



Fredericksburg ISD

*School Health Advisory Committee
(SHAC)
By-Laws*

2023 - 2024

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School Health Advisory Council (SHAC)

School Health Advisory Council By-Laws

Vision Statement

A future where every child and employee in FISD will have the opportunity to learn and work in a healthy and safe environment by promoting a healthy lifestyle and transferring that knowledge into action.

Goal:

The goal of the FISD School Health Advisory Council (SHAC) is to ensure that all children and employees within FISD will have healthy minds and bodies through sequential health education, practices and the modeling of good health behaviors.

Article I: Authority

Section One. Statute and Policy

Each school district in the State is required in Chapter 28 and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level School Health Advisory Council to assist the district in ensuring that the local community values are reflected in the district's health education instruction. The School Health Advisory Council (SHAC) of the Fredericksburg Independent School District (FISD) is specifically authorized by the Board of Trustees in District policies BDF (Legal), EFAA (Legal), EHAA (Legal), EHAB (Legal), and FFA (Local).

Section Two. Limitations

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. By-Laws

By-Laws and amendments to the By-Laws must be aligned to State Law and District policies governing SHAC. By-Laws must be reviewed by SHAC on a bi-annual basis and may only be changed or amended on approval by SHAC membership, in accordance with the meetings decision making process. By-Laws should be dated at the bottom with each revision/amendment. (for example: By-Laws, page 5: "Approved by Fredericksburg ISD Board of Trustees April 2022")

Article II: Responsibilities

1. Recommend the number of hours of instruction to be provided in
 - a) health education in kindergarten through grade eight; and
 - b) if the school district requires health education for high school graduation, health education, including physical health education and mental health education, in grades 9 through 12.
2. Review and provide recommendations and strategies for coordination concerning the District's policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns including obesity, cardiovascular disease, type 2 diabetes, and mental health concerns through coordination of:
 - a) health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education;
 - b) physical education and physical activity;
 - c) nutrition services;
 - d) parental involvement
 - e) instruction on substance abuse prevention;
 - f) school health services including mental health services;
 - g) a comprehensive school counseling program under Section 33.005;
 - h) a safe and healthy school environment; and
 - i) school employee wellness
3. Provide recommendations concerning appropriate grade levels and methods of instruction for human sexuality.
4. If feasible, provide recommendations for joint use agreements or strategies for collaboration between the school district and community organizations or agencies
5. Provide recommendations for strategies to increase parental awareness regarding:
 - a) Risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders; and
 - b) Available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns
6. Recommend appropriate grade levels and curriculum for instruction regarding opioid addiction and abuse and methods of administering an opioid antagonist, as defined by Section 483.101, Health and Safety Code
7. Recommend appropriate grade levels and curriculum for instruction regarding child abuse, family violence, dating violence, and sex trafficking, including likely warning signs that a child may be at risk for sex trafficking, provided that the local school health advisory council's recommendations under this subdivision do not conflict with the essential knowledge and skills developed by the State Board of Education under this subchapter.

Article III: Duties

According to state law, District policy and the direction of the Board of Trustees, the SHAC shall have the following duties:

1. To hold at least four meetings per year.
2. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
3. To consult regularly with the Superintendent and his/her designee regarding the planning, implementation and evaluation of the SHAC.
4. In addition to its other duties, the SHAC shall submit to the board, at least annually, a written report that includes:
 - a) any SHAC recommendation concerning a district's health education curriculum and instructions or related matters that the SHAC has not previously submitted to the board;
 - b) Any suggested modification to a SHAC recommendation previously submitted to the board; and
 - 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 report.
 - d) Any recommendations made by the physical activity and fitness planning subcommittee.
5. To provide a written annual report to the Board of Trustees by the last day of the school year.

Article IV: Membership

Section One. Eligibility Criteria

1. The majority of the SHAC will consist of parents of a student currently enrolled in the district and who are not employed by FISD.
2. Parents must live within the district and must be a custodial parent or guardian of a student currently enrolled in a district school.
3. The Board of Trustees may appoint additional non-parent voting members. The appointees may represent one or more persons from the following groups:
 - a) District student
 - b) District teacher
 - c) Certified school counselor
 - d) School administrator
 - e) Community member
 - f) Health care professional
 - g) Business community
 - h) Law enforcement
 - i) Senior Citizen

- j) Clergy
- k) Representatives of non-profit health organizations
- l) Representatives of local domestic violence programs

Section Two. Terms of Service

1. The term of service for an appointment shall be two years, normally beginning the first SHAC meeting of the school year. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment and may serve no more than two consecutive terms.
2. The district coordinator and district administration shall review eligibility on an annual basis.
3. Members are expected to attend all regular meetings and will serve on committees as needed.

Section Three. Size of Council

The School Health Advisory Council (SHAC) must consist of a minimum of five voting members and a maximum of seven voting members. The SHAC must maintain an odd number of members.

Section Four. Resignations and Vacancies

The SHAC officers, in consultation with the district coordinator, shall have the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

1. Replacement members will serve out the remainder of the term for the member that was replaced.
2. If for any reason an elected officer resigns, the voting members shall vote to replace the vacancy.

