

LAGO VISTA ISD
School Health Advisory Council
(SHAC)

Standard Operating Procedures (SOP)

I: Name of Organization

The name of the organization shall be the Lago Vista ISD School Health Advisory Council, hereinafter referred to as the “SHAC”.

II. Purpose

The purpose of the SHAC, individuals acting as an advisory group who represent different segments of the community, is to provide advice to the school system on aspects of the school health program, pursuant to Texas Law (TEA Code 28.004 and 38.013). It shall perform such functions as are prescribed by regulations, but shall not have any of the powers and duties reserved by law to the school board. The scope of the SHAC activity can be expanded as directed by the LVISD Board of Trustees.

III. B Duties

Duties of SHAC members shall include assisting in:

- Advisement in developing the school health program vision
- Determination and prioritization of the goals of the school health program based on appropriate needs assessments and other data.
- Development of measurable objectives and strategies for addressing the priorities identified concerning issues of a comprehensive school health program (health instruction, healthful school environment, health services, physical education, school counseling, food service, school site health promotion for faculty and staff and integrated school and community programs.)

IV. Representation

Composition:

In compliance with SB 19, the majority of the Council will be made up of parents of students currently enrolled in LVISD and who are not employed by LVISD. There will be a minimum of 15 and a maximum of 25 members.

Council members will be recommended by each campus principal and will have an interest in promoting a healthy campus environment and curriculum. Non-parental positions will be composed of:

- School Nurse

- Director of Food Services
- School Counselor
- Staff representation reflecting the number of students attending each campus
- Parents reflecting the number of students attending each campus
- Members of the community including health care professionals, community business people, law enforcement, senior citizens and or clergy.
- LVISD High School students (2)

The Superintendent of Schools will designate a non-voting administrative liaison. At its discretion, the LVISD Board of Trustees may appoint a Trustee to serve as a non-voting member.

Confirmation:

All members of the SHAC will be approved and appointed by the Board of Trustees annually at the beginning of each school year.

Length of term:

- Terms will be staggered so that at least one-half of the voting members' terms end each year to maintain continuity. Initial terms will be adjusted to establish a rotation.
- School Co-Chair to be District RN. Position to be permanent as long as there is only one RN employed by the district. At that point, the RN's will rotate as Co-Chair every two years.
- Parent and community members will be appointed for two-year terms, with the possibility of up to two consecutive reappointments. Terms will begin at the start of the school year. After being off the council for one term, they may be considered for reappointment.
- Campus level staff and students will be appointed for one year, with the possibility of up to two consecutive re-appointments.

Vacancies:

Vacancies of any kind shall be filled by an affirmative vote of the majority of the SHAC.

Meetings:

- Meetings shall be scheduled at established dates four times per school year. The first meeting shall be held within the first 9 weeks of the school year.
- Additional meetings shall only be called if jointly agreed by the SHAC chair and a school administrator.
- Members should receive a tentative agenda with a request of suggested topics at least 1 week before a meeting.
- A copy of all meeting minutes shall be available for public view

- The 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.
- SHAC meetings are subject to “open meeting” laws.
- A quorum must be present for discussions to occur and for business to be conducted. A quorum of members shall consist of one half of active voting members, rounded up if uneven. The majority of the quorum must not be employed by LVISD.
- Recommendations of the council will be determined by a simple majority vote of those present. Proxies will not be accepted.

● **VI: Officers and Their Duties**

The SHAC may have at least two to three officers: Two (2) Co-chairs and the Secretary. The employee Co-chair shall be a rotation every two years of the school nurses at the school. If only one nurse is employed by the district, that nurse shall remain in the Co-chair position permanently until more nurses are hired and the rotation will resume. The second Co-chair will be a non-employee.

Duties of the Co-chairs shall include:

- Preside at meetings
- Member ex-officio of all committees
- Develop agenda items
- Appoint subcommittee chairs
- Notify all members of upcoming meetings
- Inform SHAC members of relevant training
- Assure that communication is maintained and presented to the Board of Trustees
- All other duties ordinarily pertaining to the office

Secretarial duties shall be filled by the School District Co-Chair and include:

- Record minutes
- Keep annual attendance records
- SHAC Correspondence
- Send minutes to members with 7 days following a meeting

VII: Changes to Operating Procedures

The SOP shall be reviewed at the first and last meeting of each year.

SOP change recommendations shall be advertised at one meeting and voted on at the next scheduled meeting

Approval of SOP changes shall require a two-thirds vote of members in attendance.

Up-dates approved by SHAC 10-29-19