

# **School Health Advisory Council (SHAC)**



Excelsior Independent School District Vision  
Statement, Mission Statement, Bylaws

**SHAC Approved:**  
Excelsior Independent School District (EISD)  
School Health Advisory Council (SHAC)

## **Vision Statement:**

All EISD students will be ensured a safe and healthy learning environment to achieve the highest level of self-esteem and self-control enabling them to reach their full potential.

## **Mission Statement:**

The mission of the EISD SHAC is to promote health and wellness for our students, staff, and community.

## **Goal:**

The goal of the EISD SHAC is to advise EISD decision-makers regarding students' needs and assets related to health knowledge and skills, regarding policies and procedures that impact student health, and regarding the health of the school environment. See TAC Education Code 28.004(a) for specific objectives and duties assigned.

## **School Health Advisory Council (SHAC) Bylaws**

### **Article I: Statement of Purpose**

To serve as a liaison between the community and school district in ensuring that local community values are reflected in EISD's health education programs .

### **Article II: Authority**

Section One: Statute and Policy. Each school district in the State of Texas 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 Excelsior Independent School District (EISD) 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 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 SHAC to establish and amend the bylaws.

### **Article III: Responsibilities**

According to state law, the SHAC shall have the following responsibilities:

- A. To hold regular meetings
- B. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels and 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.
- C. To provide recommendations to the Board of Trustees on appropriate grade levels and methods of instruction for human sexuality instruction.
- D. To provide recommendations to the Board of Trustees on the number of hours of instruction to be provided in health education.
- E. To recommend strategies for integrating the curriculum components with the following elements in a coordinated school health program for the district:
  - a. School health services;
  - b. Counseling and guidance services;
  - c. A safe and healthy school environment; and
  - d. School employee wellness
- F. To assist the school district in any other capacity that falls within the guidelines of health, wellness, or physical activity of our students.
- G. To consult regularly with the superintendent and his/her administration regarding planning, implementation, and evaluation of the district coordinated school health program.
- H. To consult with the superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.

#### **Article IV: Meetings**

Section One: Regular Meetings. The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is canceled, 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 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 may limit the time given to speakers.

Section Four: Quorum. A quorum shall be the majority of the current membership. 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 Five: Attendance. Member attendance shall be monitored by the Chair, who shall work with members to try and resolve any attendance problems. Members are encouraged to contact the Chairman if they know they cannot attend. A sign-in sheet will be used at all meetings to monitor attendance and will be maintained in the district's SHAC notebook.

Section Six: 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. 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 in consultation with the Coordinator.

## **Article V: Membership**

Section One: Membership Criteria. The membership composition of the SHAC shall comply with the following:

- A. Each member will serve a one-year term and may serve in subsequent years.
- B. Parents must live within the district, not be employed by Excelsior ISD, and must be a custodial parent/guardian of a student currently enrolled in this district school.
- C. The majority of the SHAC members will consist of parents of students currently enrolled in the district, who are not employed by EISD.
- D. The Board of Trustees may also appoint one or more persons from each of the following groups: public school teachers; public school administrators, district students; health care professionals; the business community; law enforcement; senior citizens, clergy, nonprofit health organizations; and local domestic violence programs.
- E. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender and economic diversity of the district.

Section Two: Confirmation by Board of Trustees. 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.

Section Three: Size of Council. The SHAC will consist of no more than 20 members and no less than 5 members.

## **Article 6: Officers**

Section One: Terms of Service. The SHAC may elect a Chair, Co-Chair, and Secretary, each to serve one year terms. Officers will be selected at the last SHAC meeting of the school year, installing them at the first meeting of the SHAC in the following school year.

### Section Two: Responsibilities.

- A. The responsibilities of the Chair and Co-Chair shall be to:
- a. Preside at all meetings of the SHAC, with Co-Chair presiding in the absence of the Chair
  - b. Notification of all members of meetings
  - c. Work directly with the Coordinator to compile agendas for all meetings of the SHAC
  - d. Provide members with agendas and background material prior to meeting
  - e. Prepare sign-in sheets
  - f. Designate person to take minutes if secretary is not present or was not appointed
  - g. Serve as custodian of all SHAC records
  - h. Distribute minutes to all SHAC members
  - i. Distribute information to absent members and inform them about missed presentations
  - j. Keep track of attendance and possible problems
  - k. Solicit new members if vacancies arise and take to the Board of Trustees for approval

B. The responsibilities of the Secretary shall be to:

- a. Preside at meetings when both the Chair and Vice-Chair are absent
- b. Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
- c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, district policy, and direction of Board.

## **Article 7: Coordinator**

Section One: Purpose. The facilitator of health education or director of health services shall serve as the coordinator for the SHAC.

Section Two: Responsibilities. The 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 for all SHAC members
- D. Informing the Chair of member vacancies and attendance problems
- E. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.