

**SAN ANTONIO INDEPENDENT
SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY
COUNCIL**

VISION STATEMENT

**The San Antonio Independent School
District School Health Advisory
Council is a group of engaged change
agents that review and make
recommendations on the policy,
environment, programs and outreach
efforts surrounding all eight components
of Coordinated School Health
to positively impact the health and well-
being of students.**

**SAN ANTONIO INDEPENDENT
SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY
COUNCIL**

MISSION STATEMENT

**All students will graduate empowered with the
knowledge and skills to maintain a healthy
lifestyle through a comprehensive health
education program and an environment where
healthy life choices are encouraged and
supported.**

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY COUNCIL BYLAWS

Article I: Authority

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 San Antonio Independent School District is specifically authorized by the Board of Trustees in District policy EHAA (legal).

Section Two. Limitations. 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 extend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. Bylaws must be consistent with the state law and District policies governing SHACs. Bylaws and changes to the bylaws must be approved by the SHAC membership.

Article II: Responsibilities

According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

- A. To hold a minimum of four meetings per year.
- B. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- C. To approve the District coordinated school health program, subject to adoption by the Board of Trustees.
- D. To consult with the Superintendent or his/her designee in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- E. To advise and consult with the District in the development of a comprehensive health education curriculum.
- F. To provide a written annual report to the Board of Trustees.

Article III: Membership

Section One. Membership Criteria. The membership composition of the SHAC shall comply with the following:

- A. Parents must live within the District, and must be a custodial parent or guardian of a student currently enrolled in a District school. Parents may not also be employees of the District.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by SAISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district staff representing the eight components of Coordinated School Health, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- E. The Superintendent shall designate an Administrative Liaison. The primary responsibility of the Administrative Liaison will be to facilitate the smooth and timely flow of accurate information between SAISD and the SHAC.

Section Two. Terms of Service. The term of service for an appointment shall be two full years. The terms of service will be initially determined by random draw within each district at the first meeting after the adoption of the by laws. Terms of service shall normally begin the first SHAC meeting of the school year. A member can serve no more than two terms consecutively, but may return after one year if reappointed. District staff appointed by the Board of Trustees: Directors of Food Services, Guidance and Counseling, Physical Education, Health Education, Employee Benefits and Risk Management, Health Services and Parent, Community and Business Partnerships shall be standing members, without term limitations.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint members to fill vacancies on the SHAC.

Section Four. Change in Member Status. If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position.

Section Five. 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. Any such individual who has a conflict of interest shall be recused from voting on that issue.

Section Six. The Role of the Superintendent or designee. The Superintendent and/or designee and SHAC will work cooperatively. The Superintendent and/or designee will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section Seven. Size of Council. The SHAC will consist of no more than thirty-six members and no less than fifteen members.

Article IV: Officers

Section One. Terms of Service. The SHAC shall elect a Chair who is a parent, Vice-Chair and Secretary. Officers will serve one year terms. Nominations for officers will be taken at the first meeting of the school year and voted upon and installed at the second meeting of the school year.
Section Two. Responsibilities.

- A. The responsibilities of the Chair shall be to:
- Preside at all meetings of the SHAC
 - Appoint committees as necessary
 - Serve as ex officio member of all committees
 - Work directly with the Executive Committee and the Administrative Liaison to compile agendas for all meetings of the SHAC
 - Follow-up on recommendations to the Board and Board decisions
 - 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
- B. The responsibilities of the Vice-Chair shall be to:
- Preside at SHAC meetings in the absence of the Chair
 - Serve as ex officio member of all committees
 - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, District policy, and direction of the Board
- C. The responsibilities of the Secretary shall be to:
- Preside at meetings when both the Chair and Vice-Chair are absent
 - Work with the Administrative Liaison 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.

Article V: Executive Committee

Section One. Membership. The Executive Committee shall consist of the officers, the immediate Past Chair, if reappointed, the Administrative Liaison and the District Directors of Health Education and Parent, Community and Business Partnerships.

