

Wylie ISD School Health Advisory Council (SHAC) Bylaws 21-22

Section 1 – Introduction

Senate Bill 1, 74th Legislature, Regular Session, 1995, amended Chapter 28 of the Texas Education Code (TEC) by adding §28.004. This section requires the establishment of a local health education advisory council. Since 2001, the Texas legislature has passed bills to amend this chapter of the TEC. Under TEC 28.004, local school health education councils are now known as local SHACs and their duties have expanded to include recommending policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, mental health concerns, including suicide and the usage of e-cigarettes.

SHACs work together with schools to carefully plan school health programming and the impact on student health. Sharing teaching methods, working through obstacles and helping with assessment activities may be a part of a SHAC's work. Talking over health issues, selecting programs and having training time for members are also ways to use a SHAC's time. The most effective SHACs create recommendations that speak to the Whole School, Whole Community, Whole Child approach to health and learning.

The Wylie ISD SHAC Bylaws represent statutory requirements, as well as best practices as recommended by the guidebook: [School Health Advisory Council: A Guide for Texas School Districts](#). Previous notice and a 2/3 vote from the SHAC committee is required to propose an amendment SHAC bylaws and all amendments must be approved by the Wylie ISD Board of Trustees.

Section 2 – Role of SHAC

The SHAC serves as an advisory committee to Wylie ISD to look over and recommend policies, procedures, strategies and curriculum options with care. Recommendations to the school board are based on (1) an understanding of the community's values, (2) evidence of effectiveness, (3) consideration of the fiscal impact to the district and (4) the school-community's needs. The SHAC committee also promotes health and wellness by recommending healthy programs and initiatives to the district, campuses, and organizations such as PTA.

Section 3 – Membership

All members and leadership positions of Wylie ISD SHAC are appointed by the Board of Trustees. SHAC membership shall range between 10-25 members and shall be representative of multiple campuses and feeder patterns. In order to be eligible to serve as a parent representative member Wylie ISD SHAC, the parent representative must be a parent of a student currently enrolled in Wylie ISD. Parents of students in the district who are not employed by the district must make up a majority of the members. Other SHAC committee members may be selected from district students, public school teachers, public school administrators, health care professionals, business community members, law enforcement personnel, senior citizens, clergy members, nonprofit health organizations, and local domestic violence programs. SHAC will have at least one representative from food service and one representative from health services on the committee at all times. All members shall serve terms between one and three years. SHAC members may be removed at any point by Wylie ISD Board of Trustees based on the recommendation of the SHAC Chair and Wylie ISD advisors.

One SHAC parent will serve as Chair. The SHAC Chair will preside over all SHAC meetings, work with the Wylie ISD SHAC Advisors (currently Executive Director of Secondary Curriculum and Coordinator of Health Services) and assist in recruiting members. The SHAC Chair cannot be an employee of the school district. The SHAC Chair and Wylie ISD SHAC Advisors will be responsible for filling any vacancies of SHAC committee members and selecting a SHAC Chair for the following school year.

One SHAC parent will serve as Co-Chair and will preside over any SHAC meetings in which the Chair is unable to attend.

Wylie ISD SHAC Advisors shall assist SHAC Chair in all duties including setting agenda and presiding over meetings, recruiting SHAC members, ensuring that facilities are available for meetings, assisting with preparation and distribution of meeting minutes and recordings, and presenting recommendations and annual report to the Wylie ISD Board of Trustees.

A Wylie ISD Board Representative will be assigned to SHAC. The role of the Representative(s) of the Board of Trustees is to observe without a vote in deliberations and activities of the SHAC. The Board Representative(s) shall not speak on behalf of the Board of Trustees. The Board Representative(s) may actively participate in discussions by providing guidance that may be appropriate and by responding to questions to the best of his/her ability. The Board Representative(s) will provide updates, verbal or written, to the Board of Trustees; however, these updates shall not supplant the annual report to the Board of Trustees.

Section 4 – Duties of SHAC

- Meet 4 times annually, post notice of meeting greater than 72 hours prior to meeting, and submit meeting minutes and audio or video recording to Wylie ISD within 10 days
- Recommend policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, mental health concerns, including suicide and the usage of e-cigarettes
- Provide annual report to the board of prior year actions including:
 - Any SHAC recommendation concerning the school district's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the school board;
 - Any suggested modification to a SHAC recommendation previously submitted to the school board;
 - A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last written report; and
 - Any recommendations made by the physical activity and fitness planning subcommittee.
- Review and provide recommendations regarding human sexuality instruction prior to selection and approval by the Board of Trustees

Section 5 – SHAC Meetings

The SHAC Committee may hold scheduled meetings in absence of quorum (51% of membership present), but may not vote. The SHAC committee shall meet at least 4 times annually, post notice of meeting greater than 72 hours prior, and submit meeting minutes and audio or video recordings to Wylie ISD within 10 days. Members of the public are allowed to attend and observe SHAC Committee meetings, but are not allowed to deliberate agenda items or vote on SHAC agenda items.

The SHAC agenda items will represent items and initiatives related to (1) an understanding of the community's values, (2) evidence of effectiveness, (3) consideration of the fiscal impact to the district and (4) the school-community's needs. The SHAC committee may add scheduled presenters and guests from within and outside the district to the agenda to present initiatives related to school health for considerations.

Section 6 – SHAC Voting

SHAC quorum is defined as at least 51% of membership present. Quorum must be established to vote, and all action items (with the exception of amending SHAC bylaws) must be approved by a simple majority of all SHAC members present at the meeting. The following process will be used to make a motion and vote.

Every Motion Has 6 Steps:

- Motion: A member rises or raises a hand to signal the chairperson.
- Second: Another member seconds the motion.
- Restate motion: The chairperson restates the motion.
- Debate: The members debate the motion.
- Vote: The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
- Announce the vote: The chairperson announces the result of the vote and any instructions.