

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

AUGUST 31, 2011

8:30 A.M. – 9:30 A.M.

MINUTES

Members attending: Nancy Price, Chris Quintanilla, Sylvia Villanueva, Sally Cody, Lisa Lashely, Alfred Clark, Roger Rodriguez, Dalia Garza, Debbie Morgan, Irma Hernandez, Janey Realini, Jose Villanueva, Suzanne Montiel, Nicole Foy, Anita Chavera

Members not attending: Romie Henson, Liz Riojas, Jennifer Moore, Hope Aguillon, Ted Guerra, Anita Rodriguez, Jose Moreno, Sharon Callihan, Sgt. Victor Balderas, Andro Mendoza, Lucy Eller, Nicole Townsley, Armandina Acevedo

A welcoming of new school year for SHAC was given by Alfred Clark. Mr. Clark asked that those in attendance give a brief self introduction. An overview of the history and purpose of SHAC was presented by Nancy Price.

Nancy Price went over 4 main committees that worked over the summer, Human Sexuality, Coordinated School Health, Fitnessgram, and the Wellness Program. She touched on how impressed she was to hear of the committee's dedication. One in particular was Human Sexuality and as a result of what Debbie and her staff did over the summer led to the introduction of guest speaker of Project Worth, Mr. Mario Martinez.

Debbie Morgan led a brief introduction to current teen pregnancy issues and how her and her staff worked closely with Project Worth on decreasing the rate of teen pregnancy occurring in SAISD and increasing the amount of information given to students regarding sexual activity. Debbie also mentioned that Ms. Burks was supportive of the implementation of assistance to our students regarding teen pregnancy and sexual activity.

Mario Martinez gave presentation of a teen parenting strategy to break the cycle of sexual activity and pregnancy. Draw the Line- Respect the Line is one program that was introduced to Tafolla and Wheatley Middle School. This curriculum reached many students and Dr. Durón would like to continue to expand to other schools. This curriculum includes activities, videos, and games that will interest young students and help them think about their decision regarding sexual activity. Mario went over packet information and information that is given to 7th and 8th grade levels. Parent permission discussed for program. Members voted in favor to present this program and its curriculum to the board for the month of October.

Roger Rodriguez spoke on new business for Fitnessgram regarding Senate Bill. It was originally for every student in 3rd grade thru 12th grade. This year it will only be 3rd grade thru 5th grade. For middle and high school students PE class is required. Middle school is to test once this year. He will know in September whether he will receive PEP grant.

Dalia Garza spoke on new business for Coordinated School Health regarding peanut allergy. She attended workshop at Region 20. It covered guidelines and how school has to apply regulations concerning food allergy. Notebook was given for each district. She suggested that FAN organization can present next meeting regarding peanut allergy. On August 19th a peanut allergy PowerPoint was given to food department. Only concern is that not all schools are pro-active about peanut allergy. Improvement needs

to be implemented. Diet order is required to be given to school. Parent needs to be notified of what is being served. There is a huge concern on cross contamination.

Nancy Price suggested that mini SHAC's be at each campus. They can be approached with different concerns for the campus they represent. Health index is important. Dalia Garza gave 30 minute training to nurses because components are important to know. SAISD needs to have SHAC link on website. Alfred Clark stated that presentations are key pieces. Parent involvement is an asset as well. PTA involvement would help implement this to parents and make them aware of existence of SHAC.

Members were asked to complete the Meeting Preference form and return. Monthly meetings will happen.

Meeting adjourned.

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

BURNET CENTER CAFETERIA

September 30, 2011

8:30 A.M. – 10:30 A.M.

MINUTES

Members attending: Nancy Price, Chris Quintanilla, Sylvia Villanueva, Sally Cody, Roger Rodriguez, Debbie Morgan, Jose Villanueva, Sharon Callihan, Cherise Rohr-Allegrini

Members not attending: Romie Henson, Liz Riojas, Jennifer Moore, Hope Aguillon, Ted Guerra, Anita Rodriguez, Irma Hernandez, Jose Moreno, Anita Chavera, Sgt. Victor Balderas, Andro Mendoza, Lucy Eller, Nicole Townsley, Armandina Acevedo, Dalia Garza

Roger Rodriguez advised the committee that Mr. Clark's mother passed away and that he would not be attending the meeting. He went on to ask all in attendance to introduce themselves to everyone in attendance.

Nancy Price began with approval of minutes; however, copies were in the process of being made so she put on hold to move on to next agenda item. Mrs. Price introduced guest speaker, Liset Leal-Vasquez from Alliance for a Healthier Generation.

Liset Leal-Vasquez introduced the Healthy Schools Program. She went over a brief description of the program which promotes physical activity and healthy eating among students and staff. She went over how the schools are to implement the framework of criteria. There are six steps which include convene a school council, use the Healthy Schools Program inventory to assess your school's current efforts, develop an action plan based on what's important and achievable in your school community, identify resources that can facilitate implementation of your action plan, take action, and celebrate your successes and monitor your progress.

Ms. Leal-Vasquez stated that it is an established group there are no perfections. One person per campus and they teach others to build and how to establish the group. She went over the resources available for schools on handout given. She briefly went over the handout on frequently asked questions and MOU as well.

Roger Rodriguez spoke on grant and the share use agreement and the use of playgrounds for the general public. Jose Villanueva asked if timeframe was given for use. Roger stated that the community should be greatly involved. There are many vandalism issues.

