



School Health Advisory Council (SHAC)

Bylaws

Article I: Name of Organization

The name of the organization shall be the Lago Vista ISD School Health Advisory Council, hereinafter referred to as the “SHAC”.

Article II: Purpose

The purpose of the SHAC, acting as an advisory group of individuals who represent different segments of the community, is to provide advice to the school system on aspects of the school health program, pursuant to Texas Law (TEA Code 28.004 and 38.013). It shall perform such functions as are prescribed by regulations, but shall not have any of the powers and duties reserved by law to the school board. The scope of the SHAC activity can be expanded as directed by the LVISD Board of Trustees.

Article III: Duties

Duties of SHAC members shall include assisting in:

- Advice in developing the school health program vision.
- Determination and prioritization of the goals of the school health program based on appropriate needs assessments and other data.
- Develop measurable objectives and strategies for addressing identified priorities concerning issues of a comprehensive school health program (health instruction, healthful school environment, health services, physical education, school counseling, food service, school site health promotion for faculty & staff and integrated school and community programs).

Article IV: Representation

Composition:

In compliance with SB 19, the majority of the Council will be made up of parents of students currently enrolled in LVISD and who are not employed by LVISD. There will be a minimum of 15 and a maximum of 25 members.

Parent, student and staff members will be recommended by each campus principal and will have an interest in promoting a healthy campus environment and curriculum. Non-parent positions will be composed of:

- Director of Food Services
- LVISD High School Students (2)
- Staff representation reflecting the number of students attending each campus
- Members of the community including health care professionals, community business people, law enforcement, senior citizens and or clergy

The Superintendent will designate a non-voting administrative liaison. At its discretion, the LVISD Board of Trustees may appoint a Trustee to serve as a non-voting member.

Length of Term:

- Terms will be staggered so that one-half of the voting members terms end each year to maintain continuity on the SHAC. Initial terms will be adjusted to establish a rotation in order to maintain continuity.
- Parent and community members will be appointed for two-year terms, with the possibility of up to two consecutive reappointments. Terms will begin at the start of school each year. After being off the council for one term, they may be considered for reappointment.
- Campus level staff and students will be appointed for one year, with the possibility of up to two consecutive re-appointments.

Vacancies:

Vacancies of any kind shall be filled by an affirmative vote of the majority of the SHAC.

Article V: Meetings

- Meetings shall be scheduled four times per school year.
- Additional meetings shall only be called if jointly agreed by the SHAC chair and a school administrator.
- Members should receive a tentative agenda with a request of suggested topics at least 1 week before a meeting.
- A copy of all meeting minutes shall be available for public view.
- The duration of meetings shall be started at the designated time and shall last no longer than 60 minutes to optimize productivity, unless agreed upon by the members involved.
- SHAC meetings are subject to “open meeting” laws.

Article VI: Officers and Their Duties

The SHAC shall have at least three officers: Two (2) Co-chairs and the Secretary. These officers shall be elected at the March or April meeting. The vote shall be by a simple majority. Terms of office are one year and will begin in May. Each officer may serve no more that 2 consecutive terms. One Co-chair shall be a non-school employee.

Duties of the Co-chairs shall include:

- Preside at meetings
- Member, ex-officio, of all committees
- Develop agenda items
- Appoint subcommittee chairs
- Notify all members of upcoming meeting dates
- Inform SHAC members of relevant training
- Assure that communication is maintained and presented to the Board of Trustees
- All other duties ordinarily pertaining to the office

Duties of the Secretary shall include:

- Record minutes
- Keep annual attendance records
- SHAC correspondence
- Send minutes to members within 7 days following a meeting
- Post meeting minutes for public viewing at school website

Article VII: Amendments

The bylaws shall be reviewed at the March/April and August meetings.

Amendment recommendations shall be advertised at one meeting and shall be voted on at the next scheduled meeting.

Approval of bylaws amendments shall require a two-thirds vote of members in attendance.