



School Health Advisory Council (SHAC)

Allen Independent School District

Vision Statement
Mission Statement
Bylaws

Allen Independent School District School Health Advisory Council

Vision Statement

All Allen ISD students will reach their full personal, health and academic potential.

Mission Statement

The mission of the Allen ISD SHAC is to build a healthy school community through a Whole School, Whole Community, Whole Child model that ensures all children will graduate with the knowledge and skills to maintain a healthy lifestyle.

Purpose

The purpose of the Allen ISD School Health Advisory Council (SHAC) is to promote school health. The Allen ISD SHAC will review and recommend policies and procedures to Allen ISD decision makers that impact the overall wellness of students, staff and families in Allen ISD.

- A. Support a healthy and safe school environment that fosters learning
- B. Establish healthy behaviors that last a lifetime
- C. Strengthen academic success by enriching health and physical activity opportunities
- D. Champion the practice of coordinated school health (CSH) by effectively implementing CSH components.
 - a. Health Education and Services
 - b. Physical Education and Physical Activity
 - c. Nutrition Environment and Services
 - d. Counseling, Psychological, and Social Services
 - e. Social and Emotional Health
 - f. Physical Environment
 - g. Employee Wellness
 - h. Family and Community Engagement

Allen ISD School Health Advisory Council

Bylaws

ARTICLE I: Authority

Section 1: Statute and Policy

Establish and maintain a district-level School Health Advisory Council authorized by the Allen ISD Board of Trustees following the requirements set forth by Chapter 28.004 of the Texas Education Code and guided by the Allen ISD SHAC Bylaws.

Section 2: Limitation

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 described in state law and the district policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

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 four meetings per year.
- B. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of the 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, nutrition services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- C. To consult regularly with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program and other SHAC initiatives and areas of interest.
- D. To consult with the superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- E. To advise and consult with the district in the development of a comprehensive health education curriculum.
- F. Develop, implement and evaluate the Local Wellness Policy according to USDA guidance.
- G. Conduct an assessment of the Wellness Policy every 3 years, at a minimum.
- H. Make available to the public the Wellness Policy, including any updates to and about the Wellness Policy, on an annual basis, at a minimum and the triennial assessment, including progress toward meeting the goals of the policy.

- I. Document efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.
- J. To provide a written annual report to the Board of Trustees on or before April 30 of each year.

ARTICLE III: Meetings

Section 1: Regular Meetings

The SHAC shall schedule a minimum of six regular meetings per school year. If a meeting is canceled, all attempts will be made to reschedule for another day during the month; however, rescheduling is not required as long as SHAC meets a minimum of four times per school year. The regular meeting in August/September shall be considered the first meeting for the year.

Section 2: Open Meetings

All meetings of the full SHAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The chair shall limit the time given to speakers. Committee meetings may be closed to the public at the discretion of the Committee Chair, however open meetings are preferred and are to be encouraged as much as reasonably possible.

Section 3: Quorum

A quorum shall be 10 or a majority of the current membership, as approved by the Board of Trustees. Meetings may still be held without a quorum for purposes of presentations or discussions; however, no actions or voting may take place without a quorum.

Section 4: Attendance

Member attendance shall be monitored by the Coordinator of School Health who shall work with members to try to resolve any attendance problems. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged contact the Chair or the Coordinator if they know they cannot attend the meeting.

Section 5: Decision Making

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, member shall reach a decision by majority vote. Only voting members may vote and each 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 6: 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

Section 1: Appointment of Members

The Allen ISD Board of Trustees shall annually appoint members of the Allen ISD SHAC.

Section 2: Membership Criteria

- A. Custodial parents or guardians serving on the council must have a student currently enrolled in the district and be living within the district.
- B. A majority of the elected members must be persons who are parents of students enrolled in the district and who are not employed by the district.
- C. The Allen SHAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the district while balancing the interests of the components of CSH.
- D. Members should have a strong commitment to the health and well-being of students, staff, and community members.
- E. The superintendent or a representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.
- F. Permit participation by the general public and school community (including parents, students and representatives of the school food authority, teachers of physical education, school health professionals, the School Board and school administration).

Section 3: Terms of Service

The term of service for an appointment for parents and community members shall be three-years. Campus level staff and students shall serve a two-year term. Terms will be staggered to maintain continuity on the SHAC, normally beginning the first SHAC meeting in August/September. Members may serve multiple terms.

Section 4: Confirmation by Board of Trustees

The Board of Trustees shall annually appoint at least five members to the SHAC subject to the membership criteria set forth in these Bylaws. The Board of Trustees may authorize the Coordinator and the SHAC Executive Committee to grant membership status to such other persons who may be appointed by a school principal to represent that school or who have attended at least three of the prior five SHAC meetings.

