

Keller ISD School Health Advisory Council (SHAC)
Meeting Minutes

Date: December 16, 2024 (Rescheduled from November 11, 2024)

Time: 5:00pm

Place: Keller ISD Education Center Boardroom

I. Call to Order

- a. Meeting called to order by Summer Crow, SHAC Chair at 5:00 pm

II. Attendees

- a. Parent SHAC Members:

Kimberly Boone, SHAC Secretary
Brandon Bubeck
Summer Crow, SHAC Chair
Jennifer Erickson
Sanci Hall
Kathleen James
Jill Michener
Steve Sherman
Christine Wagner

- b. Board of Education Representation:

John Birt, Vice President Place 4
Chelsea Kelly, Trustee Place 3

- c. District Representation:

Dustin Blank, Assistant Superintendent of Support Services
Adeline Castleberry, SHAC Parliamentarian & PTA Council President
Jessica Chisari, K-12 Dietician
Candace Harriman, Lead Nurse
Jennifer Price, Assistant Superintendent of Curriculum and Instruction
Sheri Rich, Director of Employee Benefits
Jodi Webster, Director of Health Services

- d. Guests:

Danielle Barker, Challenge of Tarrant County
Dr. Cory Wilson, Assistant Superintendent of Educational Services

III. Reports

- a. Prevention videos (Alliance for Children) review update

- i. Links for review were sent to all current SHAC members on October 15, 2024, and November 1, 2024.
- ii. 32% of SHAC members participated in viewing and giving feedback on all nineteen provided videos. Thirteen reviewer concerns were detailed and distributed to the district for further review.

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IV. Action Items

- a. Minutes from September 30, 2024, meeting
 - i. No suggested corrections so they will stand as approved by the committee.
- b. SHAC Bylaws
 - i. Drafted revisions were emailed to all current SHAC members on December 9, 2024, with the request to provide any feedback.
 - ii. Feedback received requested minor clarifications, and the revised drafted bylaws were emailed out again on December 16, 2024, and moved to vote.
 - iii. Did not achieve quorum for vote at this meeting. The vote will be tabled until the next meeting on February 10, 2025.

V. New Business

- a. Introduction of SHAC Scope Document
 - i. The purpose of this document is to clearly outline all of the duties and responsibilities that are required of the SHAC Committee in order to build the foundation for an active SHAC in Keller ISD.
 - ii. Texas Education Agency (TEA) intends for SHAC committees to coordinate with the district and provide advice on health education, overall school environment, counseling and mental health services, parent and community involvement, staff wellness, health services, physical education, and nutrition services.
 - iii. This document will aid in the creation of SHAC subcommittees for the coming school year and become a legacy document that the district will assist in filling in so it can be handed over to future SHAC leadership.
- b. Introduction of SHAC Goals for 2024-2025
 - i. Need to make quorum for the next scheduled meeting on February 10, 2025, to vote on the bylaws so they can be published on the website.
 - ii. Establish the processes and procedures of the scope document and update the SHAC website to include state code, pertinent policies, finalized scope document, and future goals.
 - iii. Prepare to review the current wellness policy and request slight changes to FAALOCAL for next year specifying that the district develops the policy and the SHAC reviews it.
 - iv. Define and structure future SHAC subcommittees that align with TEA to begin implementation for next school year where SHAC members will be assigned and encouraged to be actively participating.
 - v. Creation of a bylaws review committee.

VI. Closing Remarks

- a. Need to encourage more parents to attend SHAC meetings.
- b. A full list of current SHAC committee members will be provided to all SHAC members for communication purposes.

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- c. John Birt, Vice President Place 4 of BOE acknowledges appreciation of current SHAC leadership in trying to provide a foundation to better formalize the SHAC.
- d. The next scheduled meetings will be February 10, 2025, April 14, 2025, and May 12, 2025.

VII. Adjournment

- a. Meeting adjourned at 5:30pm by Summer Crow, SHAC Chair.

Minutes respectfully submitted by,

Kimberly Boone

SHAC Secretary