Section Two. Duties. Duties of the Executive Committee shall include meeting prior to SHAC meetings to review and determine the meeting agenda.

Article VI: Committees

Section One. Substantive Standing Committees. Standing committees will be established as necessary for each of the eight components of Coordinated School Health: Nutrition/Food Service, Physical Education, Health Education, Counseling/Mental Health Services, Parent and Community Involvement, Student Health Services, Staff Health Promotion, and Safe and Healthy Environment. All committee chairs shall report directly to the SHAC Executive Committee. All committee chairs must be members of the SHAC.

- A. The Chair and Vice-chair shall oversee the activities of all standing committees. The Chair and Vice-chair shall ensure that no important function is unfilled.
- B. Each committee chair shall be appointed by the Chair with the advice of the Vice-Chair.
- C. 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 recommendations into action items for a SHAC vote.
- D. Non-SHAC members may be invited to serve on standing committees on a consultative, non-voting basis.
- E. The Administrative Liaison will serve as a resource to all committees.
- F. Committees should strive for representation reflecting the diversity of the community served by SAISD.
- G. Standing committees should be comprised of at least three members.

Section Three. Ad Hoc Committees. The Chair may establish and appoint Ad Hoc committees as he/she deems necessary and appropriate in consultation with the executive committee.

Article VII: Administrative Liaison

The Superintendent or his/her designee shall appoint a District employee to serve as Administrative Liaison. The Administrative Liaison shall be responsible for the organization and activities of the SHAC. Responsibilities of the Administrative Liaison shall include:

- A. Ensuring adequate facilities arrangements and staff support are secured for all meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Serving as custodian of all SHAC records.
- D. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- E. Informing the Chair of member vacancies and attendance problems.

- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and District General Counsel of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

Article VIII: Meetings

Section One. Regular Meetings. The SHAC shall conduct regular meetings as mandated by State law. The meeting schedule will be established at the first meeting of the school year. If a meeting is cancelled, 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.

Section Two. Public Hearings. Public hearings and other meetings with the public should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the Administrative Liaison.

Section Three. Open Meetings. All meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Chairperson shall designate the allotted time per speaker. Committee meetings may be open to the public at the discretion of the Committee Chair.

Section Four. Quorum. A quorum shall be the 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.

Section Five. Attendance. Member attendance shall be monitored by the Chairperson, who shall work with members to try and resolve any attendance problems. Non-attendance for two consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Chairperson or the Administrative Liaison if they know they cannot attend a meeting.

Section Six. Agendas. Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Committee and Administrative Liaison and with input from the members.

Section Seven. Decision-making. 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 Eight. Governance. Meetings will be governed by Robert's Rules of Order.

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

BURNET CENTER CAFETERIA

NOVEMBER 5, 2009

8:30 A.M. – 10:30 A.M.

MINUTES

Members attending: Parents - Nancy Price, Chris Quintanilla, Romie Henson, Liz Riojas, Jennifer Moore, Hope Aguillon, Anita Rodriguez; Community Members - Suzanne Martinez, Andro Mendoza, and Lucy Eller; District Staff - Sally Cody, Irma Hernandez, Jose Moreno, Phyllis Priess, Sylvia Rendon, Roger Rodriguez, Mary Sanchez (S. Cody designee)

An overview of the history, purpose and requirements of a SHAC was presented by Phyllis Priess.

Roger Rodriguez presented information regarding recent state legislation impacting the health education requirements for students on the recommended graduation plan. Members discussed and asked for clarification regarding the Distinguished, Recommended and Minimum graduation plans and the breakdown of students working under each plan. Sylvia Rendon provided an explanation of the plans and criteria for being under each plan. Ms. Rendon provided a rough estimate of students working under each plan and offered to provide specific percentages at the next meeting. Mr. Rodriguez pointed out that the District could make the previously state mandated .5 HS health credit a local requirement for students under the Recommended graduation plan.

