



BRIDGEPORT

INDEPENDENT SCHOOL DISTRICT

SHAC Bylaws

Article I: Name, Mission, and Statement of Purpose and Responsibilities

Section One: The name of this group shall be the Bridgeport ISD School Health Advisory Council (SHAC).

Section Two: The Bridgeport ISD SHAC will support and encourage the community within the schools to enhance the wellness of all individuals so they can be productive students and staff members.

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

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The SHAC shall review and revise the plan on a yearly basis and recommend revisions to the wellness policy when necessary. The wellness plan shall, at a minimum, address:

- Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
- Objectives, benchmarks, and activities for implementing the wellness goals;
- Methods for measuring implementation of the wellness goals;
- The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
- The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall submit to the board, at least annually, a written report that includes:

- 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;
- Any suggested modification to a SHAC recommendation previously submitted to the board; and
- 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: Authority

Section One: Statute and Policy.

Each school district in the State is required in Chapter 28 and Chapter 38 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Bridgeport Independent School District is specifically authorized by the Board of Trustees in District policy 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: Bylaws.

It shall be the responsibility of the SHAC to establish and amend the Bylaws.

Article III: Membership

Section One: Membership Criteria.

A board of trustees shall appoint a minimum of five members to the SHAC. A majority of the members must be parents of students enrolled in the district and must not be employed by the district. One of those members shall serve as chair or co-chair of the SHAC.

A board of trustees may also appoint one or more public school teachers, public school administrators, district students, health-care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, representatives of local domestic violence programs, or representatives of another group.

Section Two: Terms of Service.

Voting Members: The term of service will begin at the first SHAC meeting of the school year. Terms of voting members will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment. Campus level staff and students will serve a one-year term. Parents and community members may serve multiple terms.

Committee Members: Members may be from the same sources as voting members but do not vote. Committee members serve on sub-committees to accomplish goals established by the Coordinated School Health Program Team for the current school year.

Section Three: Confirmation by Board of Trustees.

The Board of Trustees shall annually appoint all members to the SHAC.

Section Four: Vacancies.

The Board of Trustees delegates to the Coordinator with SHAC Chair assistance, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section Five: Change in Member Status.

If the status of a member changes, the Chair and Coordinator may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position.

Section Six: 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 Seven: The Role of the Superintendent.

The Superintendent and SHAC will work cooperatively. The Superintendent will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Article IV: Officers

Section One. Terms of Service.

The SHAC shall elect a Chair to serve a 2-year term, a Vice-Chair, and a Secretary. The Chairs may not serve more than 2 consecutive terms. Officers will be selected at any time and installed at the first meeting of the year of the SHAC.

Section Two: Responsibilities.

The responsibilities of the Chair shall be to:

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- 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, district policy, and direction of the Board.

The responsibilities of the Vice-Chair shall be to:

- Preside at all meetings of the SHAC in the absence of the Chair.
- 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.

The responsibility of the Secretary shall be to:

- Takes minutes of each meeting.
- Tracks attendance of all members.
- 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 V: Meetings

Section One: Regular Meetings.

The SHAC shall conduct at least four meetings each school year. The SHAC Coordinator and Chair in conjunction with the SHAC committee members shall set the meeting schedule for the year.

Section Two: 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 may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the Committee Chair.

Section Three: Quorum.

A quorum shall consist of at least 9 voting members present at the meeting and at least 50% must be parents. 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.

Section Four: Attendance.

The Chair and Vice-Chair will work with members to try and resolve any attendance problems. Non-attendance for two consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Chair, Vice-Chair, or the Coordinator if they know they cannot attend a meeting.

Section Five: 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. Proxy voting, in writing only, will be allowed to occur prior to the meeting votes.

Section Seven: Agendas.

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Coordinator.

Section Eight: Minutes and Recording

SHAC minutes will be kept by the Secretary and maintained on the BISD Health Services website. All meetings will be recorded and the voice recording will be published with the minutes on the BISD Health Services website.

Article VI: Committees.

Section One: Substantive Committees.

Nutrition, Physical and Health Education

- Physical Activity and Fitness Planning will be formed in this committee
- Create nutrition plan and guidelines such as celebration guidelines, vending machine products, fruit and vegetable bars
- Distribute education on topics such as disease prevention, lifestyle choices, cardiovascular health, obesity, diabetes and asthma to all students
- Health education for 6th graders including: Hands only CPR, Dangers of Vaping and Opioids, Healthy Eating, Water Safety and First Aid

- Educate (especially secondary campuses) on the importance of physical activity

Employee Wellness and Education

- Evaluate current wellness program and assess needs
- Develop a program that addresses risk factor reduction and lifestyle modification
- Create incentives for employees to participate such as discounts to establishments, rewards, and competitions between campuses
- Safety education such as CPR and building security

Student and Community Health Promotion

- Assist with promoting and facilitating student health activities
- Work with BISD and local community groups to help procure items and services for the Back to School
- Work with local hospitals and organizations to promote community events such as blood drives, fun runs, seminars, and health services

Counseling and Social Wellness

- Work with counselors to provide information on suicide prevention
- Alcohol, Drug, Smoking/Vaping education and awareness
- Work with local organizations and hospitals to promote mental health
- Parent education portal/resources

All committee chairs shall report directly to the SHAC through the Chair. The following are the guidelines for each committee:

- The SHAC Chair shall oversee the activities of all committees. The SHAC Chair shall insure that no important function is unfulfilled.
- Each committee chair shall be appointed by the Chair with the advice of the BISD SHAC Coordinator.
- Each committee chair, subject to the approval of the Chair, may designate their sub-committee chairs and members.
- 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 recommendations into action items for a SHAC vote.
- BISD employees may be appointed to committees. School Health Services staff may also be appointed to committees.
- The BISD SHAC Coordinator will serve as a resource to all committees.
- Committees should strive for representation reflecting the diversity of the community served by BISD

Article VII: Coordinator

The Bridgeport ISD will name an administrator to serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- Ensure facility arrangements and documents are prepared for all meetings.
- Provide members with agendas and background materials prior to meetings.
- Serve as custodian of all SHAC records.
- Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- Provide staff support in the development and submission of SHAC's annual report.
- Informing the Chair, Vice-Chair, and council of possible member conflicts of interest.
- Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.