

Keller ISD School Health Advisory Council (SHAC)

Regular Meeting

Date: 04/25/2022

Time: 11:30 a.m.

Place: KISD Education Center Boardroom

I. Call To Order

Tricia Atzger-John called to order the special meeting of the SHAC on April 25, 2022 at 11:31 a.m. in the Boardroom of the Keller ISD Education Center.

II. Attendees

Tricia Atzger-John retrieved the roll call from the designated QR Code used for sign-in. The following members were present:

Appointed District employee SHAC members present:

Tricia Atzger-John – SHAC Advisor and KISD Director of Health Services
Sheri Rich – KISD Director of Employee Benefits
Kelly Vandewalker – KISD PE Coordinator

Appointed parent SHAC members present:

Mark Brems – Co-Chair
Sandra Lodato
Dr. Justin Fairless
Ashlea Stickane
Diane Wormley
Dr. Tonya Fuqua
Heather Washington
John Birt
Jennifer Fox

Attendance constitutes a quorum for SHAC business.

III. Introductions

Introduction of SHAC Keller ISD employees present

Introduction of SHAC Leadership present

IV. Approval of Minutes

- A motion to approve the minutes of the March 1, 2022 SHAC meeting was made by Mark Brems and seconded by John Birt.
- A motion to approve the minutes of the April 12, 2022 SHAC meeting was made by Dr. Justin Fairless and seconded by Jennifer Fox.

V. SHAC Business Discussions

➤ **Bylaws amendment**

- Tricia explained that the SHAC bylaws were drafted during the 2020/2021 school year and reminded the group that the purpose of SHAC is to provide recommendations regarding health curriculum. Tricia recommended that a Co-Advisor position be added to the bylaws to provide additional support for curriculum and instruction. This position would be held by a person at the District Administration level who is directly involved in Curriculum and Instruction. It was further explained that the Advisor position is currently held by the Health Services Administration which is not responsible for the delivery of curriculum and instruction. This position would be filled by Board appointment and would have voting privileges when a quorum is met.
- A motion to amend the bylaws to include a Co-Advisor position with Curriculum and Instruction representation was made by Dr. Tonya Fuqua and seconded by Heather Washington.

➤ **SHAC membership**

- Tricia reported that there were 2 parents representing TCHS, TMS and PHIS who expressed interest in joining SHAC during the public viewings held for health curriculum feedback. A counselor from FRHS also expressed interest at one of the events. During the campaign to advertise for health curriculum feedback, we also recruited for SHAC members. From this campaign, we received three parent recruits representing KHS, ISMS and PGES. To date, approximately fourteen of our current members have expressed interest in remaining on SHAC for the upcoming school year. At this time principals have been asked for feedback regarding their campus representation and are in agreement with the parents who have been presented to them. Tricia further shared a breakdown of representation by feeder pattern, campus and grade level. She will reach out to campuses who currently have no representation to enhance campus/grade level representation for the upcoming school year's SHAC membership.

➤ **SHAC leadership**

- Tricia explained that the SHAC leadership positions were created last year when the bylaws were developed. There are three positions: Chair, Co-Chair and Secretary. Moving forward, these positions will be more interactive and may require more time planning for meetings and projects throughout the year. Roles for each position were read aloud from the bylaws.
 - Chair: Dr. Sanders has decided to step down from his position as SHAC Chair.
 - Co-Chair: Mark Brems would like to remain in this position for the upcoming school year.
 - Secretary: Kim Boone has decided to step down from her position as Secretary.
- The floor was opened for further discussion and nominations for the leadership positions. John Birt questioned a current leader holding the position for two consecutive years. It was explained that a leadership

position can be held for a maximum of two consecutive school years per the current bylaws. A member must take a year off between terms after the two consecutive years.