Members also discussed the impact of the legislation on the physical education requirement for the Recommended graduation plan. Roger Rodriguez answered questions from members regarding High School physical education requirements and a description of physical education course offerings.

Andro Mendoza moved the SHAC recommend the Board of Trustees consider adding the following local requirements to the Recommended Graduation Plan to be effective the 2010-2011 school year:

- .5 Health Education
- .5 Personal Fitness Foundations

Nancy Price seconded the motion. Members present voted unanimously in favor of the motion.

Liz Riojas asked Mr. Rodriguez to provide a list of topics covered in the current High School health education course.

A draft of the SHAC Bylaws developed using bylaws from Austin ISD and El Paso ISD as a guide was presented to the members. A committee of Nancy Price, Liz Riojas and Suzanne Martinez was formed to review the bylaws and make suggestions for change at the December 10th SHAC meeting. Phyllis Priess will facilitate a meeting time and location for the Bylaws Committee.

Members were asked to complete the Meeting Preferences form and return to Phyllis Priess at the end of the meeting.

Requirements and duties of the SHAC Chairperson were discussed. Members were asked to submit nominations for the office of Chairperson. A ballot will be prepared and an election held at the December 10th meeting.

Next Meeting:

**December 10, 2009
8:30 a.m. – 10:30 a.m.
Burnet Cafeteria**

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

BURNET CENTER CAFETERIA

DECEMBER 10, 2009

8:30 A.M. – 10:30 A.M.

MINUTES

Members attending: Parents - Nancy Price, Chris Quintanilla, Jennifer Moore, Hope Aguillon, Ted Guerra, Anita Rodriguez. Community Members - Suzanne Martinez, Cindy Loredo, and Lucy Eller. District Staff - Sally Cody, Irma Hernandez, Phyllis Priess, Sylvia Rendon, and Roger Rodriguez.

Nancy Nobles Price was elected as the SHAC Chairperson. As mandated by Texas law, Ms. Price is not employed by the District and is a parent of a student currently enrolled in the District. Upon adoption of bylaws, election of other officers will be held in accordance with the adopted bylaws.

Members of the SHAC bylaws committee presented a second draft of the proposed SHAC bylaws to members present. Per SHAC members' request, the bylaws committee will reconvene to review additional options for term limits of SHAC members. SHAC members will be informed of the date/time of the bylaws committee meeting and may attend to provide input. A final draft of the SHAC bylaws will be provided to the SHAC members prior to the next SHAC meeting on January 21st.

Roger Rodriguez presented an update on recent and pending state legislation impacting the health education and physical education requirements for high school students. The state had previously removed .5 health education credit and .5 physical education credit from the Recommended Graduation Plan. Currently, the state is also considering removing .5 health education credit and .5 physical education credit from the Minimum and Distinguished Graduation Plans. The legislature is expected to address this issue on January 13, 2010. Mr. Rodriguez explained that under the pending legislation all high school students will be required to have 1.0 credit of physical education.

Cindy Loredo moved the SHAC recommend the Board of Trustees consider requiring .5 health education as a local requirement for all graduation plans beginning the 2010-2011 school year; Suzanne Martinez seconded the motion. Members present voted unanimously in favor of the motion.

Members brought forth the following issues:

- requirements for dressing out in physical education at the secondary level
- limitations for physical education at academies due to lack of locker rooms
- reduced # and type of menu entrée selections

Roger Rodriguez and Sally Cody responded to questions and concerns.

Members present who were not in attendance at the November meeting were asked to complete the Meeting Preference form and return to Phyllis Priess at the end of the meeting.

Next Meeting:

January 21, 2010

8:30 a.m. – 10:30 a.m.

Burnet Cafeteria

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

BURNET CENTER CAFETERIA

FEBRUARY 11, 2010

8:30 A.M. – 10:30 A.M.

