

East Fort Worth Montessori Academy
SCHOOL HEALTH ADVISORY COUNCIL (“SHAC”)
BYLAWS and OPERATING PROCEDURES

ARTICLE I:
AUTHORITY

1. Required by State Law. Each open enrollment charter school in the State of Texas is required by Section 12.104(b)(3)(DD) and Section 28.004 the Texas Education Code to establish and maintain a school health advisory council. The **East Fort Worth Montessori Academy**
2. School Health Advisory Council (“SHAC”) is specifically authorized by the **East Fort Worth Montessori Academy** Board of Directors in compliance with state law.
3. Advisory Nature of SHAC. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board of Directors as is specified in state law and local policy, including these Bylaws and Operating Procedures. The SHAC shall have no power to expend public funds, obligate the school, enter into contracts, or otherwise place any liability or encumbrance upon the open-enrollment charter school.
4. Amendments to the Bylaws. It shall be the responsibility of the Board of Directors upon the advice of the SHAC, to establish and amend these Bylaws and Operating Procedures at the Board’s sole discretion. Any recommended changes to the SHAC Bylaws and Operating Procedures that are requested by the SHAC must be approved by a majority vote of SHAC membership prior to being recommended to the Board of Directors for consideration and adoption. The Board shall consider but is under no obligation to adopt any recommended or requested amendment recommended by the SHAC.
5. Annual Acknowledgement. Upon acceptance of the Board’s appointment to the SHAC and each year thereafter, SHAC members must annually sign an Acknowledgement indicating they have read and agree to adhere to the SHAC Bylaws and Operating Procedures.

ARTICLE II:
PURPOSE AND DUTIES

1. Mission. The mission of the SHAC is to, in partnership with staff, students, parents, and the community, provide advice and recommendations to the **East Fort Worth Montessori Academy**
2. Board of Directors regarding health education curriculum and programming designed to promote and support health, wellness, and safety.
3. Purposes. In accordance with Section 28.004 of the Texas Education Code, the purposes of the SHAC are (1) to assist **East Fort Worth Montessori Academy**
4. in ensuring that local community values are reflected in the school’s health education instruction and (2) to make recommendations before **East Fort Worth Montessori Academy**
5. changes its health education curriculum or instruction.
6. Duties. In accordance with state law, Board policy, and the direction of the Board of Directors, the

SHAC shall have the following duties and responsibilities:

- A. To hold at least four meetings each year.
- B. To recommend to the Board of Directors:
 - i. The number of hours of instruction to be provided in:
 - a) Health Education for each grade level in kindergarten through grade eight served by the open-enrollment charter school.
 - b) If **East Fort Worth Montessori Academy**
 - c) requires health education for high school graduation, health education, including physical health education and mental health education, in grades 9 through 12;
 - ii. Policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, and mental health concerns, including suicide, through coordination of:
 - a) Health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education
 - b) Physical education and physical activity;
 - c) Nutrition services;
 - d) Parental involvement;
 - e) Instruction on substance abuse prevention;
 - f) School health services including mental health services;
 - g) A comprehensive school counseling program;
 - h) A safe and healthy school environment; and
 - i) Employee wellness;
 - iii. Appropriate grade levels and methods of instruction for human sexuality instruction;
 - iv. Strategies for integrating curriculum components specified in subparagraph 3(B)(ii), above, with the following elements in a coordinated school health program for the school:
 - a) School health services, including physical health service and mental health services, if provided at a campus by **East Fort Worth Montessori Academy**
 - b) or a third party under a contract with the school;

- c) A comprehensive school counseling program;
 - d) A safe and healthy school environment; and
 - e) School employee wellness;
 - v. If feasible, joint use agreements or strategies for collaboration between **East Fort Worth Montessori Academy**
 - vi. and community organizations or agencies. Any joint use agreement that **East Fort Worth Montessori Academy**
 - vii. and a community organization or agency enters into based on a recommendation of the SHAC must address liability for **East Fort Worth Montessori Academy**
 - viii. and community organization or agency in the agreement.
 - ix. Strategies to increase parental awareness regarding:
 - a) Risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders; and
 - b) Available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns;
 - x. Appropriate grade levels and curriculum for instruction regarding the dangers of opioids, including instruction on:
 - a) Opioid addiction and abuse, including addiction to and abuse of synthetic opioids such as fentanyl; and
 - b) Methods of administering an opioid antagonist, as defined by Health and Safety Code 483.101; and
 - xi. Appropriate grade levels and curriculum for instruction regarding child abuse, family violence, dating violence, and sex trafficking, including likely warning signs that a child may be at risk for sex trafficking, provided that the SHAC's recommendations do not conflict with the essential knowledge and skills developed by the State Board of Education.
- C. To consider and make policy recommendations to **East Fort Worth Montessori Academy**
- D. concerning the importance of daily recess for elementary students. The SHAC must consider research regarding unstructured and undirected play, academic and social development, and the health benefits of daily recess in making the recommendations. The SHAC shall ensure that local community values are reflected in any policy recommendation relating to daily recess.
- E. To make policy recommendations to **East Fort Worth Montessori Academy**
- F. to increase parental awareness of suicide-related risk factors and warning signs and available

community suicide prevention services.