Ms. Leal-Vasquez stated that there are competitive food fundraising is an issue. Sally Cody discussed the state law on food fundraising. She stated that excessive treats were given to students which are not necessary. Discussion continued on unnecessary treats given and how they are being sold. She gave an example of a teacher that gave many treats to students.

Nancy Price stated that she has a FaceBook page for SHAC and she prints out the concerns that are stated and she addresses them. Ms. Leal-Vasquez also stated that the Healthy School Program does cause organized chaos. She stated that coaches are usually the ones to handle alliance groups and it is not good because of the amount of effort that needs to be given for establishment. She also suggested that Assistant

Principals are the ones to handle very well. Counselors and teachers would do very well in this position as well.

Debbie Morgan talked about her meetings with Mrs. Burks to discuss Draw the Line. Mrs. Burks was shown pictures on the program and she was concerned about how graphic they are. She discussed the handouts that were given on the implementation of the program. She also introduced the curriculum implementation report that needs to be turned into Dr. Duron.

Roger discussed letters that were sent out by the Healthy Schools Committee. Also, went over the PEP grant that was approved.

Nancy Price talked about amendment for Bylaws. She is in the process of working with Mr. Clark on principals list to have representatives from the campuses to begin attending SHAC meetings.

Members discussed next meeting date which will be October 26th.

Meeting adjourned.

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

BURNET CENTER CAFETERIA

November 10, 2011

8:30 A.M. – 10:30 A.M.

MINUTES

Members attending: Nancy Price, Chris Quintanilla, Sylvia Villanueva, Sally Cody, Janice Hannon, Roger Rodriguez, Jose Villanueva, Barbara Stoks, Anita Chavera

Members not attending: Romie Henson, Liz Riojas, Jennifer Moore, Hope Aguillon, Ted Guerra, Anita Rodriguez, Irma Hernandez, Jose Moreno, Sgt. Victor Balderas, Lucy Eller

Members discussed the importance of safe websites for campuses. Mr. Clark talked about this being one of the items that is being addressed through the District Safety Audit. Campuses will need to be discreet on the items posted on websites. Roger Rodriguez advised that parent meetings should take place to talk about Cyber safety-Cyber bullying. He recommends that training should be given to parents.

Nancy Price gave out handouts from Debbie Morgan-Teen Parenting Program. Handouts were to inform SHAC members and provide information on Teen Pregnancy.

Next steps for Draw the Line/Respect the Line is to talk to Mr. Martinez about expanding the program to all Middle School campuses. Metro Health does not have the staff to extend to all MS campuses. Teen Parenting staff will be trained in January to assist with instruction. It was mentioned that one of the factors at some campuses is whether students will be pulled out of PE classes.

Frances Gonzalez, Assistant to Mayor, would like to attend SHAC meeting. Students enrolled in the Community Health Master's program and pediatrics students will also schedule to attend. Contact person would be Liz De La Fuente from UTSAHSL. This group may want to come in to schools to help. Meeting needs to take place with Debbie Morgan to discuss.

Alliance for a Healthier Generation program is a first come first serve basis. It is a free program and a commitment needs to be made by the school district. A representative is needed from each campus to attend SHAC and be able to bring back information to campus. Mr. Rodriguez suggested that a follow up be done on number of participating campuses needed to be a part of the grant. PEP grant also focuses on lifelong healthy habits. There are 3 areas that are critical measures. They are YRBS, 3B Par, and Pacer Test.

Mr. Clark suggested that increasing communication is very important and making sure parents are informed of what is happening in schools. Mr. Clark suggested that maybe we need to talk to other departments, principals and school board members to move strategically toward recruitment of other SHAC members. Support and success is important. LEDs need to be asked about mini-SHAC's for each campus. Roger said he will contact Lizette. Mr. Clark and Ms. Price will plan to attend meetings. Nancy Price talked about the recruitment piece and how SHAC needs to gather members. She would love to send out information on SHAC to principals. Mr. Clark also suggested that SHAC should send responsibilities to principals as well. Ms. Price said she is willing to make a presentation in the principal's meeting. Mr. Clark also stated that a simplified list of what they can present to parents and what SHAC entails would be given at principals meeting.

Lisa Ashley from Community & Parent Partners suggested using Home Support Liaison's to recruit members and introduce SHAC. Carmen Vasquez-Gonzalez can present to cabinet meetings. Parent summit would also be a good time to present SHAC. Next parent summit will be in February.

Roger spoke on new business regarding Kids Rock and Roll Marathon. It will be held at the zoo and he showed t-shirts and shoe laces that will be given to kids. Chris Quintanilla gave briefing on "Girls on the Run". Barbara Stoks gave information regarding "Foundation Run Marathon" which will be held on March 31st.

SHAC meetings were confirmed for remainder of year:

Thursday, January 12th (1st Choice)
Thursday, January 19th (2nd Choice)
Thursday, February 9th (1st Choice)
Thursday, February 16th (2nd Choice)
Thursday, March 8
Thursday, April 12th
Thursday, May 10th

Jose Villanueva mentioned the Fall Harvest Food Drive, November 14th-18th. Can goods can be dropped off at 24 sites. Benefits and proceeds go to the Food Bank.

Meeting adjourned.