MINUTES

Members attending: Parents - Nancy Price, Chris Quintanilla, Jennifer Moore, Sylvia Villanueva. Community Members - Suzanne Martinez, Lucy Eller. District Staff - Sally Cody, Janice Hannon, Irma Hernandez, Phyllis Priess, Roger Rodriguez. Guests – Nicole Townsley, American Cancer Society, Mr. Villanueva.

Members reviewed minutes from the December meeting. Chris Quintanilla moved the minutes be approved, Suzanne Martinez seconded the motion, and members unanimously voted to approve the minutes.

Chairperson Nancy Price provided a report of the Texas Education Telecommunications Network (TETN) Conference on SHAC Best Practices held at Region 20 on February 3, 2010. The TETN was attended by the following SAISD SHAC members: Ms. Price, Roger Rodriguez, Sr. Coordinator of PE/Health, Irma Hernandez, Director of Employee Benefits and Risk Management, and Phyllis Priess, Director of Student Health Services. Ms. Price reviewed Best Practices of the following SHACs: Ft. Worth ISD, Northside ISD, Fort Bend ISD, El Paso ISD, and LaPorte ISD. Each of these SHACs received the Texas Education Agency 2009 Award for Excellence. Ms. Price suggested the SAISD SHAC should list issues members would like to address and rank in order of what is most important to members. Suzanne Martinez pointed out the SHAC should focus on addressing issues that are within the group's capacity to affect change. Members expressed an interest in reviewing the District policy regarding recess.

Chairperson Nancy Price provided an update on the pending SHAC recommendation to the SAISD Board to implement a local requirement of one semester (.5 credit) of health education for all high school graduation plans. Dr. Roxanne Rosales, Senior Director of Academic Support, presented information to SHAC members regarding recent changes in graduation requirements by the State Board of Education and the impact of those changes in SAISD.

Members of the SHAC bylaws committee presented a third draft of the proposed SHAC bylaws to members present. Members discussed Article VI: Committees. After discussion, members proposed the following changes to Article VI, D:

Article VI: Committees

(Delete current wording and replace with the following.)

D. Non-SHAC members may be invited to serve on standing committees on a

consultative, non-voting basis.

Sally Cody moved the change to Article VI, D be made. Irma Hernandez seconded the motion. Members present voted unanimously to approve the change.

Chris Quintanilla moved to approve the By-laws. Suzanne Martinez seconded the motion. Members present voted unanimously to approve the SHAC By-laws.

Nancy Price reviewed the duties of the offices of Vice-Chair and Secretary and asked for nominations for Vice-Chair and Secretary. Members wishing to make a nomination will complete the nomination forms provided and submit to Phyllis Priess. Ms. Priess will e-mail the nomination forms to members not present. A Vice-Chair and Secretary will be elected at the March 25, 2010 meeting.

Sally Cody discussed the Texas School Nutrition Policy and the District's compliance with the policy.

Next Meeting:

**March 25, 2010
8:30 a.m. – 10:30 a.m.
Burnet Cafeteria**

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

BURNET CENTER CAFETERIA

MARCH 25, 2010

8:30 A.M. – 10:30 A.M.

MINUTES

Members attending: Parents - Nancy Price, Chris Quintanilla, Liz Riojas, Jennifer Moore, Hope Aguillon, Anita Rodriguez, Sylvia Villanueva. Community Members – Andro Mendoza, Lucy Eller. District Staff - Sally Cody, Janice Hannon, Jose Moreno, Phyllis Priess, Sylvia Rendon, Roger Rodriguez. Guest – Lydia Saucedo, Jefferson PTA President

Members reviewed minutes from the February meeting. Sally Cody moved the minutes be approved, Nancy Price seconded the motion, and members unanimously voted to approve the minutes.

Liz Riojas was elected as SHAC Vice-Chairperson. Sally Cody was elected as SHAC Secretary.