- G. To consult as needed with the SHAC Administrative Liaison regarding the planning, implementation, and evaluation of the School's coordinated school health program.
- H. To provide a written annual report and presentation to the Board of Directors on or before November 11, 2025 of each year or more frequently if requested by the Board of Directors. The report shall include:
 - i. Any SHAC recommendation concerning **East Fort Worth Montessori Academy's** health education curriculum and instruction or related matters that the council has not previously submitted to the Board;
 - ii. Any suggested modification to a SHAC recommendation previously submitted to the Board;
 - iii. 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; and
 - iv. Any recommendations made by the physical activity and fitness planning subcommittee.
- I. To establish a physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students.
- J. To advise and consult the School in the development of a comprehensive health education curriculum.

ARTICLE III: **MEETINGS**

- 1. **Regular Meetings.** The SHAC shall conduct a minimum of four regular meetings each year.
 - A. The exact number of meetings will be determined by the workload of the SHAC or at the direction of the Superintendent or the Board of Directors.
 - B. The SHAC shall hold public meetings on curriculum materials as required by **East Fort Worth Montessori Academy** by state law and/or Board policy.
- 2. **Open Meetings.** All meetings of the SHAC are open to the public. The public shall have a reasonable opportunity to provide comment on agenda items. The SHAC Chairperson may limit the time given to speakers. Subcommittee meetings may be open to the public at the discretion of the Vice-Chairperson.
- 3. **Agenda Items:** Any written request for an agenda item from a member of the SHAC will be considered and may be included on an upcoming agenda, at the collaborative discretion of the Chairperson, Vice-Chairperson, and the SHAC Administrative Liaison. Each agenda item must relate directly to the purpose and duties of the SHAC.
- 4. **Notice of SHAC Meetings.** For each meeting, the SHAC shall at least 72 hours before the meeting:

- A. Post notice of the date, hour, place, and subject of the meeting on a bulletin board in the central administrative office of each **East Fort Worth Montessori Academy**
 - B. campus; and
 - C. Ensure that the required notice is posted on the school's Internet website, if **East Fort Worth Montessori Academy** has an Internet website.
5. Minutes and Recordkeeping. The SHAC shall prepare and maintain minutes of the meeting that state the subject and content of each deliberation and each vote, order, decisions, or other action taken by the council during meeting. The SHAC shall make an audio or video recording of each meeting.
- A. Not later than the tenth day after the meeting, the SHAC Chairperson shall ensure that the minutes and audio or video recording of the meeting are submitted to Ms. Aguilar.
 - B. As soon as practicable after receipt of the minutes and audio or video recording, **East Fort Worth Montessori Academy** shall post the minutes and audio or video recording on the school's Internet website, if **East Fort Worth Montessori Academy** has an Internet website.
6. Quorum. A quorum shall be the majority of the SHAC membership. No meeting, actions or voting may take place without a quorum.
7. Subcommittees. The Chairperson may form standing or ad hoc subcommittees on any matter deemed necessary or appropriate. There shall be a Standing Subcommittee maintained to address physical activity and fitness planning.
- A. The Vice-Chairperson is responsible for overseeing subcommittees, the selection of their chairs and membership, and may provide specific charges or procedures for those subcommittees. Each Subcommittee Chairperson shall be a parent/legal guardian.
 - B. Subcommittees may not constitute a quorum of the SHAC.
 - C. Unless otherwise directed by the Vice-Chairperson, subcommittee meetings shall be held at the discretion of the subcommittee.
 - D. The Vice-Chairperson shall determine whether subcommittee meetings are open to the public. If open to the public, notice of the meeting must be posted in the same manner as a notice of a SHAC meeting.
 - E. Each subcommittee shall establish and review norms to include how decision-making processes will be conducted.
 - F. Subcommittees shall report findings and recommendations to the SHAC for consideration.
8. Attendance. Member attendance shall be monitored by the Chairperson, who will prepare a regular attendance report and provide it to the Board. Non-attendance of two consecutive meetings of either SHAC or subcommittees within a one-year period may result in removal from the SHAC. Members shall contact the Chairperson, the Administrative Liaison, or their designee

to provide advance notice of anticipated meeting absences.

