

Bylaws for Bastrop ISD

School Health Advisory Council

Article I—Name

The official name of this organization shall be the Bastrop ISD School Health Advisory Council, hereinafter in this document referred to as the SHAC.

Article II—Purpose and Limitations

Purpose. The SHAC will assist the district in ensuring that local community values are reflected in health education instruction. The vision of the SHAC is to create a school environment that nurtures physical, mental, emotional, and social health so that all students are able to learn at their highest potential.

Limitations. The SHAC shall be an advisory body, and shall serve to provide guidance, counsel, and other assistance to the Board of Trustees. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district. Other health-related district and campus recommendations may be made by the SHAC as appropriate.

Article III—Responsibilities

According to [Texas Education Code \(TEC\), Title 2, Subtitle F, §28.004](#), District policy [Bastrop ISD BDF \(LEGAL\)](#), and the direction of the Board of Trustees and District administration, the SHAC shall have the following responsibilities:

1. To hold regular meetings, a minimum of 4 times per curricular year
2. To meet the requirements of District policy [Bastrop ISD EHAA \(LEGAL\)](#), including but not limited to:
 - a. To advise and consult with the district Curriculum and Instruction department in the development of any and all components of a comprehensive health education curriculum. [TEC Title 2, Subtitle F, §28.002](#)
 - b. To provide recommendations to the school board for approval of the district's coordinated school health program. [TEC Title 2, Subtitle G, §38.013](#)
 - c. To recommend appropriate grade levels and curriculum for human sexuality instruction and other required lessons identified in [TEC §28.004](#)
3. To meet the requirements of [Bastrop ISD FFA \(LEGAL\)](#), including:

- a. Development of the District's Wellness Policy for all schools participating in the National School Lunch Program and/or School Breakfast program.
 - b. Development of nutrition guidelines and wellness goals in collaboration with District administration to be adopted by the Board of Trustees into [Bastrop ISD FFA \(LOCAL\)](#).
4. To research and review available data related to the components of a comprehensive school health program, including: health instruction; safe and healthy school environment; health services; physical education; school counseling, guidance, and mental health; parental involvement; addiction and substance abuse prevention; suicide prevention; school food and nutrition service; school site health promotion for faculty and staff; child abuse, family/dating violence, and sex trafficking prevention; and to make appropriate recommendations to the school board based on data and discussion.
 5. To provide a written annual report in June of each school year and present the report in a meeting of the Board of Trustees if requested.

Article IV—Membership

Membership shall include no fewer than 10 nor more than 30 members, with the following mandates:

1. A majority of the members shall be parents of students enrolled in the Bastrop ISD and must not be employed by Bastrop ISD.
2. Membership of the SHAC will strive to reflect the diversity of the Bastrop ISD community and represent a cross section of the different campuses.
3. Membership may include non-voting advisory members.
4. Voting membership may include campus staff, while district administration shall be non-voting advisory members.
5. School Board members are non-voting advisory (ex officio).

Eligibility. Non-employee members must reside or be business owners within the boundaries of Bastrop ISD. Non-voting advisory members may live in surrounding areas. According to District policy, membership categories are as follows:

- Parent of student enrolled in the District (not employed by the District)
- Director of Student Services
- Teacher
- Administrator
- Counselor

- Student (at least 2 students, one from each high school)
- Health care professional
- Business community and/or community member
- Law enforcement
- Senior Citizens
- Clergy
- Food and nutrition services representative
- Nonprofit health organizations
- Local domestic violence prevention programs
- Other

Appointments. The Executive Committee (Article VII) shall annually develop a SHAC membership roster, based on consideration of applications received, referrals from campuses and SHAC members, and other appropriate sources including recommendations from the Board of Trustees.

The SHAC Standard Membership Selection Considerations shall be applied (see below). The annual membership roster shall be provided each June to the Board of Trustees for approval and appointment. The following selection considerations are recommended by the Texas Department of State Health Services.

