

## Lockhart ISD School Health Advisory Council

### **Vision Statement**

Our vision is to create a healthier community by positively influencing staff, students and families to make healthy life choices.

### **Mission Statement**

Our mission is to promote and nourish health and wellness within a safe school environment emphasizing the physical, social, emotional and spiritual needs of the Lockhart ISD educational community.

### **Goals and Objectives**

- I. Support planned sequential health education in our school district.
  - Periodically review current scope of health education taught in the school district k-12 against state and national standards.
  - Periodically conduct needs assessments to identify student needs and gaps in the curriculum.
  - Review district policies related to instruction
- II. Support physical education classes that promote lifelong physical activity in our district.
  - Periodically review policies regarding participation requirements for physical education.
  - Promote an environment that supports physical education
  - Encourage the district to provide opportunities before or after school hours for fitness activities, intramural programs, and interscholastic sports programs.
  - Encourage student and family participation in events that promote physical activity such as Jump for Heart or Walk-a-thons, Relay for Life.
- III. Promote a healthy school environment for teaching and learning in our district.
  - Review policies that address the use of tobacco, alcohol, and other drugs.
  - Review policies addressing blood borne pathogens
  - Review policies addressing harassment, sexual or otherwise.
  - Promote the school crisis response teams, injury prevention programs and universal precautions awareness.
- IV. Support counseling, psychological, and social services in our district.
  - Periodically review existing policy or practices.
  - Encourage and support Community and Schools programs and personnel on school campuses.
  - Encourage training is provided for appropriate school staff on recognizing and reporting child abuse and identifying students at risk for suicide, substance abuse, and other health- risk factors.
- V. Support school health services in our district.
  - Periodically review current practices related to preventive services, education, emergency care and management of health conditions.
  - Periodically review student school health service utilization.
  - Identify ways to strengthen links to community providers.
  - Ensure opportunities for students to discuss health-related issues.
- VI. Support health promotion for staff in our district.

- Review any district policies or practices for employee wellness.
  - Encourage district to promote employee health awareness activities, on-site health assessments, stress management and fitness activities.
- VII. Support school nutrition services in our district.
- Periodically review state standards and compare to current food service offerings.
  - Support district policy that recommends healthy vending machine selections.
  - Encourage food services participation in Texas Department of Agriculture's Square Meals programs and offerings.
- VIII. Support family and community involvement within the district and community.
- Encourage family and community members have opportunities to participate in school activities.
  - Ensure parents and community members have opportunities to reinforce health messages received at school.
  - Encourage participation in community activities involving health and wellness.
  - Support shared goals of community health coalitions and services.

## **Operational Procedures**

### 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 Lockhart Independent School District (LISD) 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 obligations or liability upon the district.

#### Section Three: Operational Procedures

It shall be the responsibility of the SHAC to establish and amend the Operational Procedures.

### 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 communicate and update 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 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/or 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/or 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 a minimum of 5 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.

### 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 may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the Committee Chair.

### Section Four: Attendance

Member attendance shall be monitored by the Chair, who shall work with members to try to resolve any attendance problems. Non-attendance for three consecutive meetings within 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 Five: 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. A member must be present to vote. Quorum for voting in a meeting requires one-quarter of voting membership to be present.

### Section Six: Agendas

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with 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.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the district, who are not employed by LISD.

- 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 from LISD will be encouraged to 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 shall 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. 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: Appointment by Board of Trustees

The Executive Committee shall annually develop a SHAC roster based on consideration of those interested in serving, referrals from campuses and SHAC members, and other appropriate sources including recommendations from the Board of Trustees. The annual membership roster shall be provided each August to the Board of Trustees for approval and appointment.

#### Section Four: Vacancies

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article IV, Section Three of these Operating Procedures, 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 or designee

The superintendent or designee and SHAC will work cooperatively. The superintendent or designee 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 no more than 30 members and no less than 10 members.

## Article V. Officers

### Section One: Terms of Service

The SHAC shall elect a Chair and may elect a Vice-Chair, and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms. [deletion] Officers will be selected at the last meeting of the year and be installed at the first meeting of the SHAC in the fall. No officer shall be an employee of LISD.

### 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 a Nominating committee.
  - Work directly 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.
  - 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.
  - Report annually to the school board on SHAC activities and any recommendations.
- 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 a nominating committee.
  - 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.
  - Work with the Coordinator to prepare meeting notices and minutes.
  - 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 Chair, Vice-Chair, Secretary, and the Coordinator.

## Article VI. Committees

### Section One: Committees

The Chair may establish and appoint committees, as he/she deems necessary and appropriate.

## Article VIII: Coordinator

The Health Service Coordinator 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 concerns.
- F. Providing staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and Legal Counsel of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC authoring statute, District policy, and the direction of the Administration or Board of Trustees.