

# Lockhart ISD School Health Advisory Council **By-Laws**

## 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 **so that all students are able to learn at their highest potential.**

## ~~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~~

### ~~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~~

### ~~VII. 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:~~

### ~~VIII. 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:~~

### ~~IX. Support family and community involvement within the district and community:~~

- ~~● Encourage family and community members to 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:  
Name

The name of this organization shall be the Lockhart Independent School District (LISD) School Health Advisory Council, and may be referred to as the SHAC.

Article II: Authority and Purpose

Section One: Statute and Policy

Each school district in the state of Texas 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.

Section Four: Purpose

The SHAC will assist the district in ensuring that local community values are reflected in health education instruction.

Article III: Responsibilities

According to state law [Texas Education Code \(TEC\), Title 2, Subtitle F, §28.004](#), District policy [BDF \(LEGAL\)](#), and the direction of the Board of Trustees and District administration, the SHAC shall have the following responsibilities:

- A. To hold regular meetings, at least 4 per year
- B. To meet the requirements of District policy [EHAA \(Legal\)](#), including, but not limited to:
  - a. To advise and consult with the district Curriculum and Instruction department pertaining to the development of a comprehensive health education curriculum.
  - b. To provide recommendations to the school board for approval of the district's coordinated school health program.
  - c. To recommend appropriate grade levels and curriculum for human sexuality instruction and other required lessons identified in [TEC §28.004](#).
- C. To meet the requirements of [FA \(LEGAL\)](#), including:
  - a. Development of the District's Wellness Policy for all schools participating in the National School Lunch Program and/or School Breakfast Program.
  - b. Development of nutrition guidelines and wellness goals in collaboration with District administration to be adopted by the Board of Trustees into [FA \(LOCAL\)](#).
- D. To research and review available data related to the components of a comprehensive school health program, including: health instruction; safe and healthy school environment; health services; physical education; school counseling, guidance, and mental health; school food and nutrition service; health promotion for faculty and staff; and to make appropriate recommendations to the school board based on data and discussion.
- E. To provide a written annual report of each school year and present the report in a meeting of the Board of Trustees if requested.

~~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~~ IV: Meetings

### Section One: Regular Meetings

The SHAC shall conduct ~~a minimum of 5~~ at least 4 regular meetings per year. Additional meetings may be held at the discretion of the District or Parent Co-chair. If a meeting is canceled, 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~~ District Co-Chair.

### 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~~ District or Parent Co-Chair may limit the time given to speakers to 5 minutes with a maximum of 3 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~~ District Co-Chair, who shall work with members to try to resolve any attendance problems. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the ~~Chair~~ District Co-Chair ~~or the Coordinator~~ if they know they cannot attend a meeting.

### Section Five Four : 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 Five: Agendas

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the ~~Chair~~ District co-chair in consultation with the ~~coordinator~~ Executive Committee, considering recommendations from committee members.

### Section Six: Communication

SHAC will maintain a page on the District website. Notice of the date, hour, place and subjects of the meeting shall be posted at least 72 hours prior to the meeting at the central administration building and the front office of each campus, as well as on the District's SHAC webpage. Minutes (including deliberations, votes, decisions or other actions) as well as an audio recording shall be posted on the District's SHAC webpage within 10 days of the meeting. An annual report, as required by State mandate, will be given to the Board of Trustees. SHAC reports to the Board of Trustees will take place as needed or requested by the Board.

## Article ~~IV~~ V. 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: parent of student(s) enrolled in the District, teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations and other.
- D. Non-employee members must be residents of Caldwell County or work in Caldwell County.
- E. High school students from LISD will be encouraged to serve on ~~the~~ a SHAC subcommittee.
- F. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender, and economic diversity of the District.
- G. The Superintendent or designee shall serve in an ex-officio (non-voting) capacity.
- H. A representative of the Board of Trustees ~~shall~~ may 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 of the school year. Parents and community members ~~will~~ shall serve a two-year appointment term. Campus level staff and students shall serve a one-year term. Members may serve multiple terms.

#### Section Three: Appointment by Board of Trustees

The Board of Trustees shall appoint at least 5 members to the SHAC. 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 prior to the first meeting of the school year.

#### Section Four: Vacancies

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article ~~IV~~ V, Section Three of these Operating Procedures, the responsibility to fill any vacancies that may occur after the Board has annually appointed and approved 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: Code of Conduct

The District welcomes freedom of expression and debate. However, SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, District students, District staff and Trustees, and members of other District advisory committees. In meetings, members must be recognized by one of the Co-Chairs before speaking, and otherwise respect the order maintained by the Co-Chairs. Unless otherwise authorized by the SHAC, members shall not speak on behalf of the SHAC; and, unless otherwise authorized by the administration, members shall not speak for the District. Members, by their comments and/or actions, shall not reflect poorly on the SHAC. Violation of this code of conduct may result in reprimand or dismissal by the Executive Committee.

#### Section Seven: Undue Advantage

SHAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Executive Committee. (As examples, it would be considered an undue advantage if a person included his or her membership in the SHAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however, it would not be considered an undue advantage for a person to include SHAC membership on his or her resume.)

