

**Thrall SHAC
Nutrition Team
Policy
and
Bylaws**

The Mission of Thrall School Health Advisory Council (SHAC)

To assist the school in ensuring that all children, grades Pre- K through 12 will receive appropriate health education instruction, which accurately reflects the current health issues and local community values. We will provide sensible, well-considered strategies for integrating/improving school health services, counseling and guidance services, safe and healthy school environment, and employee wellness.

SHAC Vision

The primary function of a school is to provide students with the learning experiences necessary for maximum intellectual development. Children must be healthy to be educated and must be educated to be healthy. This process is limited by the child's emotional, social, and physical health. For this reason, the purpose of a comprehensive education program is to consider the total human being in the educational process and to encourage students to help themselves develop attitudes and skills that improve their capacity to learn, attain good health and achieve productive lives. Within a coordinated school health framework that addresses physical education/activity, health education, health services, healthy school environment, community and parent involvement, mental health and social services, nutrition services, and health promotion for staff, this vision can be achieved.

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 Thrall 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 through Liaison to the Board of Trustees as is specifically listed in state law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. It shall be the responsibility of the Board of Trustees, upon the advice and counsel of the SHAC, to establish and amend the Bylaws.

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

- A. To hold regular meetings.
- B. To meet periodically with the Board of Trustees.
- C. 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.
- D. To consult regularly with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- F. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- G. To advise and consult with the district in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of Trustees on or before June 30 of each year.

Article II: Meetings

Section One. Regular Meetings. The SHAC shall conduct regular meetings. Unless otherwise specified by the Liaison (due to weather, unforeseen school emergency, etc.), regular meetings shall be held at least four times during a calendar 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. The regular meeting in September shall be considered the first meeting for the year.

- A. 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.
- B. SHAC meetings are subject to "open records" laws.

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 SHAC Coordinator

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 Chair shall limit the time given to speakers to not more than 2 minutes. Committee meetings may be open to the public at the discretion of the Committee Chair and the Liaison.

Section Four. Quorum. A quorum shall be the majority of the current membership, as approved by the Board of Trustees **in actual attendance at the called SHAC meeting.** Meetings **will be held with the members present** for purposes of presentations or discussion. **Actions or voting may take place with the members in attendance.**

Section Five. Attendance. Member attendance shall be monitored by the Chair, who shall work with members to try and resolve any attendance problems. Non-attendance for three consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Liaison if they know they will be unable to attend a meeting. This information will be shared with chair prior to opening of a council meeting.

Section Six. Decision-making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote **of those members in attendance.** 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 Seven. Agendas and Meeting Minutes. Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Liaison. Meeting Minutes will be read at each meeting. If corrections are needed they will be amended and reread at the next full SHAC meeting. Minutes will be taken at every meeting.

Article III: Membership

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

- A. Parents or guardian of a student currently enrolled in the Thrall school district. 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 TISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district students, district support, staff and other 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 serve in an ex-officio capacity.
- F. The Liaison shall serve in an ex-officio – nonvoting capacity.

Section Two. Terms of Service. The term of service for an appointment shall be one year, normally beginning the first SHAC meeting in September. Terms may be extended to maintain continuity on the SHAC. Parents and community members are encouraged to serve a two- year appointment. Campus level staff and students are encouraged to serve a one-year term. Members may serve multiple terms. The length of the term will be determined by the Liaison and the Superintendent.

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

Section Four. Vacancies. The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section Five. Resignations. Resignations shall be presented to the Liaison in the form of a written letter.

Section Six. 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, if not otherwise prohibited under Section seven.

Section Seven. 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. Even the appearance of a conflict of interest should be avoided if at all possible. 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 Eight: The Role of the Superintendent. The Superintendent and SHAC will work cooperatively. The Superintendent will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section Nine. Role of the Board Representative. The role of the Representative of the Board of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Ten: Commentary. The public is welcome to attend all SHAC meetings and a specific time will be set aside for public commentary. This time can be limited at the Chair's discretion to not more than 2 minutes per individual. Other commentary by the public will not be permitted unless the individual is recognized by the Chair. Members of the SHAC may ask the Chair to recognize specific individuals to allow them to have appropriate input.

Section Eleven. Location. Location of meetings shall be TISD campus.

Section Twelve. Size of Council. The SHAC will consist of no more than 25 members and no less than 7 members.

Article IV: Officers

Section One. Terms of Service. The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve 1 year terms. The Chair must not be employee of the District. The officers may not serve more than 3 consecutive terms in the same office. Officers will be selected in September.

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 committee.
- Work directly with the Executive Committee and the Liaison to compile agendas for all meetings of the SHAC.
- 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 without vote except the Nominating committee.
- Serve as Chair-elect.
- 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:

- Work with the Liaison to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
- Read the minutes at each meeting.
- Send minutes to Liaison within 7 days following a meeting.
- 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.

D. The responsibilities of the Liaison:

- Ensure that adequate facilities arrangements and staff support are secured for all meetings.
- Provide members and support staff with agendas and background materials prior to meetings.
- Serve as custodian of all SHAC records.
- Promote public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- Inform the Chair of member vacancies and attendance problems.
- Preside at SHAC meetings in the absence of the Chair and Vice Chair or upon request.
- Provide staff support in the development and submission of SHAC's annual report.
- Inform the Chair and Superintendent of possible member conflicts of interest.
- Report to the Superintendent following each meeting.

E. The responsibilities of the SHAC members:

- Attend meetings.
- Work as a liaison in the community to improve awareness regarding SHAC.
- Come prepared to share their knowledge and have an open mind.
- To show respect for other members of the council, Administration of Thrall ISD, Teachers, Coaches and Support Staff.
- Have a desire to improve the health and wellbeing of the students, staff, and community of Thrall

Article VI: Executive Committee

Section One. Membership. The Executive Committee shall consist of the Officers and the Liaison,

Article V: Committees

The Executive Committee may establish one or more committees as the need arises.

Article VI: Communications

Any internal or external communication shall be reviewed and disseminated through TISD office via mail, e-mail, fax, telephone or by any other means. All recommendations made from the SHAC committee will be given to the Superintendent for his/her perusal before being presented to Board. There is also an understanding that some recommendations may only need be addressed by the Superintendent to achieve the goal. The TISD board does not have to adopt all recommendations made by the council but will review and consider the recommendations based on merit.

Article VII: Amendments

These bylaws may be considered for change at the last regular meeting of the council for the school year by a majority vote. The proposed amendments must have been presented in writing and filed with the secretary at the previous meeting. Amendments must not conflict with goal or the vision of the SHAC. The amendments will then be presented to board for consideration with approval/adoption at the next annual meeting.

Article VIII: Nutrition Team

The Council will serve as the nutrition team as it is stated in the Wellness Policy of 2004.

Membership for 2016-2017 School Year

Tommy Hooker, Superintendent: non-voting member
Lynn Crabb, District RN, SHAC Liaison: non-voting member
Erica & Matt Bodiford, Parents
Sebastian Bodiford, Student
Lise Chumbley, High School Teacher
Kadie Cornelius, Elementary Teacher
Maggie George, Production Manager/Cafeteria
Nancy Hallowell, Cafeteria Manager
Christina Hernandez, Health Care professional/Parent
kara Moellenberg, Health Care Professional/Parent
Carrie O'Connor, Health Care Professional/Parent
Melissa Randig, parent
Norma Rodriguez, Thrall Elementary Paraprofessional
Brigid Tretter, Student
Tina Waid, parent
Stephanie Woelfel, Parent
Madalynn Woelfel, Student