



## **Little Elm ISD School Health Advisory Council By-Laws**

### **ARTICLE I: Name, Mission & Purpose**

#### **Section 1: Name**

The name of this group shall be the Little Elm Independent School District (LEISD) School Health Advisory Council (SHAC).

#### **Section 2: 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 LEISD 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 3: Vision and Mission**

The vision of the LEISD SHAC is for a future where every child in Little Elm ISD has the opportunity to live a healthful lifestyle, to be healthy and physically educated, and to transfer that knowledge into action.

The mission of the LEISD SHAC is to promote sound school policies and practices that will improve the health and wellness of our students, faculty, and community members.

#### **Section 4: Responsibilities**

A. To hold at least four meetings per year.

B. To serve in an advisory capacity to the district administration regarding school health issues and District health education instruction.

C. To advise and consult district administration in the development of a comprehensive health education curriculum that reflects local community values including recommending:

- the number of hours of instruction to be provided in health education;



- policy, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent obesity, cardiovascular disease, type 2 diabetes, and mental health through coordination of health education, physical education and physical activity, nutrition services,
- parental involvement, and instruction to prevent the use of tobacco;
- appropriate grade levels and methods of instruction for human sexuality instruction
- provide written notice to a parent of each student enrolled in the district of the board's decision regarding whether the district will provide human sexuality instruction, a summary of the basic content of the course, and a statement regarding the parent's right to review the curriculum and remove the student without subjecting the student to any disciplinary action, academic penalty, or other sanctions;
- strategies for integrating the curriculum components with the elements in a coordinated school health program including school health services, counseling and guidance services,
- a safe and healthy school environment, and school employee wellness.

D. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.

E. The SHAC may establish subcommittees comprised of board approved SHAC members to consider and make recommendations specific to:

- Health and Fitness
- Nutrition
- Drug/Alcohol/Tobacco
- Human Growth and Development including Sexuality

F. In addition to its other duties, the SHAC shall submit to the board, at least annually, a written report that includes:

1. Any SHAC recommendation concerning a district's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the board;
2. Any suggested modification to a SHAC recommendation previously submitted to the board;
3. 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.

## **ARTICLE II: Membership**



## **Section 1: Appointment of Members**

The LEISD board of Trustees shall annually appoint members to the LEISD SHAC.

## **Section 2: Membership Criteria**

- A. Custodial parents or guardians serving on the council must have a student currently enrolled in the district and be living within the district.
- B. A majority of the elected members must be persons who are parents of students enrolled in the district and who are not employed by the district.
- C. SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district while balancing the interests of the eight components of Coordinated School Health.
- D. Members should have a strong commitment to the health and well-being of students, staff and community members.
- E. The Superintendent or a representative of the Board of Trustees may serve in an ex officio (non-voting) capacity.
- F. 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.
- G. The SHAC Officers may appoint substitutes for members who are unable to fulfill the membership obligations.
- H. Parent representatives must live within the district, and must be a custodial parent or guardian of a student currently enrolled in a district school.

## **Section 3: Terms of Service**

The term of service for an appointment shall be one year beginning with the first meeting of the school year. Members may serve multiple terms.

## **Section 4: 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. 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 5: Council Size**

The SHAC will consist of no more than 30 members and no less than 12 members.



## **Article III: Officers and District Coordinator**

### **Section 1: Terms of Service**

The SHAC shall elect a Chair and Secretary to assist the District Coordinator, each to serve one-year terms. Officers may not serve more than two consecutive terms. The Co-Chair and Secretary shall be a parent of a currently enrolled LEISD student.

### **Section 2: Coordinator**

The District Coordinator shall be an employee of the district appointed by the Superintendent.

### **Section 3: Responsibilities**

A. The responsibilities of the Coordinator shall be to:

- Ensure that adequate facilities arrangements and staff support are secured for all meetings.
- Serve as custodian of all SHAC records.
- Promoting public awareness of the SHAC and maintaining a list of persons interested in service as SHAC members.
- Preside at all meetings of the SHAC.
- Provide members with agendas and background materials prior to meetings.
- Appoint committees as necessary.
- 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 Chair shall be to:

- Work with the District Coordinator to compile agenda for all meetings of the SHAC.
- To preside at meetings if the Chair is absent.
- 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.



