KENNEDALE ISD
Committed to Excellence

SCHOOL HEALTH ADVISORY COUNCIL BYLAWS

Article I:

Authority

Section One. Statute and Policy. Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Kennedale Independent School District is specifically authorized by the Board of Trustees in District policy EHAA (legal).

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 Board of Trustees, upon the advice and counsel of the SHAC, to establish and amend the Bylaws.

Article II:

Responsibilities

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

A. To hold regular meetings.
B. To meet periodically with the Board of Trustees.
C. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health mental/emotional wellness, and health services.
D. To consult regularly with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
E. To approve the District's coordinated school health program,
F. To approve the district coordinated school health program, subject to adoption by the

Board of Trustees.

G. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
H. To advise and consult with the district in the development of a comprehensive health education curriculum.
I. To provide a written annual report to the Board of Trustees on or before June 30 of each year.

Article III: Meetings

Section One

Regular meetings

The SHAC shall conduct a minimum of four regular meetings each year. The exact number of meetings will be determined by the workload of the SHAC.
For each meeting the council shall:

A. At least 72 hours before the meeting:
    1. Post a public notice of the date, hour, place and subject of the meeting on a bulletin board in the central administrative office of each campus in the school district; and ensure that
    2. The notice is posted on the district's internet website

B. Prepare and maintain minutes of the meeting that state the subject and content of each deliberation and each vote, order, decision, or other action taken by the council during the meeting,
C. Make an audio or video recording of the meeting
D. Not later than the 10th day after the meeting submit the minutes and audio or video recording to the district.
E. As soon as practicable after the receipt of the minutes and audio or video recording the school district shall post the minutes and audio or video recording on the district's Internet Website.

Section Two

Open meetings

SHAC meetings are 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. Meeting may be held via Zoom or in person. The public notice will specify how and where the meeting will be held.

Section Three

Quorum

A quorum shall be the majority of the current membership as approved ty the Board of Trustees.

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

Member attendance shall be monitored by the Chairs, who shall work with members to try and resolve any attendance problems. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the 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. A member must be present to vote. Proxy voting and absentee ballots shall not be permitted.

Section Six

Agendas

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

Article IV: Membership

The Board of Trustees shall annually appoint all members to the SHAC. SHAC members may also solicit and appoint new members with approval of the Board of Trustees.

Article V: Officers

Section One

Terms of Service

The SHAC may elect a Chair, Vice-Chair, and Secretary, each to serve one-year terms with optional one-year extensions of service. Officers will be selected at the last SHAC meeting of the school year, installing them at the first meeting of the SHAC the following school year.

Section Two

Responsibilities

A. The responsibilities of the Chair shall be to:
    1. Preside at all meetings of the SHAC.
    2. Appoint committees as necessary.
    3. Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.

4. 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.

B. The responsibilities of the Vice-Chair shall be to:
    1. Preside at SHAC meetings in the absence of the Chair.
    2. Serve as Chair-elect
    3. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, District policy, and direction of the Board.

C. The responsibilities of the Secretary shall be to:
    1. Preside at meetings when both the Chair and Vice-Chair are absent.
    2. Work with the Coordinator to prepare meeting notices, minutes, arrange the location of the SHAC meetings.
    3. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, District policy,
    4. and direction of the Board

Article VI: Committees

Section One. Executive Committee.

The Executive Committee shall consist of the officers, chairs of standing committees, and the immediate Past Chair.

Section Two. Nominating Committee.

A. The Nominating Committee shall be a standing committee consisting of five parent members of the SHAC.
B. Nominating Committee members shall be appointed by the Chair person in consultation with the Vice Chair and confirmed by the SHAC.
C. The Nominating Committee will be responsible for filling SHAC officer vacancies by August.

Section Three. Standing Committees.

The SHAC will focus on the following areas:

A. Health - School Environment/Staff Wellness;
B. Health Education, Physical Education/Activity and Nutrition;
C. Social and Emotional Wellness/Family and Community Involvement; and Health Services.
D. All committee chairs shall report directly to the SHAC at the meetings and through the Chairperson and Vice-Chairperson.
E. Standing committees serve the SHAC's decision-making process. They are the focal point for SHAC activity.

F. 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.
G. Standing committee chairs shall be a member of the SHAC.
H. The Chair, Vice-Chair, and Coordinator will appoint each standing committee

chairperson. If the standing committee chairperson is not a parent of a KISD student, a parent will be designated as Co-Chairperson.

I. Each standing committee chairperson, subject to the approval of the SHAC Chairperson, may appoint the members of their committees.
J. Standing committee members are not required to be SHAC members. KISD employees may be appointed to committees.
K. Standing committees should be comprised of at least three members.
L. The Coordinator will serve as a resource to all committees.
M. Committees should strive for representation reflecting the diversity of the community served by KISD.

Section Four. Ad Hoc Committees.
The Chairperson may establish and appoint Ad Hoc committees as deemed necessary and appropriate in consultation with the Vice-Chair.

Article VII: Coordinator

The Coordinator of Student Health Services shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
B. Providing members and support staff with agendas and background materials prior to meetings.
C. Serving as custodian of all SHAC records.
D. Promoting public awareness of the SHAC and maintain a database of persons interested in service as a SHAC member.
E. Informing the Chair of member vacancies and attendance problems.
F. Providing staff support in the development and submission of SHAC's annual report.
G. Informing the Chair and General Counsel of possible member conflicts of interest.
H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.