Chairperson Nancy Price provided a report on the SHAC recommendation to the SAISD Board of Trustees to approve a local requirement of one semester (.5 credit) of health education for all high school graduation programs. The Board of Trustees approved the SHAC recommendation at the board meeting on March 22, 2010.

Membership terms were determined. According to the SHAC by-laws, membership terms are for two years. In order to maintain continuity in membership, members agreed terms will be staggered. In order to achieve staggered terms, the members agreed to initially have half of the members with two year terms and half of the members with three year terms. The initial terms of membership were determined by random draw. Each District will have an equal number of two and three year membership terms. Members with two year terms will serve the 2009-2010 and 2010-2011 school years. Members with three year terms will serve the 2009-2010, 2010-2011 and 2011-2012 school years. Following are the terms of membership:

MEMBER CATEGORY	TERMS OF MEMBERSHIP
District 1 – ES/Academy Parent	Two years
District 1 – MS Parent	Three years
District 1 – HS Parent	Two years
District 1 – Community Member	Three years
District 2 – ES/Academy Parent	Three years
District 2 – MS Parent	Two years
District 2 – HS Parent	Two years
District 2 – Community Member	Three years
District 3 – ES/Academy Parent	Two years
District 3 – MS Parent	Two years

District 3 – HS Parent	Three years
District 3 – Community Member	Three years
District 4 – ES/Academy Parent	Three years
District 4 – MS Parent	Two years
District 4 – HS Parent	Two years
District 4 – Community Member	Three years
District 5 – ES/Academy Parent	Three years
District 5 – MS Parent	Two years
District 5 – HS Parent	Two years
District 5 – Community Member	Three years
District 6 – ES/Academy Member	Two years
District 6 – MS Parent	Three years
District 6 – HS Parent	Two years
District 6 – Community Member	Three years
District 7 – ES/Academy Parent	Three years
District 7 – MS Parent	Two years
District 7 – HS Parent	Three years
District 7 – Community Member	Two years

SHAC members were invited to participate in the Susan G. Komen Race for the Cure on May 1st and were provided registration information.

Jose Moreno, Senior Executive Director of Curriculum and Instruction presented a review of District Administrative Procedure E-33, Recess Implementation. Mr. Moreno emphasized the need to continue to allow the Campus Leadership Team (CLT) to determine how recess is implemented as the needs of each campus vary greatly. Mr. Moreno informed the group that each CLT has a parent member. SHAC members agreed all campuses with grades PK-5 should be allowed to offer recess. Members also discussed the positive benefits of recess and the importance of not using denial of recess as a punishment. Phyllis Priess suggested including a brief statement regarding evidence based information on the benefits of recess in the introductory paragraph. Roger Rodriguez suggested adding a Best Practices section to the procedure. Sylvia Rendon discussed the process for recommending changes to an Administrative Procedure. Chris Quintanilla made a motion for SHAC to make recommendations to the District for improving Administrative Procedure E-33. Liz Riojas seconded the motion. Members present voted unanimously in favor of the motion. Nancy Price asked for volunteers to serve on a committee to review the administrative procedure. Roger Rodriguez, Janice Hannon, and Chris Quintanilla will serve on the recess committee. The committee’s recommendations for change will be discussed at the next regular SHAC meeting on May 20th.

Nancy Price and Phyllis Priess provided information on the process for the SHAC Competitive Grant application. A maximum of sixteen \$4,500 grants will be awarded by the Centers for Disease Control.

Sally Cody asked to be placed on the agenda for the next meeting on May 20th. She will present information to the group on the District’s Food and Child Nutrition

Program. Roger Rodriguez also asked to be placed on the May 20th agenda to provide an update on the approval status of the innovative PE course currently being reviewed by the Texas Education Agency.

Next Meeting:

**May 20, 2010
8:30 a.m. – 10:30 a.m.
Burnet Cafeteria**