- Chair nominations: John Birt was nominated by Sandy Lodato with no other nominations from attending members.
- Co-Chair nominations: Mark Brems had expressed interest in remaining in the position by email to Tricia. John Birt nominated Sandy Lodato for Co-Chair. There were no other nominations from attending members.
- Secretary nominations: Mark Brems was nominated by John Birt with no further nominations from attending members.
- Discussion was held by present members that the agenda did not clearly state that leadership elections would take place at this meeting. It was also noted that this was the last regular meeting scheduled for this school year. Dr. Justin Fairless motioned that the election be postponed due to lack of notice to the entire membership and the motion was seconded by Dr. Tonya Fuqua. John Birt motioned that the election be held at this meeting due to meeting a quorum and the bylaws state that the election will be held by May. A vote was taken by present membership to determine the election of leadership timeline. Eight present members voted to stall the elections for SHAC leadership positions and two present members voted to hold elections at the present meeting.
- The discussion led into plans for the election of leadership with Heather Washington making a motion to allow voting by proxy before the end of this current school year. Dr. Justin Fairless seconded the motion.
- Further discussion was held from attending members that they would like to know more about the candidates for the leadership positions. It was requested that candidates provide a short biography introducing themselves to the rest of the membership. It was also suggested that the candidates provide a photo for recognition.
- The following timeline was discussed to allow current membership the opportunity to nominate candidates for leadership positions and allow a means of proxy voting:
 - By Friday, April 29, 2022: An email will be sent to current SHAC members to inform them of the election process for 2022/2023 SHAC Leadership positions. This notification will include those who were nominated in person at this meeting. The email will also explain that potential candidates need to provide a short biography, along with a photo.
 - Friday, May 6, 2022: All 2022/2023 SHAC Leadership nominations are due by 5 p.m.
 - Friday, May 13, 2022: A voting link will be provided to all current SHAC members for proxy voting.
 - Friday, May 20, 2022: All votes are due by 5 p.m.
 - Wednesday, May 25, 2022: Election results will be emailed to all current members.
- A motion was made by Dr. Tonya Fuqua to approve the outline provided by leadership recruitment and proxy voting. Dr. Justin Fairless seconded the motion.

➤ **Wellness Plan Updates**

- Health Services: Tricia reported that nurses are wrapping up their school year and are already reviewing immunization records for new students enrolling into the District. The team will continue to support registration efforts and other student educational programs over the summer where able. Health Services will also host a few immunization clinics in July. Campuses with 5th and 6th grade have completed the growth and development content around spring break.
- Food Services: no report
- PE/Health: nothing to report
- Employee Wellness/HR: Sheri Rich reported that the Casey's Fun Run was a success this year and they are already looking into making next year's event even better. Currently some employees are participating in a Mindfulness Challenge. Sheri's team is planning summer wellness activities for District employees, including Yoga in the Park and Lunch & Learn topics.

➤ **Additional questions**

- John Birt inquired about the SHAC's Health Curriculum recommendation to the Board as it is not on the agenda for this evening's meeting. Tricia explained that the topic was removed from the agenda by Administration and will be rescheduled at a later date.
- Sandy Lodato asked when the SHAC would be provided with the information being shared with the Board. Tricia explained that the information will be shared according to the SHAC recommendation. Supporting documents will be provided to the Board in the Boardbook for the appropriate meeting. SHAC members have already been provided the results of the recommendation following the April 12, 2022 meeting.
- Sandy Lodato asked what the SHAC agenda holds for the upcoming school year. Tricia reviewed the process for Board approval of the 2022/2023 SHAC membership. After the membership is approved by the Board, the leadership team can begin developing a plan for the school year. The goal is to have the membership approved sometime during the summer months so the group can begin working for the school year.

➤ **Adjournment**

- Sandy Lodato motioned to adjourn the meeting and John Birt seconded the motion.

Meeting adjourned at 12:27 p.m. by Tricia Atzger-John.

Respectfully submitted,

Tricia Atzger-John, MSN, RN
KISD SHAC Advisor
Director of Health Services

Approved By: