

School Health Advisory Committee

OPERATING PROCEDURES & BYLAWS

Vision Statement

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

Mission Statement

The mission of the Dripping Springs I.S.D. School Health Advisory Council is to promote a healthy lifestyle for students, parents and staff which will lead to lifelong maintenance of healthy habits. This mission will be accomplished by the development and implementation of our district wellness policy which will incorporate nutrition education and standards, physical activity and any other school-related activities.

Article I: Purpose

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 Dripping Springs Independent School District 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 obligation or liability upon the district.

Section Three: Bylaws

Amendments to the bylaws may be raised by any member of the SHAC and must be approved by the SHAC in accordance with the decision-making component of the bylaws and in agreement with Texas law and District policies governing SHACs.

Article II: Responsibilities

- A. To hold at least four meetings per year.
- B. To serve in an advisory capacity to the district administration regarding school health issues and District health education instruction.
- C. To advise and consult district administration in the development of a comprehensive health education curriculum that reflects local community values including

recommending:

- the number of hours of instruction to be provided in health education;
 - policy, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent obesity, cardiovascular disease, type 2 diabetes, and mental health through coordination of health education, physical education and physical activity, nutrition services,
 - parental involvement, and instruction to prevent the use of tobacco;
 - should the Board adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for human sexuality instruction SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
 - SHAC recommendations for human sexuality instruction and curriculum must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
 - provide written notice to a parent of each student enrolled in the district of the board's decision regarding whether the district will provide human sexuality instruction, a summary of the basic content of the course, and a statement regarding the parent's right to review the curriculum and opt remove the student into human sexuality instruction through written notice prior to instruction taking place. . without subjecting the student to any disciplinary action, academic penalty, or other sanctions
 - strategies for integrating the curriculum components with the elements in a coordinated school health program including school health services, counseling, and guidance services,
 - a safe and healthy school environment, and school employee wellness.
- D. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- E. The SHAC may establish subcommittees comprised of board approved SHAC members to Consider and make recommendations specific to:
- Health and Fitness
 - Nutrition
 - Drug/Alcohol/Tobacco
 - Human Growth and Development including Sexuality
- F. To report to the Board regarding recommendations about the district's health education curriculum.
- G. In addition to its other duties, the SHAC shall submit to the board, at least annually, a written report that includes:
1. Any SHAC recommendation concerning a district's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the board;
 2. Any suggested modification to a SHAC recommendation previously submitted

- to the board; and
3. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report.

Article III: 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 as long as SHAC meets a minimum of four times per school year as required by law.

Section Two: Open Meetings

All meetings of the full SHAC shall be open to the public, and the public shall have a reasonable opportunity to provide comments. The Chair shall limit the time given to speakers and facilitate the process of public comment in accordance with the guidelines below. Committee meetings may be closed to the public at the discretion of the officers of the committee; however open meetings are preferred and are to be encouraged as much as reasonably possible.

A total of 15 minutes will be allocated at the end of each meeting agenda. Members of the public will be allowed three minutes to share comments with the committee during the time period specified on the meeting agenda. If the number of speakers present exceeds the time allocated, individuals will have a reduced number of minutes for individual comment or alternative modes for gathering feedback will be considered. Speakers are expected to demonstrate respectful and constructive decorum. Individuals who demonstrate conduct that disrupts or disrespects the work of the committee or become aggressive in tone, volume, language, or gesture will not be allowed to make a further comment and will be asked to leave the meeting.

Section Three: Quorum, Decision-making, and Voting

A quorum shall be a simple 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 discussion. However, no actions or voting may take place without a quorum.

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by a majority vote of the members in attendance. 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 Four: Attendance

Member attendance shall be monitored by the Coordinator, 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: Agendas

Agendas shall be provided for all full SHAC meetings and post 72 hours in advance of the meeting.

Agenda items shall be determined by the Chair in consultation with the District Coordinator.

Article IV Membership

Section One: Membership Criteria

- The board shall appoint at least five members to the SHAC.
- The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by Dripping Springs ISD.
- Parent representatives must live within the district and must be custodial parent or guardian of a student currently enrolled in a district school.
- Membership of the SHAC shall strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- The SHAC shall include one secondary and one elementary PTA parent representative recommended by the PTA Council and appointed by the Board.
- The SHAC shall include campus administrative, nurse, and counseling representatives recommended by the District Coordinator and appointed by the Board.
- The SHAC may include one or more public school teachers, public school administrators, District students, health-care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives of another group appointed by the Board.

Section Two: Terms of Service

The term of service for an appointment shall be two years, normally beginning the first SHAC meeting in August. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment and may serve no more than two consecutive terms. Campus-level staff shall serve a one-year term.

Section Three: Vacancies

The SHAC officers in consultation with the District Coordinator shall have the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section Four: 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 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 Five: 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 vote in the deliberations and activities of the SHAC.

Article V Officers & District Coordinator

Section One: Terms of Service

The SHAC shall elect a Chair, a Co-Chair and Secretary, each to serve one-year terms. Officers may not serve more than two consecutive terms. The Chair shall be a parent of a currently enrolled DSISD student. No officer shall be an employee of Dripping Springs ISD.

Section Two: Coordinator

The District Coordinator shall be an employee of the district appointed by the Superintendent.

Section Three: Responsibilities

- A. The responsibilities of the Chair shall be to:
 - Preside at all meetings of the SHAC.
 - Providing members with agendas and background materials prior to meetings.
 - Appoint committees as necessary.
 - Work directly with the District 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 SHAC's authorizing statute, direct policy, and direction of the Board.
- B. The responsibilities of the Co-Chair shall be to:
 - Work with the Chair and District Coordinator to compile agenda for all meetings of the SHAC.
 - To preside at meetings if the Chair is absent.
 - 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:
 - Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
 - 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.
- D. The responsibilities of the District Coordinator shall be to:
 - Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
 - Providing the chair with background materials prior to meetings.
 - Serving as custodian of all SHAC records.
 - Promoting public awareness of the SHAC and maintaining a list of persons interested in service as SHAC members.
 - Informing the Chair and General Counsel of possible member conflicts of

- interest.
- Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees. • Informing the Chair of member vacancies and attendance problems.
- Provide staff support in the development and submission of SHAC's annual report.

Section Four: Election of Officers

The nomination of elected officers and the voting by the council for those nominated officers will be in two separate consecutive meetings to allow for a waiting period between nomination and election.

Section Five. Removal of an Officer

An officer may be subject to a recall for failing to carry out the duties described above or for failure to adhere to the bylaws aforementioned in this document.

Section Six: Recall Election

A recall election may be held in accordance with the meetings decision-making process. The recall election will occur after a 30-day notice of council approval of this election is provided to council members. The most senior officer not being recalled will be responsible for presiding over the recall election. In the event both officers are absent then the responsibility for recall elections would be that of the liaison appointed by the Superintendent.

Article V: Communications

Section One: External Communications

The SHAC will have a webpage on the DSISD website. Meeting times and agendas will be posted to the website in advance of the meetings. Minutes and meeting recordings will be posted on the DSISD Website after approval. Minutes of the meetings will be kept on file with the DSISD SHAC Staff Facilitator(s). Notification of meetings will be sent by e-mail unless otherwise specified by a committee member.

Section Two. Internal Communication

Internal communication will be handled through email to the SHAC Staff Facilitator(s) and distributed to all members as needed.