

Mesquite Independent School District School Health Advisory Council Operating Procedures

ARTICLE I. NAME AND PURPOSE

The Mesquite Independent School District School Health Advisory Council (SHAC) was formed in 2003, pursuant to Chapter 28, Subchapter A, Section 28.004 of the Texas Education Code.

The purpose of the SHAC is to provide recommendations to the Mesquite ISD Board of Trustees pertaining to the areas of health education, physical education, health services, nutrition services, staff wellness, counseling and guidance, healthy school environment and parental involvement.

ARTICLE II. MEMBERSHIP

The SHAC shall consist of at least five and no more than 25 members the majority of whom are parents of students enrolled in the district and who are not employed by the district. The remaining members shall form a broad representation of the community and may include educators, students, health care professionals, law enforcement, and the clergy. All members must be appointed by the MISD Board of Trustees. Members must attend at least two meetings per year to remain active.

Adult members shall be appointed by the Board for a two-year term and may serve multiple terms. Student members shall be appointed by the Board for a one year term and may serve multiple terms. The council will include central office staff appointed by the Board.

Additional MISD staff members and community members may provide information to the council but have no voting rights.

ARTICLE III. MEETINGS

The meeting frequency shall be no less than four during a school year and no more than once per month. Scheduled meetings shall be held at the Mesquite I.S.D. Professional Development Center at 6:30 p.m. unless otherwise noted. Written or electronic notices of scheduled meetings shall be sent to SHAC members approximately two weeks before the meeting. All notices shall, insofar as possible, specify the nature of any and all business to be conducted at the meeting.

ARTICLE IV. CO-CHAIRS AND RECORDING SECRETARY

Co-chairs and a recording secretary shall be designated from the staff membership appointed by the Board of Trustees. The co-chairs shall call and preside at meetings, appoint special committees, ensure a written agenda for

each meeting and facilitate orientation for new SHAC members. The secretary shall maintain records of past and current SHAC member rosters, record meeting minutes including decisions and recommendations and review the minutes of meetings.

ARTICLE V. VOTING PROCEDURES

Members shall attempt to reach decisions by consensus. If a consensus cannot be reached, a vote shall be taken. One half of the current membership (a quorum) must be present for an official vote. Two thirds of those present must approve an action in order for the action to be adopted by the SHAC. Members must be present to vote.

ARTICLE VI. COMMUNICATIONS

A co-chair or designated SHAC staff member shall present recommendations to the MISD Board of Trustees as needed concerning the district's health education curriculum. A detailed explanation of the council's activities for each school year shall be provided to the Board of Trustees before April 1 annually.

ARTICLE VII. AMENDMENTS

These operating procedures may be amended at any meeting of the SHAC by an affirmative vote by a majority of those members present and constituting a quorum.

ADOPTED: This 19 Day of January 2006
REVISED: This 18 Day of October 2011

Co-Chairs Karen Dyer Susan Henderson

Members present Robert Brooks Joel Palmer

Bruna Da Silva Arlena Theriot

Beth Dittman Aleena Thomas

Bonnie Ellis Patricia Webb

Leigh Farley _____

Treva Franklin _____

Natalia Hepworth _____

Dianna Kaplinsky _____

Jimmie Miles _____