C. The responsibilities of the Secretary shall be to:

- Work 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.

#### **Section 4: Executive Committee**

The Executive Committee shall consist of the committee chairs of all substantive standing committees.

#### **Section 5: Nominating Committee**

The Nominating Committee members shall be appointed by the District Coordinator and consist of four members of the SHAC. They shall be responsible for reviewing and selecting applicants to be approved by to the Board of Trustees to serve on the SHAC as well as apportioning the members to a standing committee.

#### **Section 6: Substantive Standing Committee**

A standing committee for each of the following substantive areas is recommended: Family and Community Involvement, Health Services, Health Education, Nutrition Environment and Services, Physical Education & Physical Activity, Counseling Psychological and Social Services, Healthy School Environment, Policies Social and Emotional Climate, and Employee Wellness.

A. A Committee Chair shall be appointed by the SHAC Coordinator with the advice of the Co-Chair to serve on the Executive Committee as well as preside over and be a part of the Standing Committee.

B. 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 information items into action items for a SHAC vote.

C. Committees should strive for representation reflecting the diversity of the community served by Fisd.

D. A Standing Committee should be comprised of at least 3 members.

#### **Section 7: Ad Hoc Committees**

The Chair may establish and appoint Ad Hoc Committees as deemed necessary and appropriate in consultation with the executive committee.

#### **Section 8: Election of Officers**



The nomination of elected officers and the voting by the council for those nominated officers will be in two separate consecutive meetings to allow for a waiting period between nomination and election.

### **Section 9: Removal of an Officer**

An officer may be subject to a recall for failing to carry out the duties described above or for failure to adhere to the bylaws aforementioned in this document.

### **Section 10: Recall Election**

A recall election may be held in accordance with the meetings decision making process. The recall election will occur after a 30 day notice of council approval of this election is provided to council members. The most senior officer not being recalled will be responsible for presiding over the recall election. In the event both officers are absent then the responsibility for recall elections would be that of the liaison appointed by the Superintendent.

## **Article IV: Meetings**

### **Section 1: Regular Meetings**

The SHAC shall conduct a minimum of four regular meetings per year. These meeting dates will be posted on the LEISD website. The meetings will be held at Little Elm High School at 5:00pm at 1900 Walker Lane, Little Elm, TX 75068 unless accommodations need to be made for space availability.

### **Section 2: Public Questions and Comments**

All meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Coordinator shall limit the time given to speakers and facilitate the process of public comment in accordance with the guidelines below. Committee meetings may be closed to the public at the discretion of the officers of the committee; however open meetings are preferred and are to be encouraged as much as reasonably possible. A total of 15 minutes will be allocated at the end of each meeting agenda. Members of the public will be allowed three minutes to share comments with the committee during the time period specified on the meeting agenda. If the number of speakers present exceeds the time allocated, individuals will have a reduced number of minutes for individual comment or alternative modes for gathering feedback will be considered. Speakers are expected to demonstrate respectful and constructive decorum. Individuals who demonstrate conduct that disrupts or disrespects the work of the committee or become aggressive in tone, volume,



language, or gesture will not be allowed to make further comment and will be asked to leave the meeting.

### **Section 3: Quorum**

A quorum will be the SHAC members present at the meeting with a minimum of 8 members. Meetings may be held without a quorum for the purpose of presentations, research or discussion. No voting may take place without a quorum.

### **Section 4: Voting**

A simple majority of the members present at the regular SHAC meeting is needed to approve and carry a motion.

### **Section 5: Agendas**

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Co-Chair and the Executive Committee.

## **Article V: Communication**

### **Section 1: To the Board of Trustees**

SHAC shall submit to the Board of Trustees, 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 council has not previously submitted to the board
- B. Any suggested modification to a council recommendation previously submitted to the board
- C. A detailed explanation of the council's activities during the period between the date of the current report and the date of the last prior written report
- D. Any recommendation made by the physical activity and fitness planning subcommittee

### **Section 2: To the Public**



Meeting dates, times and an overview of the minutes will be posted on the LEISD Website. Minutes of the meetings will be kept on file in the office of the Director for Coordinated School Health.

### **Article VI: Amendments**

The procedure for making changes to the by-laws shall be by a two-thirds majority vote of the members present.