



Maypearl Independent School District

TRADITION-PRIDE-PURPOSE

ADDRESS: 309 Main St. PO Box 40, Maypearl, TX 76064-0040
PHONE: 972-435-1000 FAX: 972-435-1001

School Health Advisory Council Bylaws Maypearl ISD

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 Maypearl Independent School District is specifically authorized by the Board of Trustees in District policy.

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. Bylaws must be consistent with the State law and District policies governing SHAC's. It shall be the responsibility of the SHAC membership, 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 at least 4 meetings per year.
- B. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.



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C. To consult regularly with the superintendent or his or her designee regarding the planning, implementation, and evaluation of the district coordinated school health program/wellness policy.

D. To approve the district coordinated school health program/wellness policy, subject to adoption by the Board of Trustees.

E. To consult with the Superintendent or his or her designee in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.

F. To advise and consult with the district in the development of a comprehensive health education curriculum.

Article III: Meetings

Section One. Regular Meetings. The SHAC shall conduct a minimum of 4 regular meetings per year. The SHAC Coordinator and Chair in conjunction with the SHAC committee members shall set the meeting schedule for the year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled.

Section Two. Public Hearings. Public hearings and other meetings with the public should be approved in advance of such meetings. This will be coordinated through the SHAC Coordinator.

Section Three. 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 will limit the speaker's time to 3 minutes. A member of the public will be required to complete a 'Request to Speak' form at the MISD Administrative office at least 5 days before the scheduled meeting and the request will include the topic to be discussed. Committee meetings may be open to the public at the discretion of the Committee Chair.



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Section Four. Quorum. A quorum shall be majority or 51%, of the voting SHAC members, as approved by the SHAC membership. A voting member will be defined as 4 district members, 4 parents and 3 community members. 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. Designated voting members for the current academic school year, 2025-2026 are listed in Addendum A of these By-Laws.

Section Five. 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 Six. Decision-making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, designated voting members shall reach a decision by majority vote. Each designated voting 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.

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

Article IV: Membership

Section One. Membership Criteria. The membership composition is made up of community and district volunteers. The membership of the SHAC will strive to comply with the following:

A. Parents must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district.

B. Ideally, the majority of the SHAC will consist of a custodial parent or guardian of a student currently enrolled in the district, who is not employed by MISD.

C. The Board of Trustees or designee may also appoint one or more persons from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.



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D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district.

E. The Superintendent or his or her designee shall serve in an ex-officio (non-voting) capacity.

F. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.

Section Two. Terms of Service.

2a. 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 during the academic year. Parents and community members will serve a two-year appointment. Parents, community members, campus level staff and students may serve multiple terms. Voting members are listed in Addendum A, attached.

2b. Committee Members. Members may be from same sources as voting members but do not vote. Committee members serve on sub-committees to accomplish goals established by the Student Health Advisory Committee for the current school year.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually approve all members to the SHAC.

Section Four. Vacancies. The Board of Trustees or designee delegates to the SHAC Chair and Coordinator, 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 that member to fill an appropriate vacancy. A member whose status has changed may be allowed to continue to serve in the current position, if not otherwise prohibited under Section Two (A) of the Article. If no appropriate vacancy exists, the Executive Committee shall determine if the term can be completed or not.

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



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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 a vote in the deliberations and activities of the SHAC.

Section Eight. Role of the Board Representative. The role of the Representative of the Board of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Nine. Size of Council. The SHAC will consist of no less than 15 members.

Article V: Officers

Section One. Terms of Service. The SHAC voting members shall elect a Co-Chair and Secretary, each to serve 2-year terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected at any time and installed at the first meeting of the year of the SHAC. No officer (except for chair) shall be an employee of Maypearl ISD. The Chair of the committee may be employed by Maypearl ISD. The Executive Committee shall consist of the Chair, Co-Chair and Secretary.

Section Two. Responsibilities of the Chair.

A. The responsibilities of the Chair shall be to:

a. Preside at all meetings of the SHAC.

b. Appoint committees as necessary.

c. Work directly with the Coordinator and Executive Committee to compile agendas for all meetings of the SHAC.



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- d. 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 Co-Chair shall be to:
- a. Work with the Chair to compile agenda for all meetings of the SHAC.
 - b. To preside at meetings if the Chair is absent.
 - c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.
- C. The responsibilities of the Secretary shall be to:
- a. Preside at meetings when the Chair and Co-chair are absent.
 - b. 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.
 - c. Ensure quorum is met for meetings and majority is present for voting.
 - d. In the absence of the scribe, the secretary will assume scribe responsibility at the SHAC meeting.
- D. The Coordinator is a non-officer position. The Coordinator will not serve a term limit and will be assigned by MISD. The responsibilities of Coordinator shall be to:
- a. Prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
 - b. Ensure that adequate facilities arrangements and staff support are secured for all meetings.
 - c. Provide members and support staff with agendas and background materials prior to meetings.
 - d. Serve as custodian of all SHAC records.



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- e. Promote public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- f. Inform the Chair of member vacancies and attendance problems.
- g. Provide staff support in the development and submission of SHAC's annual report.
- h. Inform the Chair and General Counsel of possible member conflicts of interest.
- i. Provide such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

Article VI: Committees

Section One. Sub-committees. When needed, sub-committees may be established for each of the following areas: Nutrition/Food Service, Physical Education and Activity, Health Education, Counseling/ Mental/Social Health, Student Health Services, Parent and Community Involvement, Healthy Environment, and Staff Health Promotion. All sub-committee chairs shall report directly to the SHAC through the Executive Committee.

- A. The SHAC Chair shall oversee the activities of all sub-committees. The SHAC Chair shall ensure that no important function is unfulfilled.
- B. The appointment of the sub-committee chair and the composition of each sub-committee shall be approved by the Executive Committee and the MISD SHAC Coordinator. Each sub-committee chair shall be appointed by the Chair with the advice of the Secretary and the MISD SHAC Coordinator; and the composition of each committee shall be as approved by the Executive Committee and the MISD SHAC Coordinator.
- C. Each sub-committee chair, subject to the approval of the Chair, may designate their members.



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D. Sub-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.

E. MISD employees may be appointed to sub-committees.

F. The MISD SHAC Coordinator will serve as a resource to all sub-committees.

G. Sub-committee chairs will be members or a SHAC designee.

H. Sub-committees should strive for representation reflecting the diversity of the community served by MISD.

I. Sub-committees should be comprised of at least 3 members.

Section Two. Additional Sub-committees. The Chair may establish and appoint additional sub-committees as he/she deems necessary and appropriate in consultation with the Executive Committee and Coordinator.



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Addendum A – List of current year designated voting members

Designated voting members (as of Academic School year 2025-2026) include:

District members – Jenna Ballard, Victoria Coonrod, Chelsea Hoard;

Parents – Lauren Wilson (LSK), TBD (MMS), TBD (MHS)and;

Designated voting members representing the Community - Adele Mooney, Faye Pearson, and Tony Tucker.