Section 5: Vacancies

The SHAC Executive Committee has the responsibility to fill any vacancies that may occur after the board has annually appointed the SHAC membership.

Section 6: Conflict of Interest

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct or indirect pecuniary interest in the recommendations of that committee and the decisions

by the Board of Trustees. 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 in voting as to that issue.

Section 7: Size of Council

The SHAC will consist of at least 10 and no more than 50 parent and community voting members. The SHAC may have such other members as may be approved or appointed by the Board of Trustees and/or the SHAC Executive Committee. The Coordinator shall maintain a list of members and their voting status.

ARTICLE V: Officers

Section 1: Terms of Service

The SHAC shall elect a Chair, Vice-chair and Secretary, to each serve two-year terms. Officers may not serve more than two consecutive terms in any one office. No officer shall be an employee of Allen ISD.

Section 2: Responsibilities

A. The responsibilities of the Chair shall be to:

- Preside at all meetings of the SHAC
- Appoint committees as necessary
- Serve as ex officio member of all committees -without vote, except the nominating committee
- Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, direct policy, and direction of the Board

B. Responsibilities of the Vice-chair shall be to:

- Preside at SHAC meetings in the absence of the Chair
- Serve as ex officio member of all committees -without vote, except the nominating committee
- Serve as Chair-elect if possible
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, direct policy, and direction of the Board

C. Responsibilities of the Secretary shall be to:

- Preside at SHAC meetings in the absence of the Chair and Vice-Chair
- Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings

- Write, review and approve SHAC minutes from all regular meetings
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, direct policy, and direction of the Board

ARTICLE VI: Executive Committee

Section 1: Membership

The Executive Committee shall consist of the officers, chairs of all standing committees, and the immediate past chair.

Section 2: Meetings

The executive committee shall meet only when needed. Meetings maybe called by any two members of the executive committee. Meetings shall be held at such times and places as determined by the SHAC Chair.

ARTICLE VII: Committees

Section 1: The Nominating Committee

The Nominating Committee shall be a standing committee consisting of 3 to 5 members of the SHAC. Nominating Committee members shall be appointed by the Chair in consultation with the Executive Committee. The Nominating Committee will be responsible for filling SHAC officer vacancies, subject to the vote of the full SHAC.

Section 2: Substantive Standing Committees

There will be one standing committee for each of the following substantive areas: Family and Community Involvement, Nutrition, Physical Education/Activity, Health Education, Social-Emotional Wellness, Health Services, Healthy & Safe School Environment, Staff Wellness.

All Committee chairs shall report to the SHAC through the Executive Committee, Chair, and/or Vice-Chair.

Standing committees membership 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.

- A. The Chair and the Vice-Chair shall oversee the activities of all standing committees. The Vice-Chair shall insure that no important function is unfulfilled
- B. Each committee chair shall be appointed by the Chair with the advice of the Vice-Chair; and the composition of each committee shall be approved by the Executive Committee

- C. Committee chairs shall be voting SHAC members (If a committee has co-chairs, only one co-chair must be a voting SHAC member)
- D. Each committee chair, subject to the approval of the Chair, may appoint the members of their committees, designate subcommittees and appoint their subcommittee chairs and members
- E. Each committee chair shall determine the term of office of its subcommittee members
- F. Committee meetings that are open to the public are strongly recommended, but not required (Public input is invaluable to the SHAC goals and purposes and is encouraged)
- G. Standing committee members are not required to be voting SHAC members (Allen ISD employees may be appointed to committees).
- H. The Coordinator will serve as a resource for all committees
- I. Committee chairs will be members of the SHAC. If the Committee Chair is not a parent of an Allen ISD student, a parent will be designated as co-chair
- J. Committee chairs should strive for representation reflecting the diversity of the community served by Allen ISD
- K. Standing committees should be comprised of at least five members

Section 2: Ad Hoc Committees

The Chair may establish and appoint Ad Hoc committees as he/she deems necessary and appropriate in consultation with the Executive Committee.

ARTICLE VIII: Coordinator

The District Coordinator of School Health shall serve as the Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- A. Ensuring that adequate facility arrangement and staff support are secured from meetings
- B. Provide members and support staff with agendas and background materials prior to meetings
- C. Serve as a guardian of all SHAC records
- D. Promote public awareness of the SHAC and maintain a database of persons interested in becoming SHAC members
- E. Inform the Chair of member vacancies and attendance problems
- F. Include the Chair and Chair-elect in the development and submission of SHAC's annual report
- G. Inform the Chair and Executive Committee of possible member conflicts of interest
- H. Provide other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.