d. Perform other responsibilities as may be prescribed by SHAC.
- B. The responsibilities of the Parent Chair-Elect shall be to:
  - a. Preside at SHAC meetings in the absence of the Parent Chair.
  - b. Serve as a voting member.
  - c. Work directly with the Executive Committee and the District Advisor to compile agendas for all SHAC meetings.
  - d. Perform other responsibilities as may be prescribed by SHAC.
- C. The responsibilities of the Advisor shall be to:
  - a. Ensure that adequate facilities arrangements and staff support are secured for all meetings.
  - b. Provide members and support staff with agendas and background materials

- before meetings.
- c. Serve as custodian of all SHAC records.
- d. Promote public awareness of SHAC and maintain a database of persons interested in serving as SHAC members.
- e. Inform the Parent Chair of member vacancies and attendance.
- f. Provide staff support in the development and submission of SHAC's annual report.
- g. Inform the Parent Chair of possible member conflicts of interest.
- h. Provide other assistance as requested in accordance with the SHAC Bylaws and district policy.

**Article VII: Adoption and Amendment of Bylaws**

**Section One. Adoption and Amendments:** These Bylaws and amendments shall become effective and binding upon SHAC immediately upon their adoption.

- A. These Bylaws may be rescinded or amended at any regular meeting of the SHAC upon recommendation of the Executive Committee.
- B. Notice of proposed amendment(s) shall be included in the agenda for the meeting when the vote shall take place.
- C. A two-thirds majority vote of the members present shall be required for such action.

Adopted this 5th day of May 2022

Executive Committee Members:

\_\_\_\_\_  
Niti Shah, Parent Chair

\_\_\_\_\_  
Wednesday Foster, Parent Chair-Elect

*Joyce Alcorn*  
\_\_\_\_\_  
Joyce Alcorn, District SHAC Advisory

**Signature:**

**Email:**

**Signature:**

**Email:**