

Frisco ISD School Health Advisory Council By-Laws



ARTICLE I: Name, Mission & Purpose

Section 1: Name

The name of this group shall be the Frisco ISD School Health Advisory Council (SHAC).

Section 2: Motto

Children must be healthy to learn. Children must learn to be healthy.

Section 3: Mission

Promote sound school policies and practices that will improve the health and wellness of our students, faculty, and community members.

Section 4: Vision

Focused on a future where every child in Frisco ISD has the opportunity to live a healthful lifestyle, to be healthy and physically educated, and to transfer that knowledge into action.

Section 5: Goals

- A. Support a healthy and safe school environment that fosters learning.
- B. Establish healthy behaviors during childhood that carry over for a lifetime.
- C. Strengthen academic success by enriching health and physical activity opportunities.
- D. Champion the practice of CSH by effectively implementing the eight components:
 - Health Education & Services
 - Physical Education & Physical Activity
 - Nutrition Environment & Services
 - Counseling, Psychological, & Social Services
 - Social and Emotional Health
 - Physical Environment
 - Employee Wellness
 - Family/Community Engagement

Section 6: Purpose

Establish and maintain a School Health Advisory Council authorized by the FISD Board of Trustees following the requirements set forth by the Chapter 28.004 of the Texas Education Code and guided by the FISD SHAC bylaws.

ARTICLE II: Membership

Section 1: Appointment of Members

The FISD board of Trustees shall annually appoint members to the FISD SHAC.

Section 2: Membership Criteria

- A. Custodial parents or guardians serving on the council must have a student currently enrolled in the district and be living within the district.
- B. A majority of the elected members must be persons who are parents of students enrolled in the district and who are not employed by the district.
- C. SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district while balancing the interests of the eight components of Coordinated School Health.
- D. Members should have a strong commitment to the health and well-being of students, staff and community members.

- E. The Superintendent or a representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.
- F. 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.
- G. The SHAC Officers may appoint substitutes for members who are unable to fulfill the membership obligations.

Section 3: Terms of Service

The term of service for an appointment shall be one year beginning with the first meeting of the school year. Members may serve multiple terms.

Section 4: 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. 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 5: Council Size

The SHAC will consist of no more than 50 members and no less than 12 members.

Article III: Officers and Committee Chairs

Section 1: The Chair

- A. An employee of FISD
- B. Presides at all meetings of SHAC unless absent
- C. Appoints committees as necessary
- D. Serves as ex officio member of all committees without voting except on the Nominating Committee
- E. Works directly with the Executive Committee and the Co-Chair to compile agendas, discussion items and action items for all SHAC meetings
- F. Performs 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 of Trustees.

Section 2: The Co-Chair

- A. Meets the requirement of Article III, Section 2A and B
- B. Presides at SHAC meetings in the absence of the Chair
- C. Serves as ex officio member of all committees without vote except the Nominating committee
- D. Performs other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, district policy and direction of the board.

Section 3: Secretary

- A. Presides at meetings when both the Chair and Co-Chair are absent
- B. Prepares meeting notices, minutes, and communications to be sent to the SHAC members.
- C. Ensure that adequate facilities arrangements are secured for all meetings.
- D. Serve as custodian of all SHAC records.
- E. Provide staff support in the development and submission of SHAC's annual report.
- F. Performs other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, district policy and direction of the board.

Section 4: Executive Committee

The Executive Committee shall consist of the committee chairs of all substantive standing committees.

Section 5: Nominating Committee

The Nominating Committee members shall be appointed by the Chair and consisting of four members of the SHAC. They shall be responsible for reviewing and selecting applicants to be approved by to the Board of Trustees to serve on the SHAC as well as apportioning the members to a standing committee.

Section 6: Substantive Standing Committee

A standing committee for each of the following substantive areas is recommended: Family and Community Involvement, Health Services, Health Education, Nutrition Environment and Services, Physical Education & Physical Activity, Counseling Psychological and Social Services, Healthy School Environment, Policies Social and Emotional Climate, and Employee Wellness.

- A. A Committee Chair shall be appointed by the SHAC Chair with the advice of the Co-Chair to serve on the Executive Committee as well as preside over and be a part of the Standing Committee.
- B. Standing Committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committees. They gather information, analyze available data, make recommendations to the SHAC, and report to the SHAC. The SHAC may develop these information items into action items for a SHAC vote.
- C. Committees should strive for representation reflecting the diversity of the community served by Fisd.
- D. A Standing Committee should be comprised of at least 3 members.

Section 7: Ad Hoc Committees

The Chair may establish and appoint Ad Hoc Committees as deemed necessary and appropriate in consultation with the executive committee.

Article IV: Meetings

Section 1: Regular Meetings

The SHAC shall conduct a minimum of four regular meetings per year. These meeting dates will be posted on the Fisd website. The meetings will be held at the Fisd Administration building at 5:00pm at 5515 Ohio Dr., Frisco TX 75035 unless accommodations need to be made for space availability.

Section 2: Public Questions and Comments

Meetings are closed to the public. Public questions and comments are permitted following the meeting and speaking time is limited to 4 minutes. Speakers must email a request to speak one week before a set meeting date to the SHAC Chair. A limit of 5 speakers is allowed per meeting.

Section 3: Quorum

A quorum will be the SHAC members present at the meeting with a minimum of 8 members. Meetings may be held without a quorum for the purpose of presentations, research or discussion. No voting may take place without a quorum.

Section 4: Voting

A simple majority of the members present at the regular SHAC meeting is needed to approve and carry a motion.

Section 5: Agendas

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Co-Chair and the Executive Committee.

Article V: Communication

Section 1: To the Board of Trustees

SHAC shall submit to the Board of Trustees, at least annually, a written report that includes:

- A. Any SHAC recommendation concerning the school district's health education curriculum and instruction or related matters that the council has not previously submitted to the board
- B. Any suggested modification to a council recommendation previously submitted to the board
- C. A detailed explanation of the council's activities during the period between the date of the current report and the date of the last prior written report
- D. Any recommendation made by the physical activity and fitness planning subcommittee

Section 2: To the Public

Meeting dates, times and an overview of the minutes will be posted on the Fisd Website. Minutes of the meetings will be kept on file in the office of the Director for Coordinated School Health.

Article VI: Amendments

The procedure for making changes to the by-laws shall be by a two-thirds majority vote of the members present.