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 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. Meeting Norms

1. SHAC members shall adhere to respectful conduct towards fellow SHAC members, FISD staff, students, parents, and community members.
2. SHAC members are expected to attend all SHAC meetings, be on time, and remain for the entirety of the meeting.
3. SHAC members shall follow Robert's Rule of order for parliamentary procedures, including procedures for making motions and taking votes.

Article V: Elected Officers

The SHAC shall elect a Chair, Co-Chair and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms. Elected officers shall be voted on by the SHAC at the first meeting of the new school year. The Chair shall be a parent of a currently enrolled FISD student and at least one of the remaining two officer positions shall be held by a parent; the third position may be held by a FISD employee, parent member, or community member.

Section One. Responsibilities

1. The responsibility of the Chair shall be:
 - a) Preside at all meetings of the SHAC
 - b) Provide members with agendas and background materials prior to meetings.
 - c) Work directly with the District Coordinator and Co-Chair to compile agendas for all meetings of the SHAC.
 - d) Appoint committees as necessary.
 - e) 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 of Trustees.
2. The responsibilities of the Co-Chair shall be:
 - a) Work with the Chair and District Coordinator to compile agendas for all meetings of the SHAC
 - b) Preside at SHAC meetings in the absence of the Chair.
 - c) Promote public awareness of the SHAC.
 - d) Inform the Chair and District Coordinator of any vacancies, resignations, or attendance problems.
 - e) Serve as an ex-officio member of all committees.
 - f) 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 of Trustees.

3. The responsibilities of the Secretary shall be:
 - a) Preside at meetings when both the Chair and Co-Chair are absent.
 - b) Provide members and support staff with meeting notices, agendas, minutes and background materials prior to meetings in coordination with the elected officers and staff.
 - c) Take attendance and keep minutes for all SHAC meetings.

4. The responsibilities of the District Coordinator shall be:
 - a) Serve as the administrative liaison (coordinator) and facilitate the smooth and timely flow of accurate information between Fisd and SHAC.
 - b) Ensure that adequate facilities, arrangements, and staff support are secured for all SHAC meetings.
 - c) Promote public awareness of the SHAC and maintain a list of persons interested in service as SHAC members.
 - d) Provide staff support in the development and submission of SHACs annual report.
 - e) Serve as custodian of all SHAC records in full view of the Elected Officers.
 - f) Maintain the SHAC website in coordination with the Elected Officers.
 - g) Be the liaison with the district concerning any issues that would put Fisd in jeopardy.

Section Two. Election of Officers

The nomination of elected officers and the voting by the council for those nominated officers will be in the first meeting following the Board of Trustees SHAC membership appointment.

Section Three. 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.

Article VI: Meetings

Section One. Regular Meetings

The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is canceled (i.e. inclement weather or other adverse conditions), all attempts will be made to reschedule for another day during the following month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled. The first meeting shall be held after the beginning of the school year.

Section Two. Quorum

A quorum shall be a simple majority of the current membership, as approved by the Board of Trustees, provided that parents represent the majority of voting 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 as outlined above.

Section Three. Attendance

Member attendance shall be monitored by the Chair, who shall work with members to try and resolve any attendance problems. Non-attendance for two consecutive meetings within a regular calendar year (4 meetings) may result in removal. Members are encouraged to contact the Chair or the Co-Chair if they know they cannot attend a meeting.

Section Four. Decision Making

A general consensus is always preferred. However, if a consensus cannot be met, members shall reach a decision by simple majority vote of the members in attendance, as long as quorum is met as outlined above. 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 Five. Open Meetings and Public Comment

SHAC meetings are not subject to the Open Meetings Act in Chapter 551 of the Texas Government Code; therefore, public comments are not a requirement and will not be permitted at SHAC meetings.

Section Six. Notification of Meetings

Notice of each SHAC meeting shall be posted at each campus front office in accordance with Texas Government Code 551 (Open Meetings).

Section Seven. Agendas

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair/Co Chair in consultation with the Staff Coordinator. Members of SHAC may submit agenda items to the Elected Officers for consideration. The agenda must be posted via email to SHAC members and the SHAC webpage at least 72 hours in advance of meetings. The location is to be included in the agenda posted in advance on the district's website.

Article VII: 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. Committee meetings may be open to the public at the discretion of the committee chair. Committee chairs shall be members of the SHAC.

The SHAC may have ad hoc committees as appointed by the Chair.

The SHAC shall establish a Physical Activity and Fitness Planning subcommittee consisting of at least three members to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students TEC 28.004.

Article VIII: Communications

Section One. External Communications

The SHAC will have a webpage on the Fisd website including but not limited to the following:

1. SHAC meeting times and location of meeting.
2. Agenda for upcoming meeting.
3. Minutes of all meetings
4. Recording of all meetings (video or audio).
5. List of SHAC members and their position (parent, community member, or staff member).
6. Resources for parents and staff that pertain to SHAC
7. Resources pertaining to Human Sexuality Instruction, instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking according to TEC 28.004.

The SHAC's email address is shac@fisd.org

Section Two. Internal Communication

Internal communication will be handled through email to the SHAC District Coordinator, Chair, Co-Chair, and Secretary in an effort to provide full transparency. Any communication that pertains to the whole SHAC committee will be shared via email on an as needed basis at the discretion of the Staff Coordinator and the Elected Officers.