9. Decision-making. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted. A member must be present to vote.

ARTICLE IV: **MEMBERSHIP**

1. Membership Criteria. The membership composition of the SHAC shall comply with the following:
 - A. The Board of Directors must appoint at least five members to the SHAC, a majority of which must be persons who are parents of students enrolled in **East Fort Worth Montessori Academy** and who are not employed by **East Fort Worth Montessori Academy**.
 - B. The Board of Directors may also appoint one or more persons from each of the following groups or a representative from a group other than a group specified:
 - i. Classroom teachers employed by **East Fort Worth Montessori Academy**
 - ii. School counselors certified under Education Code Chapter 21, Subchapter B, employed by **East Fort Worth Montessori Academy**;
 - iii. School administrators employed by **East Fort Worth Montessori Academy**;
 - iv. East Fort Worth Montessori Academy students;
 - v. Health-care professionals licensed or certified to practice in this state, including medical or mental health professionals;
 - vi. The business community;
 - vii. Law enforcement;
 - viii. Senior citizens;
 - ix. The clergy;
 - x. Nonprofit health organizations;
 - xi. Local domestic violence programs.
 - C. To the extent practicable, the SHAC shall contain an odd number of members.
2. Terms of Service. The term of service for an appointment shall be for 3-5 years, beginning with the first SHAC meeting after the Board of Directors approves the membership list. Terms will be staggered to maintain continuity on the SHAC. Members may be appointed to and serve multiple terms. In filling vacancies, members may serve partial terms.
3. Change in Member Status. If the status of a member changes, the Administrative Liaison will notify the Board of Directors and the Board of Directors may remove the member from the SHAC.
 - A. A member's status will be deemed to have changed if the member:
 - i. Is no longer a parent of a student enrolled in **East Fort Worth Montessori Academy**; and/or
 - ii. Is no longer a part of or a representative of the group the Board of Directors intended to include on the SHAC through the member's appointment under subparagraph (1)(B), above.

- B. A SHAC vacancy resulting from a change in member status will be filled at the discretion of the Board of Directors within a reasonable time.
4. Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary or other direct interest in the recommendations of that committee and decisions by the Board of Directors. Even the appearance of a conflict of interest should be avoided. A lone agenda item shall not be cause for the elimination of an individual's membership on the SHAC; however, any such individual shall refrain from participation in decisions and voting as to that issue.
 5. Size of SHAC. The SHAC shall have no fewer than 3 members and a maximum of 5 members. The makeup of the SHAC shall be determined by the Board of Directors in compliance with applicable law.

ARTICLE V: **OFFICERS**

1. Officer Positions. The SHAC shall elect a Chairperson and Vice-Chairperson from parent members. The SHAC shall also elect a Secretary from the parent or community membership. Each officer may serve a two-year term and shall be re-elected to subsequent terms. Newly elected officers will assume their position immediately after the election by the full SHAC membership. The Chairperson and Vice-Chairperson shall serve staggered terms, offset by one year, to ensure continuity of operations. Election of officers shall be the first order of business. In the event that the Chairperson and Vice-Chairperson is vacant, the SHAC Administrative Liaison shall coordinate an open nomination process.
2. Responsibilities of the Officers.
 - A. The responsibilities of the Chairperson shall be to:
 - i. Preside at all meetings of the SHAC.
 - ii. Appoint standing and ad hoc subcommittees as necessary.
 - iii. Serve as a member of all standing subcommittees with the same voting rights as the rest of the members serving on that standing subcommittee.
 - iv. Work directly with the Administrative Liaison to compile agendas for all meetings of the SHAC.
 - v. Ensure that the SHAC meets and fulfills its duties in accordance with SHAC's authorizing statutes, these Bylaws and Operating Procedures, School policy, and direction of the Board or Superintendent.
 - vi. Assist the Administrative Liaison with the annual SHAC presentation at the Board of Directors meeting.
 - B. The responsibilities of the Vice-Chairperson shall be to:
 - i. Preside at SHAC meetings in the absence of the Chairperson.
 - ii. The Vice-Chairperson shall oversee the activities of all subcommittees.
 - iii. Perform other responsibilities as may be prescribed by the SHAC Chairperson, which are in accordance with SHAC's authorizing statutes, School policy, and direction of the Board or Superintendent.

- C. The responsibilities of the Secretary shall be to:
 - i. Record and prepare minutes of all SHAC meetings and submit to the SHAC Administrative Liaison for posting and record-keeping.
 - ii. Ensure the committee follows the agenda and meeting procedure, and assist the SHAC Chairperson, SHAC Vice-Chairperson, and all subcommittee chairs with meeting protocols.

ARTICLE VII:
ADMINISTRATIVE LIAISON

The Superintendent or their designee shall serve as Administrative Liaison for the SHAC. Responsibilities of the Administrative Liaison shall include:

- A. Preparing and distributing meeting notices, minutes, and arranging the location of SHAC meetings.
- B. Providing members and support staff with agendas and all background materials at least one week prior to SHAC meetings.
- C. Serving as custodian of all SHAC records, and in the absence of the SHAC Secretary, the School Administrative Liaison shall record and prepare minutes of all SHAC meetings.
- D. Promoting public awareness of the SHAC and maintaining a database of SHAC Volunteer Application submissions.
- E. Informing the Board of Directors and SHAC Chairperson of member vacancies and member absences, as appropriate.
- F. Providing staff support in the development and submission of SHAC's annual report.
- G. Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC's duties.
- H. Providing any assistance, as requested, in accordance with the SHAC authorizing statutes, these Bylaws and Operating Procedures, School policy, and the direction of the Board of Directors.

*Bylaws and Operating Procedures approved by East Fort Worth
Montessori Academy Board of Directors on November 9th, 2025*