Selection Process

1. Interested parents and community members will submit an application. The applications received will be considered, as well as other referrals and input from campus administration, district staff, or board members, and will select an appropriate number of parents and community members for recommendation to the Board of Trustees.
2. Student members will be selected by the high school principal through an application process.
3. Employee members will be selected from the district positions identified under "Eligibility" and/or employees recommended by campus administration or other district staff.

The Director of Health Services has final decision making on which members will be presented for recommendation. A membership roster will be presented to the Board of Trustees for approval and appointment each year.

SHAC Membership Selection Considerations

Considerations for Selecting New Members:

- Extent to which candidate would help achieve membership diversity
- Extent to which candidate has previous district, campus, or community service
- Extent to which candidate is known to have a positive attitude and work well with others
- Extent to which candidate is known to possess certain subject matter expertise
- Extent to which candidate is known to advocate for the interests of all children

Considerations for Selecting Existing Members for Additional Terms:

- Extent to which incumbent would help maintain membership diversity
- Extent to which incumbent has maintained reasonably regular attendance
- Extent to which incumbent has maintained a positive attitude, has worked well with others, and has contributed to the committee
- Extent to which incumbent would provide leadership and experience to the committee
- Extent to which continued service by incumbent would prohibit other interested and capable candidates from serving

Terms. The term of service for an appointment shall be two years, subject to the removal provision below, normally beginning the first SHAC meeting of the year in August. Members may serve one term. In filling vacancies, members may serve partial terms. Members must sign a commitment agreement annually. In developing the SHAC membership roster, the Executive Committee will take into consideration the terms of members to ensure overlapping of terms. A member selected to fill a vacancy with less than a year remaining in the term may be eligible to serve another term at the discretion of the Director of Health Services.

Vacancies. The Board of Trustees delegates to the SHAC Executive Committee the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Resignation. If a member chooses to resign before his/her term ends, a letter or email to the Director of Health Services of the SHAC will serve as appropriate documentation.

Attendance. SHAC will meet at a minimum of 4 times per curricular year. Members are encouraged to attend all meetings, and must attend at least three meetings per year. If a member misses three consecutive meetings and does not communicate with SHAC via email for three months, he/she will be asked to submit a resignation letter.

Code of Conduct. The District welcomes freedom of expression and debate. However, SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and consideration to fellow members, District parents and students, District staff and Trustees, and members of other District advisory committees. In meetings, members must be recognized by the Co-Chairs before speaking, and otherwise consider the order maintained by the Co-Chairs. Unless otherwise authorized by the SHAC, members shall not speak on behalf of the SHAC; and, unless otherwise authorized by the administration, members shall not speak for the District. Members, by their comments and/or actions, shall not reflect poorly on the SHAC. Violation of this code of conduct may result in reprimand or dismissal by the Executive Committee.

Robert's Rules of Order will be followed in all SHAC meetings.

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.

Removal. A member may be subject to removal from the committee. The Board of Trustees delegates to the Executive Committee the authority to remove a member prior to the completion of his/her term for one of these reasons:

1. Failure to attend a majority of the meetings within a year period
2. Violation of the SHAC Bylaws Code of Conduct

Undue Advantage. SHAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Executive Committee. (As examples, it would be considered an undue advantage if a person included his or her membership in the SHAC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include SHAC membership on his or her resume.)

Article V—SHAC Leadership

- 1. Parent Co-Chair.** The parent Co-Chair of the SHAC shall be a parent of a student(s) enrolled in the District, who is not employed by the District. SHAC members elect a parent Co-Chair, who serves a term of two years. The Parent Co-Chair shall assist the District Co-Chair in their duties to facilitate meetings, keep records, maintain membership, and other matters which may arise. The term of service for Parent Co-Chair shall be two years. The Parent Co-Chair may be selected to serve two consecutive terms as agreed upon by SHAC members. Should the Parent Co-Chair resign or be removed from the SHAC for violations of the Code of Conduct, the SHAC shall at its next meeting nominate and elect a

new Parent Co-Chair.

