



# POINT ISABEL

## INDEPENDENT SCHOOL DISTRICT

"Great things are happening at Point Isabel ISD"



## Point Isabel

### Independent School District School Health Advisory Council

#### *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 Point Isabel Independent School District (PIISD) is specifically authorized by the Board of Trustees in District Policy.

##### Section Two: 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 listed in state law and district policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligations or liability upon the district.

##### **Section Three: Operational Procedures**

It shall be the responsibility of the SHAC to establish and amend the Operational Procedures.

#### *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 communicate and update 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/or his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- F. To consult with the superintendent and/or his/her administration in advance of submitting issues, concerns, reports and recommendations to the Board of Trustees.
- G. To advise and consult with the district in the development of a comprehensive health education curriculum.
- H. 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 4 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 should be approved by the Board of Trustees 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 may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the Committee Chair.

#### Section Four: Attendance

Member attendance shall be monitored by the Chair, 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 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. Quorum for voting in a meeting requires one-quarter of voting membership to be present.

#### Section Six: Agendas

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

### *Article IV: Membership*

#### Section One: Membership Criteria

The membership composition of the SHAC shall comply with the following:

- A. Parents must live within the district, and must be a custodial parent or guardian of a student currently enrolled in a district school.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the district, who are not employed by PIISD.
- C. The Board of Trustees 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.
- D. High school students from PIISD will be encouraged to serve on the committee.
- E. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender, and economic diversity of the District.
- F. The Superintendent or designee shall serve in an ex-officio (non-voting) capacity.
- G. A representative of the Board of Trustees shall serve in an ex-officio (non-voting) capacity.

#### Section Two: Terms of Service

The term of service for an appointment shall be two years, normally beginning the first SHAC meeting. Parents and community members will serve a two-year appointment. Campus level staff and students shall serve a one-year term. Members may serve multiple terms.

#### Section Three: Appointment by Board of Trustees

The Executive Committee shall annually develop a SHAC roster based on consideration of those interested in serving, referrals from campuses and SHAC members, and other appropriate sources including recommendations from the Board of Trustees. The annual membership roster shall be provided each August to the Board of Trustees for approval and appointment.

#### Section Four: Vacancies

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article IV, Section Three of these Operating Procedures, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

#### Section Five: 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 conflict of interest should be avoided if at all possible. A lone agenda item shall not be a 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 Six: The Role of the Superintendent or Designee

The superintendent or designee and SHAC will work cooperatively. The superintendent or designee will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

#### Section Seven: 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 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 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 Eight: Size of Council

The SHAC will consist of no more than 30 members and no less than 5 members.

### *Article V: Officers*

#### Section One: Terms of Service

The SHAC shall elect a Chair and may elect a Vice-Chair, and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms. No officer shall be an employee of PIISD.

#### Section Two: Responsibilities

- A. The responsibilities of the Chair shall be to:
  - a. Preside at all meetings of the SHAC.
  - b. Appoint committees as necessary.
  - c. Serve as ex officio member of all Committees – without vote except a Nominating committee.
  - d. Work directly with the Coordinator to compile agendas for all meetings of the SHAC.
  - e. 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.

- f. 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.
    - g. Report annually to the school board on SHAC activities and any recommendations.
  - B. The responsibilities of the Vice-Chair shall be to:
    - a. Preside at SHAC meetings in the absence of the Chair.
    - b. Serve as ex-officio member of all committees without vote except a nominating committee.
    - c. Serve as Chair-elect.
    - d. 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:
    - a. Preside at meetings when both the Chair and Vice-Chair are absent.
    - b. Work with the Coordinator to prepare meeting notices and minutes.
    - c. 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.

#### *Article VI: Executive Committee*

The Executive Committee shall consist of the Co-Chairs, Secretary, and the Coordinator.

#### *Article VII: Committees*

The Co-chairs may establish and appoint committees, as he/she deems necessary and appropriate.

#### *Article VIII: Coordinator*

The Health Service Coordinator shall serve as the 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 maintaining a database of persons interested in service as SHAC members.

- E. Informing the Chair of member vacancies and attendance concerns.
- F. Providing staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and Legal Counsel of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC authoring statute, District policy, and the direction of the Administration or Board of Trustees.