

Hurst-Euless-Bedford I.S.D.

School Health Advisory Council Procedures

I. Purpose

A School Health Advisory Committee (SHAC) is a group of individuals representative of the community to provide advice and recommendations to the District on Coordinated School Health programming and its impact on students' health and learning.

The Hurst-Euless-Bedford ISD School Health Advisory Council will:

1. Promote a healthy lifestyle by providing an awareness and knowledge in the three areas of health: physical, mental and social well-being.
2. Provide assistance to the District to support and implement the Coordinated School Health Program.

II. Responsibilities of SHAC

- According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:
 - To hold regular meetings. (minimum of 4 meetings a year)
 - To provide advice and recommendations 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.
 - To consult regularly with the administration regarding the planning, implementation, and evaluation of the District Coordinated School Health program.
 - To approve/recommend the District Coordinated School Health program, subject to adoption by the Board of Trustees.
 - To advise and consult with the District in the development of a comprehensive health education curriculum.
 - To provide an annual report to the Board of Trustees on or before June 30 of each year and meet with the Board periodically if needed.

III. Meetings

- Regular meetings shall be announced at the May meeting for the upcoming year.
- If a meeting is cancelled, all attempts will be made to reschedule for another day during the month.
- The regular meeting in September shall be considered the first meeting for the year.
- All meetings are open to the public.

- At the end of each presentation by a council member, speaker/questions will be limited to 5 minutes from one representative which will be coordinated through the SHAC liaison.
- A quorum shall be the majority of the current membership. 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.
- Non-attendance for over half the yearly meetings within a one-year period may result in removal.
- 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.
- Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Liaison and posted on the website one week in advance of meeting.

IV. **Membership**

- The membership composition of the SHAC shall comply with the following:
 - Parents must be a custodial parent or guardian of a student currently enrolled in a District school.
 - The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by the District.
 - The Committee may also include representatives from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations and Board of Trustees.
 - Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District.
 - The SHAC will consist of no more than 30 members and no less than 15 members.
 - The term of service begins the first SHAC meeting in September. Parents and community members are requested to serve at least 2 years. Campus students may serve multiple terms if the service begins in 10th or 11th grade.
 - The Council may allow a new member to fill an appropriate vacancy.
 - 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.
 - ❖ The **Deputy Superintendent** will:
 - Ensure staff support as is necessary and reasonable and may participate without vote in the deliberations and activities of the SHAC.

V. Officers

- The Deputy Superintendent will appoint the Chair/Liaison.
- SHAC members shall elect a Secretary.
- Officers will serve a 2 year term and may serve multiple terms.
- Officers will be selected in May and begin at the September meeting of each year.
- At least 5 members including the Chair and Liaison may be appointed/approved by the School Board.
- No officer shall be an employee of the District with the exception of the liaison position.

VI. Responsibilities of Officers:

❖ **Chair** shall:

- Preside at all meetings of the SHAC.
- Serve as ex officio member of all committees.
- Work directly with the Liaison to compile agendas for all meetings of the SHAC.

❖ **Secretary** shall:

- Work with the SHAC Coordinator to prepare meeting notices & take minutes during meetings.
- Provide a current list of members and keep attendance record throughout the year.

❖ **Liaison** shall:

- Preside at SHAC meetings as needed
- Ensure that adequate facilities arrangements and staff support are secured for all meetings.
- Provide members and support staff with agendas and background materials prior to meetings.
- Serve as custodian of all SHAC records.
- Promote public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- Maintain the SHAC website.
- Provide the development and submission of SHAC's annual report.
- Inform the Chair and Council of possible member conflicts of interest.
- Serve as ex officio member of all committees-without vote except the Nominating committee.
- Notify the Deputy Superintendent of Educational Operations in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.

VII. Sub Committees:

- May include resource personnel that are not SHAC members.
- Will be appointed by Chair and Liaison.

Revised May 2010

Procedures may be reviewed and updated as needed