2. District Co-Chair. The District Co-Chair shall maintain:

- Working drafts and master copies of SHAC recommendations
- Membership and subcommittee lists
- SHAC website postings
- Other matters

The District Co-Chair of SHAC shall be the Director of Student Health Services. Because this role has been assigned by the District, the District Co-Chair shall serve indefinitely as long as that person maintains their role within the district. Should the District Co-Chair resign or be removed, the Parent Co-Chair will uphold their duties until which time the District hires a replacement for the District Co-Chair.

3. Secretary. The SHAC Secretary shall be responsible for:

- Agendas
- Minutes
- Communication via email with SHAC members about upcoming meetings
- Other duties as assigned

The term of service for the Secretary shall be two years. If the District has designated a staff member to be the Secretary, this person will serve indefinite terms. The Secretary may be selected to serve two consecutive terms as agreed upon by SHAC members. Should the Secretary resign or be removed from the SHAC for violations of the Code of Conduct, the SHAC shall at its next meeting nominate and elect a new Secretary.

Article VI—Standing Committees

In accordance with *TEC §28.004*, the SHAC will establish and maintain a physical activity and fitness planning subcommittee, whose purpose is to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students. The SHAC may choose to establish and maintain for any period of time a subcommittee for discussion, deliberation, and recommendation of matters to the full body of the SHAC. Membership on subcommittees is not limited to SHAC members. Broad community representation of subject-matter experience is sought for all committees.

Article VII—Executive Committee

The Executive Committee shall consist of the District Co-Chair, Parent Co-Chair, and a community member appointed by the members of the full SHAC. The responsibilities of the Executive Committee shall be to: determine the schedules for all meetings of the full SHAC, set the agendas for all meetings of the full SHAC, establish or alter

subcommittees, receive recommendations from subcommittees to be addressed by the full SHAC, serve as the Membership Committee of the SHAC.

Article VIII—Meetings

The SHAC will meet at least four times per school year. Additional meetings will be held at the recommendation of the SHAC. In compliance with *TEC §28.004*, for each regular meeting:

1. Notice of the date, hour, place, and subjects of the meeting shall be posted at least 72 hours prior to the meeting at the central administration building and the front office of each campus, as well as on the District's SHAC webpage
2. Minutes (including deliberations, votes, decisions, or other actions) as well as an audio recording shall be provided to the district within 10 days of the meeting, and posted on the District's SHAC webpage as soon as applicable.
3. Agendas will be established through consultation with the Executive Committee considering recommendations from committee members.

Article IX—Decision Making

Members shall attempt to reach decisions by consensus. However, if a consensus cannot be obtained, voting members shall reach a decision by majority vote. Quorum for voting in a meeting requires the majority of voting membership to be present. Voting will occur in person at meetings.

Article X—Communications

SHAC will maintain a page on the District website, and may utilize other media as an avenue of communication. Minutes of the SHAC meetings will be posted on the SHAC link of the District website. An annual report, as required by state mandate, will be given to the Board of Trustees. SHAC reports to the School Board during regular meetings will take place as needed or requested by the School Board. An orientation for new SHAC members will be provided every year prior to the August meeting and as new members join.

Article XI—Adoption and Amendments

These bylaws become effective and binding immediately upon their adoption. A two-thirds majority vote of the SHAC is required for adoption of these bylaws. The bylaws may be amended at any regular meeting of the SHAC upon recommendation of the SHAC. Amendments to the bylaws shall be included in the posted meeting notice for the meeting in which the vote shall take place. Amendments must be approved by a simple majority of voting members.

Certification

The undersigned District Co-Chair of the Bastrop Independent School District School Health Advisory Council does hereby certify that the preceding is a full, true, and correct copy of the bylaws adopted by the Bastrop ISD SHAC in Bastrop, Texas, on November 28, 2023.

Signature: Janel Morris

Dr. Janel Morris, *Director of Student Health Services*