#### Section ~~Six~~ Eight: 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~~ Nine: 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 Ten: Size of Council

The SHAC will consist of no more than 30 members and no less than 10 members.

Section Eleven: SHAC Membership Selection Considerations

Considerations for Selecting New Members

- Extent to which candidate is known to have a positive attitude and work well with others
- Extent to which candidate is known to possess certain subject matter expertise
- Extent to which candidate is known to advocate for the interests of all children
- Extent to which candidate would help achieve membership diversity
- Extent to which candidate has previous district, campus or community service

Considerations for Selecting Existing Members for Additional Terms

- Extent to which incumbent has maintained a positive attitude, has worked well with others and has contributed to the committee
- Extent to which incumbent would provide leadership and experience to the committee
- Extent to which incumbent has maintained reasonably regular attendance
- Extent to which incumbent would help maintain membership diversity
- Extent to which incumbent has certain subject matter expertise

## Article ~~V~~ VI: 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:~~

#### **Parent Co-Chair**

The Parent Co-Chair shall be a parent of a student(s) currently enrolled in the District, who is not employed by the District. SHAC members elect a Parent Co-Chair. The Parent Co-Chair shall assist the District Co-Chair in his/her duties to facilitate meetings, keep records, maintain membership, and other matters which may arise. The term of service for the Parent Co-Chair shall be two years. The Parent Co-Chair may be selected to serve two consecutive terms as agreed upon by SHAC members. Should the Parent Co-Chair resign or be removed from the SHAC for violations of the Code of Conduct, the SHAC shall at its next meeting nominate and elect a new Parent Co-Chair.

- ~~— 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.~~
- ~~— Report annually to the school board on SHAC activities and any recommendations~~

~~B. The responsibilities of the Vice-Chair District Co-Chair shall be to:~~

#### **District Co-Chair**

The District Co-Chair shall maintain agendas, minutes, working drafts and master copies of SHAC recommendations, membership and subcommittee lists, and SHAC webpage postings. The District co-Chair shall maintain email communication with SHAC members about upcoming meetings.

The District Co-Chair shall be assigned by the District and shall serve indefinitely as long as that person maintains his/her role within the district. Should the District Co-Chair resign or be removed, the Parent Co-Chair will uphold their duties until which time the District hires a replacement for the District Co-Chair.

- ~~— Preside at all meetings of the SHAC in the absence of the Chair.~~
- ~~— Appoint committees as necessary~~
- ~~— Serve as ex-officio member of all committees without vote except a nominating committee.~~
- ~~— Compile agendas for all meetings of the SHAC in consultation with the Executive Committee~~
- ~~— Ensure that adequate facilities arrangements and staff support are secured for all meetings~~
- ~~— Develop and submit the SHAC's annual report to the Board of Trustees, present at Board meeting as requested~~
- ~~— Serve as custodian of all the SHAC records~~
- ~~— 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:~~

#### **Secretary**

The SHAC Secretary shall assist with maintaining minutes and communication via email with SHAC members about upcoming meetings and other duties as assigned.

The SHAC Secretary position may be held by any SHAC member or the role may be assigned by the District to a district employee. The secretary may be selected to serve consecutive terms as agreed upon by SHAC members. If the District has designated a staff member to be the secretary, this person may serve indefinite terms. Should the Secretary resign or be removed from the SHAC for violations of the Code of Conduct, the

SHAC at its next meeting shall nominate and elect a new secretary.

- ~~— 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~~ VII: Executive Committee

Section One: Membership

The Executive Committee shall consist of the ~~Chair, Vice Chair, Secretary, and the Coordinator~~. Co-Chairs and a parent appointed by the members of the full SHAC. The responsibilities of the Executive Committee shall be to: determine the schedules for all meetings of the full SHAC, set the agendas for all meetings of the full SHAC, establish or alter subcommittees, receive recommendations from subcommittees to be addressed by the full SHAC, serve as the Membership Committee of the SHAC.

Article ~~VII~~ VIII: Subcommittees

Section One: Committees

The ~~Chair~~ District or Parent Co-Chair may establish and appoint subcommittees, as he/she deems necessary and appropriate for the purpose of discussion, deliberation, and recommendation of matters to the full body of the SHAC. Membership on subcommittees is not limited to SHAC members. Broad community representation of subject-matter experience is sought for all subcommittees.

In accordance with [Texas Education Code, Chapter 28.004](#), the SHAC will establish and maintain a physical activity and fitness planning subcommittee, whose purpose is to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students.

**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.

**Article IX: Adoption and amendments**

These bylaws become effective and binding immediately upon their adoption. A two-thirds vote of the Executive Committee is required for adoption of these bylaws. The bylaws may be amended at any regular meeting of the SHAC upon recommendation of the Executive Committee. Amendments to the bylaws shall be included in the posted meeting notice for the meeting in which the vote shall take place. Amendments must be approved by a simple majority of voting members.

**Certification**

The undersigned District Co-Chair of the Lockhart Independent School District School Health Advisory Council does hereby certify that the preceding is a full, true and correct copy of the bylaws adopted by the Lockhart ISD SHAC in Lockhart, Texas, on XXXXXXXX.

Signature \_\_\_\_\_