



PfISD SHAC (School Health Advisory Committee) Meeting Minutes

02/02/26 at 4:30 P.M.

PfISD PACE Campus – EOC Meeting Room

700 W. Pecan Street

Pflugerville, Texas 78660

- I. Attendance
- II. **RECORD** (HB 1525)- Shelby Edmondson [4:32 PM](#)
- III. Call Meeting To Order- Shelby Edmondson [4:32 PM](#)
 - A. Review of Agenda & Priorities for SHAC Meeting #1- Shelby Edmondson
 - 1. Introductions
 - 2. Roles & Responsibilities
 - 3. Schedule Future Meetings
 - 4. Review of Executive Board/ SHAC Leadership
 - 5. Review of By- Laws
- IV. Welcome and Introductions- Shelby Edmondson [4:33 PM](#)
 - A. Introductions of district advisors and SHAC members attending SHAC meeting #1- What's your name and briefly explain why you chose to serve on SHAC?

Janiece Dickson- Parent	Ralph Hoard- District Advisor
Sara Hill- District Advisor	Lindsey Ballard- Parent
Zana Muscove- District Advisor	Tacoya Crump- Parent
Stephen Polk- District Advisor	Terry Flood- Parent
Denise Meserole- District Staff	Melanie Guerrero- Parent
Nancy Tonche- Del Rio- District Staff	Rachel Atkinson- Parent
Sabrina Romero- Parent	Demetria Castor- Parent
Christopher Houston- District Advisor	Shelby Edmondson- District Advisor
- V. Review of SHAC- Ralph Hoard [4:39 PM](#)
 - A. What is SHAC?



B. Areas of Focus- Health Education, Athletics/ Physical Education, Nutrition, Health, & Mental Health

C. Roles & Responsibilities

1. Parent/ Community- Run Council
2. Agendas- Must be posted to the SHAC website 72 business hours prior to the meeting
3. Meetings (minimum of 4 meetings per year)
4. SHAC recommendation(s) to the school board on an area of focus in April

VI. Future Meetings [4:49 PM](#)

- A. Minimum of 4 meetings/ school year
- B. SHAC agreed to 60 minute meetings
- C. SHAC discussed future meeting dates- SHAC agreed that it would be best to be consistent with the same day of the week each month; District Advisor (Ralph Hoard) to send a google form with potential dates/ days of the week for meetings. SHAC will vote & majority rule wins. Future dates to be announced at SHAC meeting #2.
- D. SHAC agreed to having future SHAC meetings at PfISD PACE Campus, 4:30 PM- 5:30 PM

VII. SHAC Leadership/ Executive Board [4:54 PM](#)

- A. Chair, Co- Chair, Secretary- Email Ralph, if interested in serving
- B. Candidates will give short speech at SHAC Meeting #2
- C. Attendees of SHAC Meeting #2 will vote on the Executive Board via google form.
- D. Term length will be discussed/ decided upon at SHAC Meeting #2
- E. Review of Executive Board Positions, Roles, and Responsibilities

VIII. SHAC Bylaws [5:00 PM](#)

- A. Review SHAC By- Law Requirements- Formal name, purpose statement, legal purpose as written in state law (TEC Section 28.004)
- B. Introduce Roberts Rule of Order Newly Revised (RONR), as potential guide for by- law production



- C. Review of School Health Advisory Council- A Guide for Texas School Districts (SHAC binders given at SHAC Meeting #1)
- IX. Future Agenda Items 5:07 PM
 - A. Future Meeting Dates
 - B. Executive Board Elections & Term Lengths
 - C. By Law Production
- X. Adjourn 5:09 PM
 - A. Motion to Adjourn: Terry Flood- Parent
 - B. Second: Rachel Atkinson- Parent